



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, June 18, 2018 6:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular Meeting of the Board of Education of Waverly Community Schools will be held June 18, 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. Preschool Presentation - Mary Whittet
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Board Member Comment
- VI. Adoption of Agenda
- VII. ***Approval of Minutes 4
- VIII. 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 #17-75, Personnel Recommendations 13
 - 2. For Discussion - Policy (First Reading) 14
 - 3. Recommendation to approve Report #17-76, Policy #5460 93
 - C. Finance & Facilities
 - 1. Recommendation to approve Report #17-77, Summer Tax Levy 99
 - 2. ***Recommendation to approve Report #17-78, Finance Report 104
 - 3. Recommendation to approve Report #17-79, 2017-2018 Budget 111

Amendment Resolution	
4. Recommendation to approve Report #17-80, Playground Equipment Purchase	115
5. Recommendation to approve Report #17-81, 2018-2019 Budget and Proposed Tax Millage Rate	118
6. Recommendation to approve Report #17-82, 2018-2019 Budget Resolutions	145
IX. Superintendent's Report	
X. Public Comment - Open Comment for District Issues	
XI. Other Board Business	
XII. Adjournment	
XIII. *** Denotes Consent Agenda	

The Board of Education of the Waverly Community Schools Minutes of Regular Meeting, May 21, 2018

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was held Monday, May 21, 2018, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, Michigan. The meeting was called to order at 6:30 PM by Vice-President Angela Witwer and the pledge to the flag was led by Jeffry Parks.

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

Members Absent: Mr. Britt Slocum, President

Student Rep. Present: Ms. Brina Williams

Staff Present: Kelly Blake, Superintendent
Patty Roost
Susan Friend
Evan Nuffer
Tiffany Wright
Lara Slee
David Palme
Helene McNeilly
Mike Moreno
Shawn Talifarro
Vickie Tisdale
Molly Francis
Mary Lunetta
Todd Simon
Randy Cusack
Jeffry Parks

Others Present: Danielle Williams
Veronica Beasley
Brittany Parks
Waverly Robotics Team Members

Special Presentations:

Jeffrey Parks, WHS Teacher & Robotics Team Advisor, presented the WHS first Robotics Team and they talked about their first year as a team and their accomplishments. They went to State Championships in Michigan where they won the Rookie All Star Award, which allowed them to go to World Championship where they earned the Highest Rookie Seed Award. Most of the Robotics team spoke and it is very obvious how excited they are about their accomplishments this year.

Randy Cusack, WHS Teacher, presented about the MoCI – Moderately, Cognitively, Impaired. Branching out and trying to be more inclusive. Trying to promote Awareness, Advocacy and Leadership in our student body. He talked about “Goats” – One of the TLC’s at the High School. 30 general education students that would streamline the process of peer to peer within Waverly High School. Money that they have received in a grant and they are hoping the Waverly Education Association will continue that when they put their grant application in for next year. The students had to make a digital diary of their bus trip to the Meridian Mall and Mr. Cusack shared that with the Board. The students shared with Mr. Cusack that next year they would like to try a scavenger hunt, traveling all over Lansing using CATA bus transportation. He also talked about one of his students with Autism Spectrum Disorder, that would not even talk with other students, that is now working a couple of times a week for a few hours at Zaytoon.

Correspondence:

Member Martin had a postcard from BWL about the 1st Step Graduation.

Public Comment:

Addressing the Board during Public Comment - None

Student Representative Report

Brina Williams reported that this is her last meeting because she has been accepted into a program at LCC next year. As far as she knows Lewis Miller (student) will be replacing her next year. She told us that the seniors have started a new tradition by wearing their caps and gowns and going to the different buildings that they had been as students and walking through the halls and seeing the younger kids. There are a couple of field trips coming up this week. Graduation is June 2nd.

Board Member Comment:

Member Jones: I would like to Thank the presenters tonight. What a great way to start the meeting. Member Witwer came to the first step graduation @ the BWL for 12 students. They received awards and special recognition, and scholarships.

Member Sherry: I would like to ditto Member Wright’s comments about Dan Carr’s passing. Member Sherry mentioned Annette Knapp’s retirement and she has really been there to support our students with disabilities. Her retirement is going to leave a big hole. She has always had such a nice way connecting to our students and I just want to say Thank you to her and to all of the others as they look forward to their retirement.

Member Wright: I see from our Personnel Report that it has become retirement season. I am very sad to see Ginny Murphy and Beth D’Mello leave. They were very close with my children. I wish them the best, but I wish they were staying. Also, sadly I went to Dan Carr’s funeral and what summed it up best was when one of the students said that “This is the saddest class reunion

ever.” If you have ever been to Mt. Hope Church, it was packed and so many kids from so many years. He really touched their lives.

Member Nester: A couple of weeks ago I went to the Middle School to meet with Dr. Myer and the Alt. Ed class. I also got to blush my way through a Reproductive Health class. I went to the High School after that and visited a Government Class and an AP English Class. Just last week I went to a Marketing and Communications training class at the MSBA and learning a lot about social media, etc...

Member Witwer: Thanks to Chris and WHS for the fantastic job. Tech, Art & Band all in one night, and all after just finding out about Dan Carr’s passing. The BWL First Steps Graduation, I had never been to one and I was just blown away at it and will probably never miss one again. The guy that runs the BWL’s name is Peffley and he is a Waverly graduate. So maybe instead of one of the Board members giving a speech at graduation we should really think about having a graduate, like him, come back and be the key note speaker. Member Witwer also mentioned Helene McNeilly and the awesome things that are happening in her building with technology. Helene spoke and said that Emily Williams is the one. She also mentioned that she had a conversation with Superintendent Blake about Board members going to the buildings and visiting like she did. It is just amazing to see how these teachers do things and how the students react.

Member Martin: I went to several student activities in the last month. I went to the jam packed evening at the high school where there was the Technology night, a large display of Art and a band concert. I went to the Reflections concert a couple of days later. I would like to acknowledge all of the retirees and their over 100 years of service to the Waverly schools. I also went to the service for Dan Carr @ Mt. Hope Church, and the place was packed.

Adoption of Agenda

A motion was presented by Member Jones and supported by Member Wright. Motion: The Board of Education approve the agenda with the addition of Report #17-74.

Motion carried. Vote: AYES – 6; NAYS – 0 (President Slocum Absent)

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

The minutes of the regular meeting of April 16, 2018 were approved as presented.

Advisory Committee Reports:

Finance & Facilities – Member Wright reported that they met and went over budget items and budget prep that they have been working on for 18-19. Still a lot of things aren’t done yet. And final budgets haven’t passed yet. You will see a budget amendment on June 18th just to clear up some things. We set aside a lot more money for View than we needed, so there will be some adjustments to that. We talked a little about facilities. We had 5 final candidates for our Custodial Supervisor position. We had almost 30 apply. Mr. Scripser removed and delivered the cornerstone from Windemere View. It is presently in front of the Admin. Bldg. It will be put into a garden, somewhere nicely and bricks will be for sale from the building and the money will be used to put together some kind of commemoration of the building.

Windemere View Adhoc Sub-Committee - Member Jones reported that Windemere View has been completely demolished and rubbish removal will continue for several weeks. Checking with Lansing Township about maintenance for the driveway to the Maintenance Bldg. This is a

great first step and it will make great green space and I think that is a wonderful idea but I would also like this committee to look forward and get some ideas for that property. Maybe even making it available for sale so that families can build in that area where the property is buildable. And perhaps they could build homes in that area for students that could come to Waverly and we could get out of the land business altogether.

Sinking Fund – Member Sherry – We met on April 25th and we talked about our projects that we have going on now. We get about \$800,000 a year roughly from that sinking fund and we are going to end the year, pretty well. We have taken about \$218,000 for the replacement of the Elmwood roof. We made a transfer over to the Capital Fund for the tennis courts. We will be resurfacing all 10 of those tennis courts. And also the baseball dugouts. One of the things that we have taken funds out of the sinking fund for is the baseball field which was really, really needed. We are also starting some work on some safety upgrades. We are also including working on the playground at East, trying to make it a little more age appropriate. We also discussed adding two more projects to our list. Adding restrooms over by the middle school for the tennis court area and also chalk board replacement. Some of those things are hopefully going to happen over the summer. And last – Kingscott is doing an assessment of our buildings to give us an idea of projects that we will need to start working on so that we can invest the money wisely.

*****Personnel Report #17-66 – For Action**

The Board of Education approved the employment of (Administration) Christopher Smith (Winans Assistant Principal); the resignation of (Certified) Nate Oliver (High School Teacher); Alexandria Distan (Speech & Language Pathologist) and Tessa Joseph (1st Grade Teacher – Winans), the resignation of (Non-Certified) Joshua Kirkland (Winans Parapro); the retirement of (Certified) Kathy McDaniel (WHS Teacher – 6/30/2018); Melissa Lamb (School Psychologist – 6/30/2018); Virginia Murphy (WHS Teacher – 6/30/2018); and the retirement of (Non-Certified) George Dixon (Custodian – 6/30/2018); Annette Knapp (WHS Parapro – 6/8/2018); Bethann D’Mello (Elmwood Food Serv. – 5/16/2018); Cathy Patino (Elmwood Food Serv. – 6/8/2018); and Maureen Chartrand (Elmwood Food Serv. – 6/8/2018).

Bylaws & Policy – Second Reading - Report #17-60

A motion was made by Member Nester and supported by Member Wright. MOTION: To approve the 2nd Reading of Policy with the change in Bylaw 166.2 by leaving the 2nd public comment in.

Discussion: Member Martin’s (M.M.) Questions/with Superintendent Blake’s (S.B.) comments.

Policy #1421- Pg. 5 of 5 – (M.M.) There is a run on sentence in the first paragraph. Needs a period after Superintendent.

(S.B.) Can only be fixed by NEOLA. We will submit the addition of the period.

Policy #2418 Pg. 2 of 3 – (M.M.) Do we have a committee? We used to have a committee.

(S.B.) This is new timing in this Policy and we will have to have a committee to handle this.

Policy #3139 Pg. 3 of 3 – (M.M.) It says we have to pick one and we haven’t picked one.

(S.B.) We have picked one it is the top one.

(M.M.) It isn’t marked on my copy.

Policy #4121 Pg. 4 of 5 – (M.M.) Unless authorized by the Superintendent is written there and I thought that was odd.

(S.B.) What that is, is if someone is applying for a job that is low hours and possibly low pay, like a lunch assistant, we cover the cost.

Policy #4129 Pg. 2 of 2 – (M.M.) I didn't understand what you wrote that says: No line because we already have that.

(S.B.) When we already have something in our Policy, they don't put a line over to the side that means we have to choose something. That was just a note for myself after talking from the NEOLA guy.

Page 49 of the Thrun – Student Discipline Package (M.M.) It says: Separate closed session minutes are legally required for all closed session meetings. The minutes should be brief but must accurately outline what transpired during the meeting. What kind of details do we have to put into that?

(S.B.) We don't put student names or anything personally identifiable.

(M.M.) But we put that this is for a student and possible expulsion? But this says that we have to do separate closed session minutes. But I don't ever remember us doing separate minutes, do we?

(Patty, Secretary) Yes, we do. Showed her the form and said that we only have to keep these for 1 year and 1 day after the actual meeting.

(M.M.) But they are not published with our regular minutes?

(K.B.) No

Bylaws #166.2 – Meeting Format – (M.M.) For years we have had the second section for Public Comment and I see there is a line through it, but I feel that for the amount of time that it takes, which is almost none, allowing the public to have a second time to comment I think is worthwhile. So I would like that left in there.

(Member Wright) Attended the Delta Township Board Mtg. a while back and they have 2 public comments, the first is for only things on the Agenda and the second one is for open comment. So if we are going to bring the second one back, I would like to see it a little more organized like that.

(Holly Nester) I looked up the Policies in other districts and that is what a lot of them do. Not all of them, but a lot of them and that makes sense to me.

(K.B.) We will make the 1st comment for Agenda Items Only and the second for Open Comment for District Issues.

The Superintendent made a recommendation that the Policy be adopted as presented and that the Bylaw 166.2 be adopted with the change of keeping the second public comment and making the 1st Public Comment for Agenda Items Only and the Second Public Comment for Open Comment for District Issues.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum – Absent)

*****Finance Report - #17-67 – For Action**

The Board of Education approved the Finance Report as presented.

Technology Device Purchase - Laptops – Report #17-68

A motion was presented by Member Wright and supported by Member Martin. MOTION: The recommendation to approve the purchase of Laptop Technology Devices from Dell Inc. to refresh technology devices as part of the 2013 Building and Site Bond implementation.

Discussion: Who are these for? Evan Nuffer advised that they are for Administrator Laptops. They have tested several (4-5) different devices before deciding. Member Jones wanted to know if they have a maintenance agreement? Mr. Nuffer let him know that they will have a 3 year warranty, which is a good warranty.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Baseball Dugouts and Pool Mezzanine – Report #17-69

A motion was presented by Member Wright and supported by Member Martin. MOTION: The recommendation to approve the construction of new baseball dugouts and renovation of the entrance to the WHS pool mezzanine.

Discussion: Member Wright gave information on this topic. Dugouts are made of wood and are falling apart. Didn't make sense to redo the fields and not the dugouts. We got a really good deal with the bids and they should be in good shape for a long time to come. Member Wright then talked about the metal gates that go across the stairs for the pool mezzanine that have a padlock on them that really isn't to code. Batting cages are also up there and there has been a time when people have been locked up there by mistake. So, a wall will be built across where the girls locker room and the mezzanine are and it will have a door that can be locked on one side, but can be opened on the inside, so as not to lock people in!

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Reconstruction of Tennis Courts at WMS – Report #17-70

A motion was made by Member Wright and supported by Member Sherry. MOTION: The recommendation to approve the renovation of all ten tennis courts with a new asphalt surface and perimeter fencing along with new perimeter sidewalks.

Discussion: Member Wright gave information on this topic also. He said that our tennis courts are cracked, the fences are falling apart, the fence posts are pulling away from the blacktop. It is getting to the point that we can't seal them anymore. There were several options for redoing them. 1 – Grinding off the top layer and putting a new layer of asphalt on the top. We could redo all 10 tennis courts like that. 2 – Totally remove everything and put down new base and all new asphalt. That came in very, very expensive. If we chose that we wouldn't be able to do all 10 courts at the same time, we would have to do them piecemeal. So we had decided to just do #1 and Mr. Nuffer asked questions of the vendors about how soon would the cracks come back? And they responded that you will probably get a few years because the underlying surface hasn't been compacted and therefore the cracks will return. So they came up with an alternative that we can grind up the tennis courts, scoop out some of the material but then compact the rest and build our new tennis courts on the top of it which will give us a lot more life and it is a lot cheaper alternative. We can then also get the new fencing put in that we need. These courts aren't only used by our students but they are also heavily used by the community. They are going to put a paved square around the tennis courts made out of concrete that they can then put the posts for the new fencing in, instead of the asphalt. The concrete and the asphalt heat and cool at different temperatures and that is what is causing some of our cracking.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Technology Device Purchase – I-Pads – Report #17-71

A motion was presented by Member Martin and supported by Member Sherry. MOTION: The Recommendation to approve the purchase of replacement technology devices through REMC.

Discussion: Evan Nuffer gave an update on this purchase. These are primarily for our Kindergarten population but some of them will be used by our special education kids too. This will be our first refresh with those devices.

Member Nester – Asked why we start our Kindergarteners out on I-Pads when they don't continue using I-Pads in the other grades.

Mr. Nuffer – The decision was driven by teacher input, administrator input and it was felt that the I-Pads themselves had greater APP opportunities and that they would have more functionality with the I-Pads than they would with the Chromebooks.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Lodging, Meals and Travel reimbursement rates for the 2018-19 school year – Report #17-72

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Recommendation to approve the establishment of reimbursement rates for Lodging, Meals and Travel for the 2018-19 school year.

Discussion: Member Nester asked where the numbers came from? These rates are borrowed from some of our existing bargaining unit contracts right now. We offer up to \$25.00 daily reimbursement for teachers, our bus drivers have set rates for breakfast, lunch and dinner for when they are out on routes and can't be available for a meal on their own. So we merged the two and came up with what we thought was reasonable. Member Nester was questioning if \$15.00 was enough for dinner when someone might have to spend the night somewhere. Member Martin said she thought they needed to choose where they eat carefully. Member Witwer asked if this was just for bargaining employees. Mr. Nuffer said, no this is for anyone that doesn't have a specified amount in a bargaining contract. Member Martin mentioned that this does up the amount to \$32.00 per day which is better. There also is a clause in the Policy that says it can be overwritten by someone, right? There can be exceptions.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Extended International Field Trips – Report #17-73

A motion was presented by Member Nester and supported by Member Wright. MOTION: To approve the Extended International Field Trip to Costa Rica & Nicaragua - June 17-25, 2020 and Holocaust in Europe – July 5-17, 2020.

Discussion: Member Martin is very pleased that our students are given these opportunities and is also pleased that they aren't interfering with school time.

Member Nester asked if we have scholarships to help these students? Todd Simon answered that there are a lot of opportunities for students to earn money for the trip. That is why they plan these so far in advance.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Technology Device Purchase – Chromebooks – Report #17-74

A motion was presented by Member Wright and supported by Member Jones. MOTION: To approve the purchase of Chromebooks through TIPS as a refresh on our technology.

Discussion: Evan Nuffer talked about the fact that the longevity on the devices we have was pretty much what we expected. There has been a decrease in battery life. We bought Chromebooks in various “chunks” because we started out with K-4 being the initial plan and then changed to K-6 because of a grant and ultimately we were able to go 1:1 district wide. Member Jones – What will happen with the old devices? Mr. Nuffer – We will work first to reimage them and remove any personally identifiable information from them, and then look for a buyer for them. In some cases we will keep some as back-ups. But ultimately we would like to get some residual out of them. Member Martin – The money for this comes from our tech bond, is that correct. Mr. Nuffer – Yes. Member Nester – Are the high school ones on the schedule? Mr. Nuffer – Yes, we have a full replacement schedule from 2013-2023. There will be a total of 3 purchase series but all devices will have at least 2 scheduled refreshes.

Motion carried. VOTE: AYES: 6; NAYS: 0 (President Slocum - Absent).

Superintendent’s Report

I would like to give a shout out to Scott Castele, Salome Preston the track coaches and several parent & student volunteers who pulled off the first regional track meet here. There were 18 area schools and 36 teams that participated. Waverly came in 3rd place. It went very well.

We have a new assistant principal for Winans for next school year.

There has also been a lot of state testing going on and going on and going on. We are finally at Memorial Day coming to an end. It really is a long haul and we appreciate all the efforts because it isn’t the most fun thing to do.

There are a lot of activities going on to close the school year. May 30th, is the 4th grade Winans celebration, May 31st is WHS Senior Awards, June 2nd of course is Graduation at Wharton Center, June 5th is the 6th grade graduation celebration ceremony and June 6th is the 8th grade ceremony.

Closed Session:

Motion to go into closed session was made by Member Martin and supported by Member Jones.

Roll call vote:

Ayes: Members Nester, Jones, Sherry, Wright, Witwer, Martin

Nays: None

Absent: President Slocum

Motion carried. Ayes: 6, Nays: 0, Absent: 1

The Closed Session of the Board of Education began at 8:13 PM

The Closed Session of the Board of Education adjourned at 8:45 PM

The Regular Meeting reconvened at 8:45 PM

Other Board Business – None

The Regular meeting of the Board of Education adjourned at 8:47 PM

***Denotes Consent Agenda

Respectfully submitted,

Mary Ann Martin, Secretary
par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 18, 2018**

Report #17-75

Subject: Personnel Report**

A. Employment – Administration

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Dannie Bolden II	Custodial Supervisor	\$58,000	6/4/2018

B. Retirement – Administration

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
Vince Perkins	Assistant Principal – Winans	14	6/30/2018

C. Retirement – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
George Dixon	High School Custodian	21	5/31/2018

D. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Lance Berrier	High School Teacher	Personal	6/30/2018
Dawn Boschi	Elmwood Elementary Teacher	Personal	6/30/2018
Tessa Joseph	Winans Elementary Teacher	Personal	6/30/2018
Rebecca Stewart	High School Teacher	Personal	6/08/2018

E. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Mary Diedrich	Colt Speech & Language Therapist	Step 11 MA+30/\$78,751	8/21/2018
Lisa Postema	Special Ed Resource Room Teacher	Step 7 MA+15/\$60,855	8/21/2018
Katy Swift	Colt ASD Classroom Teacher	Step 6 MA/\$55,250	8/21/2018
Kimberly Guley	7 th Grade ELA Teacher	Step 6.5 MA/\$56,478	8/21/2018
Alyssa Bengel	Elmwood Speech & Language Therapist	Step 1 MA+15/\$42,985	8/21/2018
Kelvin McGill	Re-Hire East 5 th Grade Teacher	Step 2 MA/\$43,795	8/21/2018
Courtney Miller	East 5 th Grade Teacher	Step 4 MA/\$49,281	8/21/2018

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 18, 2018**

FOR FUTURE ACTION

Subject: BYLAWS & POLICY - First Reading

Recommendation:

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

Volume 32, No. 2

Revise Bylaw 143.1	Public Expression of Board Members
Revise Policy #1421	Criminal History Record Check - Administration
Revise Policy #3121	Criminal History Record Check – Professional Staff
Revise Policy #4112	Board-Staff Communications – Discuss/Revise
Revise Policy #4121	Criminal History Record Check – Support Staff
Revised Policy #4162	Controlled Substance & Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers – Support Staff
Revised Policy #5111	Eligibility of Resident/Non-Resident Students
Replace Policy #7540.02	Web Accessibility, Content, Apps & Services
Revise Policy #8321	Criminal Justice Information Security
Revise Policy #7530	Lending of BOARD-owned Equipment
Revise Policy #7530.02	Staff Use of Personal Communication Devices
Revise Policy #7542	Access to District Technology Resources and/or Information Resources from Personal Communication Devices
Revise Policy #7543	Utilization of the District’s Website And Remote Access to the District’s Network
Revise Policy #6325	Procurement – Federal Grants/Funds



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

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REVISED BYLAW 0143.1 - VOL. 32, NO. 2 - FEBRUARY 2018

0143.1 **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 - 3. routine "thank you" letters of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

BYLAWS
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- B. Copies of this bylaw shall be sent annually to local media by the Board President.

[OPTIONAL LANGUAGE]

- A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.**

[END OPTIONAL LANGUAGE]

0144 **Operations**

0144.1 **Compensation**

Board members shall receive not more than \$30 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- Expenses will be reimbursed only for activities authorized by the Board.
- Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.



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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.



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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.



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The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

() submit, at no expense to the District,

or

() provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.



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~~CHRI~~riminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.



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Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.



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Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police, or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.



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The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

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a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.



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~~CHRI~~riminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

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BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.



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CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.



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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check if they work more than _____ **hours** per week in the schools, on a regular and consistent basis, even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.



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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.



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An applicant must

() submit, at no expense to the District,

or

() provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

~~CHRI~~riminal history reports may be released with the written authorization of the individual.



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Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR
COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER
EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles (**collectively "Covered Employees"**), must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board **also** expects all ~~Drivers~~ **Covered Employees** to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all ~~Drivers~~ **Covered Employees** should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all ~~Drivers~~ **Covered Employees**.

Covered Employees

~~This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~

~~[] This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.~~



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Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. ~~This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.~~
- B. **The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations.**
- ~~B-C.~~ The term *controlled substance* includes any illegal drug, ~~the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations,~~ and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. ~~This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP).~~
- ~~C-D.~~ The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- ~~D-E.~~ The term *safety-sensitive functions* includes ~~waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle.~~ **all tasks associated with the operation and maintenance of District owned and/or operated vehicles.** This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.



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~~E.F.~~ The term **Covered Employee** means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL. ~~CDL license holder means all Driver CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~

[] This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

~~F.G.~~ The term *while on duty* means all time from the time the ~~Driver~~ **Covered Employee** begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each ~~Driver~~ **Covered Employee** is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. ~~Opiates~~ **Opioid**
- D. Amphetamines
- E. Phencyclidine (PCP)



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The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation,

[OPTION #1]

- d.) after any accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing **[END OF OPTION]**

[OPTION #2]

- d.) after any accident,

[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]

e.) on a random basis, and f.) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

Any staff member who tests positive as defined in the guidelines shall be **immediately prohibited from driving any District owned and/or operated vehicle or conducting a safety sensitive function:**

- (+) ~~immediately prohibited from driving any District vehicle or conducting a safety sensitive function;~~
- () **and** evaluated by a substance abuse professional;
- () **and** provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;



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- () **and** subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), ~~completed~~ **completing** any required treatment program, and ~~passed~~ **passing** a retest. Return to a safety sensitive position is solely at the District's discretion.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

- () **the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.**
- () **the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.**

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a **drug-free awareness program which will inform** ~~training for all employees, including Drivers Covered Employees~~ and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;



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- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all ~~Drivers~~ **Covered Employees** and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.



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Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials**
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations**
- C. information concerning what conduct is prohibited**
- D. the circumstances under which employees are subject to testing**
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee**
- F. the requirement that staff members must submit to testing as required by the regulations**
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences**
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment**
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and**



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- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management).**

49 C.F.R. 382.101 et. seq.
34 C.F.R. Part 40

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following policy for determining eligibility to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District, **regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site.** Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition-free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes.

If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is a resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition-free.
- D. Any student who enrolls in the District under the District's schools of choice program.



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- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- () Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
 - () Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time may enroll in the schools of this District as tuition students for the time not in residence.
 - () Twelfth grade students who have begun their work toward graduation from the District's high school and whose parents no longer reside within the District may be permitted to complete their high school education as tuition students.
 - () A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
 - () A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition-free.
 - () Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students.
 - () Nonresidents may be accepted into the District's Adult Education Classes upon payment of the appropriate fees.
 - () Nonresident students may be accepted into the District's Summer School Program.



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- () A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

M.C.L. 380.1148, 1401 et seq., 388.1606
Emancipation of Minors Act, Section 4, Subsection 6
Public Law 100-77, Section 721, 42 U.S.C. 11431
Stewart McKinney Homeless Assistance Amendment Act of 1990
PA 203 of 1994, Sec. 163a (1) & (2)

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REPLACEMENT POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES

A. **Creation of Content for Web Pages/Sites, Apps and Services**

The Board of Education authorizes staff members

() and students

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

[] Student-created content, apps and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

[] The creation of content, apps and services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]



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B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps and services:

1. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.



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Under no circumstances is District-created content, apps and services, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app or service (e.g., _____ **[Progressbook]**) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps and services, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.



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- [] Unless the content, apps and services contains student personally-identifiable information, Board websites, apps and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps and web services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps and web services by staff () and students.

The Board retains all proprietary rights related to the design of web content, apps and web services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.



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C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at [INSERT link to District website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. () _____ [insert another acceptable standard selected by the District].

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]



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2. **Web Accessibility Coordinator**

The Board designates its () Section 504/ADA Compliance Coordinator(s) () Technology Director () _____ as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

[] See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[OPTION #2]

[] The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[END OF OPTIONS]



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3. **Third Party Content**

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.



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4. **Regular Audits**

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

This audit will occur no less than once every two years.

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. **Reporting Concerns or Possible Violations**

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policies 2260 and 2260.01 relating to Section 504 and Title II.



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D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[] [OPTION #1]

The Board requires the () Superintendent () _____ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #1]

[] [OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the () Superintendent () _____ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #2]



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The Board further requires

- () the use of a Board-issued e-mail address in the login process.
- () prior written parental permission to use a student's personal e-mail address in the login process.

E. Training

The District will provide () annual () periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.



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If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The _____ **[insert designated administrator]** shall be designated as the District's Security Officer ("**LASO**") and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;



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4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contract for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.



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D. Personnel Security

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.



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- c. If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.
2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by _____ **[Insert Designated Administrator]**. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.



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3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as **requiring the individual to return any keys or access cards to buildings, offices, and/or files, or** closing the individual's account and/or blocking access to any systems containing such information at the District.
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.



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7. Information Technology Contractors and Vendors¹ – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. Media Storage and Access – All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.



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2. Media Transport – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical ~~media~~ **media** shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.



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3. Media Disposal/Sanitization - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO **during the individual's active employment plus an additional six (6) for a period of at least five (5) years. [Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and as it will likely cover most statutes of limitation and can be retained in digital format.]**
 - a. Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media - Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)



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4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. **CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as **the "Agency User Agreement" (RI-087)**, an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.



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G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)



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H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.



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J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.



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K. Auditing and Accountability

~~The District's information system shall generate audit records for the events listed below. The District shall specify which information system components shall carry out auditing activities.~~

~~The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.~~

~~The following events shall be logged:~~

- ~~1. Successful and unsuccessful system log on attempts.~~
- ~~2. Successful and unsuccessful attempts to:
 - ~~a. access permission on a user account, file, directory or other system resource;~~
 - ~~b. create permission on a user account, file, directory or other system resource;~~
 - ~~c. write permission on a user account, file, directory or other system resource;~~
 - ~~d. delete permission on a user account, file, directory or other system resource;~~
 - ~~e. change permission on a user account, file, directory or other system resource.~~~~
- ~~3. Successful and unsuccessful attempts to change account passwords.~~
- ~~4. Successful and unsuccessful actions by privileged accounts.~~



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5. ~~Successful and unsuccessful attempts for users to:~~
 - a. ~~access the audit log file;~~
 - b. ~~modify the audit log file;~~
 - c. ~~destroy the audit log file.~~

~~The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.~~

~~The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.~~

~~Audit Monitoring, Analysis and Reporting—The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.~~

~~Time Stamps—The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.~~



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~~Protection of Audit Information—The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.~~

~~Audit Record Retention—The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.~~

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.

²Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center

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REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018

LENDING OF ~~DISTRICT~~BOARD-OWNED EQUIPMENT

[] **No item of Board-owned equipment shall be loaned for non-school use off District school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.**

[] The Board of Education believes that ~~District~~**Board**-owned equipment is a valuable resource ~~which~~**that** may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the **District's** educational program ~~of the District~~.

The Board may lend specific items of equipment on the written request of the user and approval granted by

() the Superintendent.

() the Board.

() and only when such equipment is unobtainable elsewhere.

The user of ~~District~~**Board**-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. **The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.**

[] District equipment may be removed from District property by students or staff members **and/or Board members** only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the

() _____

() Superintendent

is required for such removal.



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- [] **Individuals authorized to use Board-owned equipment off District property are prohibited from allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is approved for use by a specific person).**

- [] **A Board employee may use authorized Board-owned Technology Resources for school use off of District property. District Technology Resources (as defined in Bylaw 0100) may contain personally identifiable information ("PII") about students and/or staff. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District Technology Resources. Board employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.**

- [] **Personal use of ~~District~~-Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.**

- [] **Removal of ~~District~~-Board-owned equipment **from District property for** ~~by staff or students from school property for personal use is prohibited~~**by staff or students is prohibited.****

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REVISED POLICY - PHASE IV TECHNOLOGY UPDATE - FEBRUARY 2018

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") **(as defined in Bylaw 0100)** has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPad-~~likes and similar~~ devices), electronic readers ("e-readers"; e.g., Kindle-~~likes and similar~~ devices), cell phones ~~(e.g., mobile/cellular telephones,~~ smartphones ~~{(e.g., BlackBerry, iPhones, Android devices, Windows Mobile devices, etc.)}~~, () telephone paging devices, ~~{(e.g., beepers or pagers)}~~, **[NOTE: END OF OPTION]** ~~(+)~~ and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.



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Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones/Smartphones

[NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION A AND/OR OPTION B OR OPTION C]

[OPTION A]

- []** Employees whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).
- []** In situations where job responsibilities include regular driving and accepting of business calls, the employee should consider the use of hands-free equipment to facilitate the provisions of this policy.

[OPTION B]

- []** Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.



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[OPTION C]

- [] Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, **GPS-navigation destinations set/modified**, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

[NOTE: END OF FIRST SET OF OPTIONS]

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.



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Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

[NOTE: START OF SECOND SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

[OPTION A] [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V1]

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD before the Board will issue any final compensation that is owed to the employee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.



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[OPTION B] [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V2]

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records and ESI subject to a Litigation Hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

- [] If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD before the Board will issue any final compensation that is owed to the employee.

[NOTE: END OF SECOND SET OF OPTIONS]

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.



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The Board prohibits employees from maintaining the following types of records and/or information on their () PCDs () cell phones:

- () social security numbers
- () driver's license numbers
- () credit and debit card information
- () financial account numbers
- () student personally identifiable information
- () information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- () personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)
- () _____

- [] If an employee maintains records and/or information on a () PCD () cell phone that is confidential, privileged or otherwise protected by state and/or Federal law, the employee is required to encrypt the records and/or information.
- [] It is () required () suggested that employees lock and password protect their PCDs when not in use.
- [] Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.



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Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

[NOTE: START THIRD SET OF OPTIONS - CHOOSE OPTION A OR OPTION B OR OPTION C]

[] [OPTION A]

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in () classrooms, () gymnasiums, locker rooms, shower facilities, rest/bathrooms () and/or swimming pool.

[] [OPTION B]

The use of PCDs in () classrooms, () gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or () swimming pool is prohibited.

[] [OPTION C]

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, () classrooms, () gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

[NOTE: END OF THIRD SET OF OPTIONS]



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Personal Use of PCDs While at Work

[NOTE: START OF FOURTH SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

[] [OPTION A]

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

[] [OPTION B]

Board employees may carry () PCDs () cell phones with them while at work () including while operating Board equipment, but are subject to the following restrictions:

- A. Excessive use of a () PCD () cell phone for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

[NOTE: END OF FOURTH SET OF OPTIONS]



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Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018

ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR
INFORMATION RESOURCES FROM PERSONAL
COMMUNICATION DEVICES

For purposes of this policy, “personal communication device” (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers (“e-readers”; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), () telephone paging devices (e.g., beepers or pagers), [NOTE: END OF OPTION] and/or other web-enabled devices of any type.

[] The Board of Education provides both a guest network and business network. The business network is a secure network for the conduct of official District business. Access to the business network requires prior approval and authorization by the District. The guest network is a CIPA-compliant non-secured network provided for use by students, parents, and other visitors while on school property. Only Board-approved communication devices and authorized users may access the business network. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the Superintendent.

[] **[OPTION #1]**

The Board of Education prohibits individuals from using their personal communication devices (PCDs) to access the District's technology resources (e.g., networks, servers, projectors, printers, etc.) **Technology and/or Information Resources (as defined in Bylaw 0100)** while on-site at a District facility.—For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), Cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), () telephone paging devices (e.g., beepers or pagers), () and/or other web-enabled devices of any type.



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Exceptions to this policy must be approved in advance, in writing, by the Superintendent.

[END OF OPTION #1]

[OPTION #2]

The Board of Education permits

- employees,
- students,
- Board members,
- guests,
- , as well as
 - contractors,
 - vendors,
 - agents,

to use their ~~personal communication devices~~ (“PCDs”) to wirelessly access the District’s ~~technology resources (guest or business networks, servers, projectors, printers, etc.)~~ **Technology and/or Information Resources (as defined in Bylaw 0100)** while they are on-site at any District facility. () Access to the business/guest network shall require authentication.

~~For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), (-) and/or other web-enabled devices of any type.~~



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[] If the user wants to access the ~~District's technology resources~~ **District's Technology and/or Information Resources** through a hard-wired connection, the user's PCD must first be checked by the _____ to verify it meets the established standards for equipment used to access the network.

_____ () is charged with developing or, () is directed to develop the necessary standards for connecting PCDs to the District's **Technology and Information Resources** ~~technology resources~~. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of ~~Confidential sensitive District data~~ **Data/Information**, illegal access to **Confidential Data/Information** ~~confidential data~~, damage to the District's intellectual property, damage to the District's public image/**reputation**, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 - Student ~~Education Technology~~ Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 - Staff ~~Education Technology~~ Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Personal Communication Devices. When an individual connects to and uses the District's ~~technology resources~~ **Technology and/or Information Resources**, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's **Technology and/or Information Resource(s)** ~~technology resource(s)~~; the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.



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Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's **Technology and/Information Resources** ~~technology resources~~ without authorization may be prospectively denied access to the District's **Technology and/or Information Resources** ~~technology resources~~. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

[END OF OPTION #2]

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REVISED POLICY - PHASE IV TECHNOLOGY UPDATE - FEBRUARY 2018

**UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO
THE DISTRICT'S NETWORK**

Parents, students, staff/employees and community members are encouraged to
~~Access to the District's W~~website (www. _____) ~~is encouraged.~~

The following resources ~~are shall be~~ available on the District's website:

- () **links to school websites**
- () **School/District Departments**
- () the District's calendar ~~of events~~
- () (gradebook program)
- () (required State report)
- () Board agendas and minutes
- () **information concerning the District's Anti-Discrimination Policies and Guidelines, including Section 504/ADA complaint procedures**
- () **summary of all reported bullying incidents (updated twice a year)**
- () **required Forms**
- () **employment and Volunteer Opportunities**



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- () **resources for additional information during a crisis/emergency situation**
- () **contact info**
- () _____ [e.g., **School Choice Options**]
- () _____

~~The Board encourages employees, p~~Parents, students, **staff/employees** and community members **should** ~~to~~ check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally-identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or log-in procedure, is necessary to access a resource, **the user should contact the applicable school or department for access.**~~information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.~~



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Access to the District Network through Server

[NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING OPTIONS.]

[OPTION #1]

Board members,

District employees,

Students,

, as well as

contractors,

vendors,

agents

of the District,

are not permitted to use their personally-owned or District-owned computers or workstations

and/or web-enabled devices of any type

to remotely (i.e. away from District property or facilities) access the District's server and connect to the District's network.

Any exceptions to this policy must be approved in advance, in writing, by the Superintendent.

[END OF OPTION #1]



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROPERTY
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[OPTION #2]

Board members

District employees

Students

, as well as

contractors,

vendors,

agents

of the District,

are permitted to use their personally-owned or District-owned computers or workstations

and/or web-enabled devices of any type

to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources () **and completing assigned coursework.**



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROPERTY
7543/page 5 of 6

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- () ~~A.~~ his/her ~~device~~ computer/device must have **active on it**, ~~at the minimum, the an~~ **anti-virus program with the latest updates from the manufacturer** ~~software specified in the District's standards for remote access and connection~~
- () ~~B.~~ the individual may only access the ~~N~~network using his/her assigned user name and password

The individual **is prohibited from** ~~must not allowing~~ other persons, including **friends and** family members, to use his/her user name and password to log into the ~~N~~network. The user may not go beyond his/her authorized access.
- () ~~C.~~ his/her device may not be connected to any other network at the same time s/he is connected to the ~~N~~network, with the exception of personal networks that are under the complete control of the user
- ~~D.~~ ~~the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network~~
- () ~~E.~~ his/her device may not, at any time while the individual is using remote access to connect to the ~~N~~network, be reconfigured for the purpose of **connecting to another (an additional) network** ~~split tunneling or dual homing~~



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

_____ **SCHOOL DISTRICT**

PROPERTY

7543/page 6 of 6

use of the Nnetwork, **whether connected directly or remotely**, is contingent upon the individual abiding by the terms and conditions of the ~~District~~**Board's Network and InternetTechnology** Acceptable Use and Safety ~~policies~~y and guidelines

Users ~~may be~~**are** required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

Additional standards and regulations for remotely accessing and connecting to the District network shall be ~~developed and~~ published in AG 7543 - Standards and Regulations for Remote Access and Connection.

Any user who violates this policy may be denied remote access and connection privileges.

[END OF OPTION #2]

Any employee who violates this policy may be disciplined, up to and including termination; any () **contractor** () **vendor** () **agent** who violates this policy may have his/her contract with the District terminated; and () **any student who violates this policy** may be disciplined up to and including suspension or expulsion.

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Waverly Community Schools Bylaws & Policies

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy [6320](#) and AG [6320A](#).

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy [1130](#), Policy 3110 and Policy [4110](#) – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

Call - First Reading June?

F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list annually.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,500. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$7,500. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

C. Sealed Bids

or as adjusted by Federal guidelines...

There is talk about this increasing to \$10k and we want to leverage the greater amount.

Impacts food service

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 18, 2018**

Report #17-76

FOR ACTION

Subject:

Updating our Certificate of Completion and Personal Curriculum Guidelines to match current practice.

Recommendation:

The superintendent recommends the Board of Education act to adopt updated guidelines for Certificate of Completion and Personal Curriculum.

Background Information:

Waverly's policy notes that we must have current guidelines for Certificate of Completion and Personal Curriculum.

Certificate of Completion (clean)

Guidelines and Requirements for students with an Individualized Education Plan (IEP).

Class of 2012 and beyond will have the opportunity to graduate with a "Certificate of Completion" if they are unable to fulfill the Michigan Merit Curriculum (MMC) requirements due to their academic or cognitive ability.

The IEP team determines if a student who is receiving special education services will pursue a Certificate of Completion (in lieu of diploma). To earn the certificate of completion the student will:

1. Complete a minimum of eighteen (18) credits. Delivery model and content may be determined by IEP team and student's individual academic/cognitive ability.
2. Demonstrate competence in four (4) out of five (5) areas of on a transition assessment: Employment, Recreation and Leisure, Home Living, Community Participation, Post-Secondary Education.

OR:

- Student "ages-out" of school at twenty-six (26) years-old.

OR:

- Student has been awarded a completion certificate from a school-related program (i.e. CACC, Project Search, etc.)

OR:

- Student is involved with an outside agency which will provide supports to continue the transition work.

*Students may participate in the graduation ceremony with their cohort or once they have completed their requirements to obtain a certificate of completion.

Personal Curriculum

A flow chart displaying the personal curriculum process can be found at:

http://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf

A parent or legal guardian of a student who has completed grade 9 and prior to the start of a student's final year of high school may request a personal curriculum for the student that modifies certain elements of Michigan Merit Standard requirements. The personal curriculum modifications may not be based solely on a performance deficit resulting from inadequate work habits. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- A. The personal curriculum shall be developed by a group that includes the student, at least one (1) of the student's parents or the student's legal guardian, a teacher who is currently teaching the student, and the student's high school counselor or another designee (selected by the high school) qualified to act in a counseling role.
- B. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student has achieved these goals; and shall be aligned with the student's educational development plan.
- C. Before it takes effect, the personal curriculum must be agreed to by the student's parent or legal guardian and by the Superintendent of the District or his/her designee.
- D. The student's parent or legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- E. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- F. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- G. The modified as part of a personal curriculum if the pupil successfully completes at least 3-1/2 total credits of the mathematics credits required under that section before completing high school, including algebra I and geometry, and successfully completes at least 1 mathematics credit

during his or her final 2 years of high school. The algebra II credit required under that section may be modified as part of a personal curriculum under this subsection if the pupil meets 1 or more of the following:

(i) Successfully completes the same content as 1 semester of algebra II, as determined by the department.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content. (iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the department-prescribed state high school assessment, as determined by the department.

(iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.

- H. The social science credit requirements may be modified as part of a personal curriculum only if all of the following requirements are met:
1. the student has successfully completed two (2) credits of the social science credits required including the civics course; and
 2. the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
- I. The health and physical education credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
- J. The visual arts, performing arts, or applied arts credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.

Students with an Individualized Education Plan (IEP)

If the parent or legal guardian of a student or school staff member requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with an IEP, the District may allow that additional modification to the extent necessary because of the student's disability if the modification is consistent with both the student's educational development plan and the student's individualized education program. If the Superintendent of Public Instruction has reason to believe that a District is allowing modifications inconsistent with the requirements of the State school code, the Superintendent of Public Instruction shall monitor the District to ensure that the District's policies, procedures, and practices are in compliance with the requirements for additional modifications, under this subdivision. As used in this policy "child with a disability" is defined in 20 U.S.C. 1401.

A student receiving special education services shall have an Individual Education Plan (IEP) that identifies the supports, accommodations, and modifications necessary to allow the student to progress in the Michigan Merit Curriculum requirements or a personal curriculum, and meet the requirements for a high school diploma.

1. The personal curriculum modification must have direct and substantial relationship to the student's identified disability.
2. The personal curriculum modification may not be based solely on a performance deficit resulting from inadequate work habits.
3. The personal curriculum will be responsible to demonstrate mastery on at least 60% of the essential learning targets to earn a letter grade.
4. The Superintendent and his/her designee reserves the right to waive or modify any of these guidelines on a case-by-case basis.

Transfer Students

If a student transfers to the District from out-of-state or from a nonpublic school, the student's parent or legal guardian may request, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section. The District may allow this additional modification for a transfer student if all of the following requirements are met:

- A. The transfer student has successfully completed at least the equivalent of two (2) years of high school credit out-of-state or at a nonpublic school.
- B. The District may use appropriate assessment examinations to determine what credits, if any, the student has earned out-of-state or at a nonpublic school that may be used to satisfy the curriculum requirements of the Michigan Merit Standard, District policy and the State Board of Education.
- C. The transfer student's personal curriculum incorporates as much of the subject area content of the Michigan Merit standard as practicable.
- D. The transfer of a student's personal curriculum requires the student to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District for at least one (1) full school year, both of the following apply:

1. the transfer student's personal curriculum shall require that this mathematics course is at least algebra I
 2. if the transfer student demonstrates that s/he has mastered the content of algebra I, the transfer student's personal curriculum shall require that this mathematics course is a course normally taken after completing algebra I
- E. The transfer student's personal curriculum must include the state required civics course.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JUNE 18, 2018**

Report #17-77

FOR ACTION***

Subject:

Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township

Recommendation:

The Superintendent recommends the Board of Education adopt the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting. A copy of the certification (L-4029) is included in the support materials.

Statement of Purpose:

To certify the tax levy, allowing local taxing units to collect summer taxes for the district.

Budget Impact:

If the certification of tax levy is not adopted, taxing units will not collect summer taxes for the school district.

Historical Perspective:

Section 380.1213 of Michigan School Code provides that the Secretary of the Board of Education file a certified copy of a resolution adopted by the Board, stating the number of mills to be levied on taxable properties within the school district. This certification is to be filed with the appropriate township(s) and city clerk(s).

A breakdown of the summer tax levy is as follows:

<u>Operating</u>	<u>Rate</u>	<u>Expires</u>
All – Voted (Hold Harmless)	2.3911	December 31, 2022
Commercial Personal – Voted	5.3884	December 31, 2022
Non-Home – Voted	6.6062	December 31, 2022
 <u>2013 Building and Site Debt</u>		
All	3.0250	December 31, 2022
 <u>2013 Refunding Debt</u>		
All	0.3900	December 31, 2020
 <u>2016 Building and Site Debt</u>		
All	0.0350	December 31, 2022
 <u>2016 Sinking Fund</u>		
All	0.5000	December 31, 2025

The summer levy for the City of Lansing, Lansing Township and Delta Township is based upon fifty percent (50%) of the total levy.

Discussion of Options:

The Board may adopt the recommendation as presented, reject the recommendation or could reduce the amount of any of the above levies. Any reduction in tax levy will result in the loss of revenue for the District.

Strategic Plan Reference:

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

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham County - Lansing Township	2018 Taxable Value for ALL Properties in the Unit as of 5-29-18. 114,377,097
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.6062		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.3911		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	0.7800	N/A	1.0000	N/A	1.0000	0.7800	0.3900		12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	6.0500	N/A	1.0000	N/A	1.0000	6.0500	3.0250		12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350		12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Heather Walls	Telephone Number (517) 244-1291	Title of Preparer Director, Business Operations, Ingham ISD	Date 06/01/18
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.3911
For Commercial Personal	5.3884
For all Other	8.9973

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

*** **FOR JULY 1 LEVY**

100

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Eaton County - Delta Township	2018 Taxable Value for ALL Properties in the Unit as of 5-29-18. 607,139,622
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.6062		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.3911		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	0.7800	N/A	1.0000	N/A	1.0000	0.7800	0.3900		12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	6.0500	N/A	1.0000	N/A	1.0000	6.0500	3.0250		12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350		12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Heather Walls	Telephone Number (517) 244-1291	Title of Preparer Director, Business Operations, Ingham ISD	Date 06/01/18
-------------------------------------	---	---	-------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.3911
For Commercial Personal	5.3884
For all Other	8.9973

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

*** **FOR JULY 1 LEVY**

101

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing	2018 Taxable Value for ALL Properties in the Unit as of 5-29-18. 2,073,313
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.6062		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.3911		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	0.7800	N/A	1.0000	N/A	1.0000	0.7800	0.3900		12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	6.0500	N/A	1.0000	N/A	1.0000	6.0500	3.0250		12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350		12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Heather Walls	Telephone Number (517) 244-1291	Title of Preparer Director, Business Operations, Ingham ISD	Date 06/01/18
-------------------------------------	---	---	-------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.3911
For Commercial Personal	5.3884
For all Other	8.9973

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

*** **FOR JULY 1 LEVY**

102

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Eaton County - City of Lansing	2018 Taxable Value for ALL Properties in the Unit as of 5-29-18. 176,500
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.6062		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.3911		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	0.7800	N/A	1.0000	N/A	1.0000	0.7800	0.3900		12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	6.0500	N/A	1.0000	N/A	1.0000	6.0500	3.0250		12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350		12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Heather Walls	Telephone Number (517) 244-1291	Title of Preparer Director, Business Operations, Ingham ISD	Date 06/01/18
-------------------------------------	---	---	-------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.3911
For Commercial Personal	5.3884
For all Other	8.9973

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

*** **FOR JULY 1 LEVY**

103

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 18, 2018**

Report #17-78

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of April 30, 2018 was \$5,088,973.41. Receipts during May, consisting of property taxes, state aid and other revenues in the amount of \$2,098,006.26 minus disbursements during May of \$3,314,724.87, left the district with a General Fund cash balance, as of May 31, 2018, of \$3,872,254.80, including \$1,500,000.00 from the issuance of a State Aid Note.

On a modified accrual basis, 2017-18 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$1,785,180. 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 \$54,283. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

On a modified accrual basis, 2017-18 Capital Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$824,497. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2016 Building and Site, Series II Bonds remaining to be allocated, including \$12,734 of accrued interest, is \$967,475. A summary of life to date activity is included in the supporting documentation

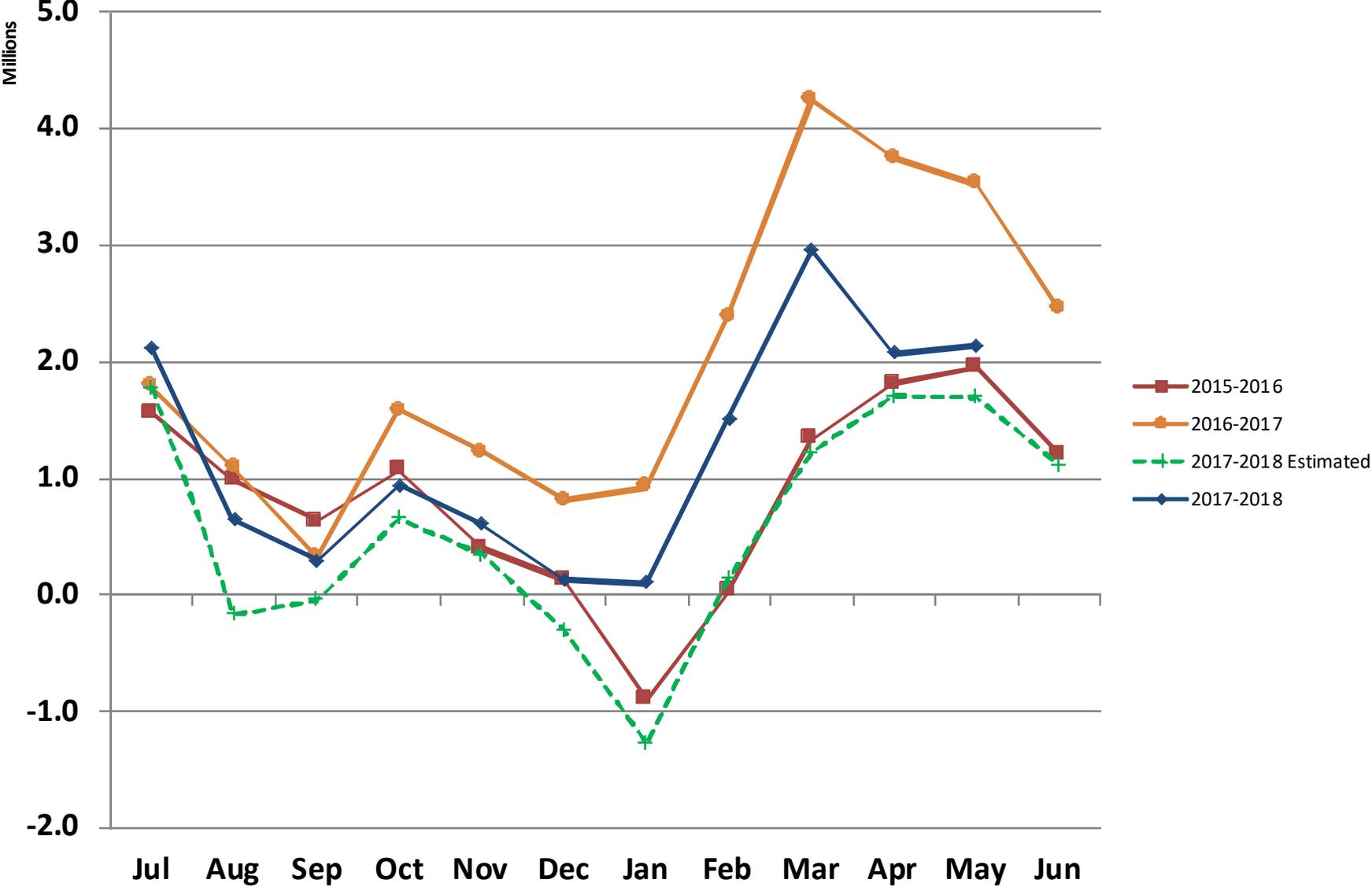
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended May 31, 2018

Balance on Hand April 30, 2018	5,088,973.41
Revenues	
State Aid	1,914,643.02
Taxes	-
Other Revenue	183,363.24
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,098,006.26</u>
Disbursements	
Payroll and Related Liabilities	(2,263,828.96)
Other Expenditures	(1,050,665.81)
State Aid Repayment	-
	<u>(3,314,494.77)</u>
Prior Month Adjustments During May 2018	(230.10)
Balance on Hand May 31, 2018	<u><u>3,872,254.80</u></u>
PNC Bank - General	3,779,804.61
MILAF	7,510.10
PNC Bank - Payroll	46,299.17
Comerica - Checking	38,640.92
	<u><u>3,872,254.80</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended May 31, 2018**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,255,690	9,041,060	(214,630)	2.3%
State sources	21,275,640	15,656,659	(5,618,981)	26.4%
Federal sources	772,672	432,334	(340,338)	44.0%
Intergovernmental	2,860,627	2,078,928	(781,699)	27.3%
Transfers In	75,000	-	(75,000)	100.0%
Total revenue	34,239,629	27,208,981	(7,030,648)	20.5%
Expenditures				
Current:				
Instruction:				
Basic program	15,247,511	12,350,935	(2,896,576)	19.0%
Added needs	4,031,018	3,314,524	(716,494)	17.8%
Total instruction	19,278,529	15,665,459	(3,613,070)	18.7%
Support Services:				
Pupil	2,902,641	2,339,803	(562,838)	19.4%
Instructional staff	1,426,690	1,088,504	(338,185)	23.7%
General administration	255,621	302,628	47,007	-18.4%
School administration	2,397,067	2,120,580	(276,487)	11.5%
Business	504,628	411,805	(92,823)	18.4%
Operations and maintenance	3,479,645	3,042,755	(436,890)	12.6%
Pupil transportation services	991,759	861,511	(130,248)	13.1%
Central	410,775	358,656	(52,119)	12.7%
Other	64,718	64,941	223	-0.3%
Total support services	12,433,544	10,591,183	(1,842,361)	14.8%
Athletics	522,934	479,841	(43,093)	8.2%
Community services	42,416	39,539	(2,877)	6.8%
Non Publics	6,925	5,685	(1,240)	17.9%
Facility Acquisition	-	11,467	11,467	0.0%
Debt service:				
Principal	130,000	130,000	-	0.0%
Interest	16,850	14,250	(2,600)	15.4%
Capital outlay	598,065	309,175	(288,890)	48.3%
Payments to other public schools	926,178	897,562	(28,616)	3.1%
Total expenditures	33,955,440	28,144,160	(5,811,280)	17.1%
Excess of Revenue (Under)Over Expenditures	284,188	(935,180)	(1,219,368)	
Transfers Out	850,000	850,000	-	0.0%
Change in Fund Balance	(565,812)	(1,785,180)	(1,219,368)	
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 May 31, 2018

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	815,046	803,018	(12,028)	1.5%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	815,046	803,018	(12,028)	1.5%
Expenditures				
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	38,498	15,673	-68.7%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	447,400	447,400	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	910,045	748,735	(161,310)	17.7%
Excess of Revenue (Under)Over Expenditures	(94,999)	54,283	149,282	
Transfers Out	-	-	-	
Net Change in Fund Balance	(94,999)	54,283	149,282	
Fund Balance - Beginning of year	765,909			
Fund Balance - End of year	670,910			

Waverly Community Schools
Capital Improvement Fund - Budgetary Comparison Schedule
For the Month Ended May 31, 2018

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	3,897	3,897	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	850,000	850,000	-	0.0%
Total revenue	850,000	853,897	3,897	-0.5%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	29,400	29,400	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	29,400	29,400	0.0%
Excess of Revenue (Under)Over Expenditures	850,000	824,497	(25,503)	
Transfers Out	-	-	-	
Net Change in Fund Balance	850,000	824,497	(25,503)	
Fund Balance - Beginning of year	450,630			
Fund Balance - End of year	1,300,630			

Waverly Community Schools
2016 Building and Site Bonds, Series II
Budget Summary
As of May 31, 2018

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	838,157	946,155	0	(107,999)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	934,499	1,174,793	0	(240,295)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	150,000	-	-	150,000
Tech Equipment Contract Subtotal	272,000	58,022	0	213,978
Technology Equipment - Owner PO				
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	63,286	7,155	(17,091)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	355,031	9,355	886,617
District				
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)
District Subtotal	1,042,498	935,839	12,218	94,440
Totals	3,500,000	2,523,686	21,574	954,741

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 18, 2018**

Report #17-79

FOR ACTION

Subject:

Waverly Community Schools 2017-18 Budget Amendment Resolution

Recommendation:

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

The 2017-18 General Fund Resolution with revenues/transfers-in of \$34,239,629 and expenditures/transfers-out of \$34,672,772

Statement of Purpose:

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

Budget Impact:

The projected General Fund balance as of June 30, 2018 will be \$4,294,835 or 12.7% of current year operating expenditures.

Historical Perspective:

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

Discussion of Options:

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

Rationale for Recommendation:

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

Strategic Plan Reference:

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

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 \$34,672,772 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	\$15,506,820
Added Needs	4,083,718
Support Services	
Pupil Support	2,902,641
Instructional Staff Support	1,411,342
General Administration	334,366
School Administration	2,404,412
Business Services	673,657
Operations and Maintenance	3,512,531
Transportation	1,019,109
Central Support	872,103
Other Support	591,652
Community Activities	42,416
Nonpublic Schools	6,925
Facilities Acquisitions and Debt Service	461,080
Other Financing Uses	850,000
Total Appropriated	\$34,672,772

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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education

Waverly Community Schools
Proposed 2017-18 Budget Amendment - General Fund
June 18, 2018

	Final Budget	Revised Budget	Difference (Final - Revised)
Revenue			
Local sources	9,255,690	9,255,690	-
State sources	21,275,640	21,275,640	-
Federal sources	772,672	772,672	-
Intergovernmental	2,860,627	2,860,627	-
Transfers In	75,000	75,000	-
Total revenue	34,239,629	34,239,629	-
Expenditures			
Current:			
Instruction:			
Basic program	15,213,056	15,247,511	(34,455)
Added needs	4,051,218	4,031,018	20,200
Total instruction	19,264,274	19,278,529	(14,255)
Support Services:			
Pupil	2,902,641	2,902,641	-
Instructional staff	1,393,068	1,426,690	(33,622)
General administration	332,741	255,621	77,120
School administration	2,397,067	2,397,067	-
Business	504,628	504,628	-
Operations and maintenance	3,486,106	3,479,645	6,461
Pupil transportation services	991,759	991,759	-
Central	415,103	410,775	4,328
Other	68,718	64,718	4,000
Total support services	12,491,831	12,433,544	58,287
Athletics	522,934	522,934	-
Community services	42,416	42,416	-
Non Publics	6,925	6,925	-
Facility Acquisition	11,500	-	11,500
Debt service:			
Principal	130,000	130,000	-
Interest	16,850	16,850	-
Capital outlay	409,864	598,065	(188,201)
Payments to other public schools	926,178	926,178	-
Total expenditures	33,822,772	33,955,440	(132,669)
Excess of Revenue (Under)Over Expenditures	416,857	284,188	132,669
Transfers Out	850,000	850,000	-
Net Change in Fund Balance	(433,143)	(565,812)	132,669
Favorable Expenditure Variance (1.5%)	507,342	509,332	(1,990)
Projected Change in Fund Balance	74,199	(56,480)	130,679
Fund Balance - Beginning of year	4,220,636	4,220,636	
Fund Balance - End of year	4,294,835	4,164,156	
	12.7%	12.3%	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 18, 2018**

Report #17-80

FOR ACTION

Subject:

Approve Contracts for Playground Equipment Repair/Replacement

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award in two parts: The award for a new playground structure, new play equipment, basketball hoops and other miscellaneous equipment shall be awarded to Play Environments. The award for replacement of existing structure decks, steps, ramps and other miscellaneous repairs to existing equipment shall be awarded to Miracle Midwest.

Statement of Purpose:

The purpose of this project is to renovate the elementary playground equipment in accordance with the recommendations from our safety inspection conducted by SET SEG and a comprehensive review conducted by Viridis Design Group.

Background Information:

On Tuesday, May 1, 2018 the Playground Equipment Request for Proposals (RFP) was released to the public with bid responses due Thursday, May 24, 2018. No bid responses were received. A post-bid addendum was issued to all plan holders of the original RFP with bid responses due Wednesday, June 6, 2018. A copy of the bid tabulation is included in the support materials for reference. A satisfactory post bid interview was conducted with the lowest responsible bidder to ensure compliance with bid specifications.

In order to encourage competitive bidding, the project was split into two parts. The first part included a new playground structure, new play equipment, basketball hoops, benches and trash receptacles. The second part was for the replacement of components originally manufactured by Miracle Recreation and therefore require the original manufacturer to provide any replacement parts or components.

Budget Impact:

The total cost of this recommendation is not to exceed ONE HUNDRED SEVENTY-FOUR THOUSAND SIXTY-THREE AND 33/100 DOLLARS (\$174,063.33). The contract will be funded entirely by the Board Designated Capital Projects 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



Kalamazoo Office
313 N. Burdick Street
Kalamazoo, MI 49007
(269) 978-5143

Grand Rapids Office
1430 Monroe NW, Suite 210
Grand Rapids, MI 49505
(616) 438-9841

June 13, 2018

MEMORANDUM

TO: Evan Nuffer, Waverly Community Schools

FR: Woody Isaacs, VIRIDIS Design Group (VDG)
Certified Playground Safety Inspector

RE: Miracle Replacement Playground Components, Recommendation

On behalf of Waverly Community Schools (WCS), VDG has evaluated all playgrounds in the district, in order to identify components to be prioritized for replacement. The criteria for our evaluation was generally in accordance with ASTM and CPSC safety standards as they relate to corroded materials, but please note that we did not complete a full audit or inspection as defined by those standards. We identified a number of steps, decks, cargo nets, and ramps within various modular structures throughout the district which are exhibiting rust and are recommended to be replaced. Additionally, most of the swing components in the district's playgrounds have rust and are likewise recommended for replacement. Lastly, the playground signs at the Colt north area and at East Intermediate are damaged and need to be replaced.

Please note that all of the existing playground structures and swings reviewed for this project were manufactured by Miracle Recreation. The playground safety standards noted above require that the original manufacturer provide any replacement parts or components for the play equipment they previously manufactured.

The replacement Miracle parts were intended to be bundled with the new playground work and installed by one contractor on behalf of the school district. However, this approach resulted in no bids during the initial public bidding period. We subsequently revised the public bid request to remove the Miracle-specific work and solicited a separate proposal from Miracle for the replacement parts associated with their equipment (Attachment A). The total of Miracle's proposal is \$48,263.33 and includes installation of the replacement parts, disposal of old parts, and shipping. Please note that neither the public bid proposal or the Miracle proposal include any re-painting of existing play structures.

We believe that the replacement parts will provide value to the school district by addressing the most significant corrosion issues within the playgrounds, and extending the service life of the swings and play structures. Please note that some components with minor rust may remain and are not addressed by this proposal.

Please let us know if you have any questions or need additional information. Thank you.

Respectfully submitted,
VIRIDIS Design Group

A handwritten signature in black ink, appearing to read "Woodrow S. Isaacs III".

Woodrow S. Isaacs III, ASLA, CPSI, Principal



Kalamazoo Office
 313 N. Burdick Street
 Kalamazoo, MI 49007
 (269) 978-5143

Grand Rapids Office
 1430 Monroe NW, Suite 210
 Grand Rapids, MI 49505
 (616) 438-9841

June 12, 2018 - Bid opening date – June 6, 2018

MEMORANDUM

TO: Evan Nuffer, Waverly Community Schools
 FR: Woody Isaacs, VIRIDIS Design Group (VDG)
 RE: Playground Improvements, Bid Recommendation

On behalf of Waverly Community Schools (WCS), VDG has evaluated bid proposals received on June 6, 2018 for the referenced project, and on June 12, 2018 we conducted a post-bid interview with the low qualified bidder (Play Environments). Interview notes are included as Attachment A.

Bid Proposals received were as follows:

BIDDER	BASE BID	Alternate 1A (Note 1)	Alternate 1B (Note 2)	Alternate 2 (Note 3)
Play Environments	\$98,000.00	\$22,300.00	\$25,300.00	\$2,500.00
Playpower (Great Lakes)	\$121,075.00	\$12,250.00	\$19,600.00	\$5,700.00
Michigan Playgrounds	\$133,165.00	\$21,139.00	\$34,827.00	\$8,125.00

Notes:

- (1) Alternate 1A included Wabash Valley site furnishings.
- (2) Alternate 1B included Miracle and LFI site furnishings, note that Play Environments has a substitution for this Alternate, described further below.
- (3) Alternate 2 included providing underdrainage at the East Intermediate south playground area.

We have reviewed the Play Environments proposal and believe that it meets the requirements of the project. Based on their bid and the post-bid interview, we believe that Play Environments is qualified for this work. Please note that the proposed ga-ga pits and basketball equipment will be provided as specified. Play Environments has submitted the following equal requests for approval:

- Play Environments proposes Playcraft play equipment as equal to the Miracle equipment items that were originally specified. We have reviewed the Play Environments submittals (Attachments B through F) and believe they provide similar play value to the specified items. Note that the colors shown are examples and custom colors will be selected for these items by the school district.
- Play Environments proposes UltraSite furnishings as equal to the Miracle and LFI items that were originally specified for Alternate 1B (note that if Alternate 1A is selected, Play Environments will provide the specified Wabash Valley items). We have reviewed the Play Environments submittal (Attachment G) and believe they are similar to the specified items. Note that the colors shown are examples and custom colors will be selected for these items by the school district.

Please let us know if you have any questions or need additional information. Thank you.

Respectfully submitted,
 VIRIDIS Design Group

Woodrow S. Isaacs III, ASLA, Principal

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
JUNE 18, 2018**

Report #17-81

PUBLIC HEARING

Subject:

Waverly Community Schools 2018-19 proposed budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Recommendation:

The property tax millage rate proposed to be levied to support the proposed budget shall be 4.7823 mills for homestead (principal residence, qualified agriculture, qualified forest, and industrial personal) property, 10.7769 mills for commercial personal property, and 17.9946 mills for nonhomestead (all other) property to support appropriations for the General Fund.

The property tax millage rate proposed to be levied on all properties shall be 6.90 mills for the purpose of paying the principal and interest on the General Obligation – Unlimited Tax Bonds authorized by the voters.

The property tax millage rate proposed to be levied on all properties shall be 1.00 mills for the purpose of creating a sinking fund for construction or repair of school buildings and all other purposes authorized by law

Statement of Purpose:

To provide a public hearing prior to the final adoption of the proposed budget.

Budget Impact:

The budget impact is provided in the support materials. Questions pertaining to the budget should be directed to Evan Nuffer, Director, Finance & Operations.

Historical Perspective:

Public notice for this budget hearing appeared in the June 10, 2018 edition of the *Delta/Waverly Community Newspaper* and the *Lansing State Journal* for the week of June 10, 2018 – June 16, 2018.

Rationale for Recommendation:

In accordance with Budget Hearings of Local Governments, “A local unit shall hold a public hearing on its proposed budget. Each local unit shall hold such public hearing prior to final adoption of its budget.” (MCL 141.412-413)

Strategic Plan Reference:

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

WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.



2018 - 2019 Original Budget

BOARD OF EDUCATION

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Mr. Calvin L. Jones, Trustee

Mrs. Holly Nester, Trustee

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 2018-2019 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 2018-2019 which includes 17.9946 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.7823 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	\$9,412,637
State	21,352,390
Federal	711,673
Other Financing Sources	2,834,701
Total Revenue	\$34,311,401
Total Fund Balance, July 1 Available to Appropriate	\$4,307,585
Total Available to Appropriate	\$38,618,986

BE IT FURTHER RESOLVED, that \$34,697,851 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	\$15,481,050
Added Needs	4,504,882
Support Services	
Pupil Support	2,996,369
Instructional Staff Support	1,382,112
General Administration	453,574
School Administration	2,447,551
Business Services	668,539
Operations and Maintenance	3,493,178
Transportation	965,927
Central Support	914,964
Other Support	653,684
Community Activities	41,796
Nonpublic Schools	6,925
Facilities Acquisitions and Debt Service	337,301
Other Financing Uses	350,000
Total Appropriated	\$34,697,851

BE IT FURTHER RESOLVED, that an amount not to exceed \$350,000 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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education

Waverly Community Schools
2018-2019 General Fund Budget
June 18, 2018

	Actual Last Year (2016-17)	Estimated This Year (2017-18)	Estimated Next Year (2018-19)	Difference
Revenue				
Local sources	8,981,253	9,255,690	9,412,637	156,947
State sources	18,909,157	21,275,640	21,352,390	76,750
Federal sources	566,735	772,672	711,673	(60,999)
Intergovernmental	2,645,585	2,860,627	2,754,701	(105,926)
Transfers In	94,388	75,000	80,000	5,000
Total revenue	31,197,119	34,239,629	34,311,401	71,773
Expenditures				
Current:				
Instruction:				
Basic program	14,386,014	15,213,056	15,201,225	(11,832)
Added needs	3,280,967	4,051,218	4,475,882	424,664
Total instruction	17,666,981	19,264,274	19,677,106	412,832
Support Services:				
Pupil	2,202,425	2,902,641	2,996,369	93,728
Instructional staff	886,315	1,393,068	1,363,838	(29,229)
General administration	576,295	332,741	453,574	120,833
School administration	2,128,013	2,397,067	2,440,206	43,139
Business	449,568	504,628	517,480	12,852
Operations and maintenance	3,072,886	3,486,106	3,478,718	(7,388)
Pupil transportation services	887,880	991,759	965,927	(25,832)
Central	403,973	415,103	457,964	42,861
Other	-	68,718	64,680	(4,038)
Total support services	10,607,356	12,491,831	12,738,756	246,925
Athletics	500,216	522,934	589,004	66,070
Community services	36,206	42,416	41,796	(620)
Non Publics	935	6,925	6,925	-
Facility Acquisition	-	11,500	-	(11,500)
Debt service:				
Principal	130,000	130,000	130,000	-
Interest	16,850	16,850	16,850	-
Capital outlay	425,479	409,864	221,236	(188,628)
Payments to other public schools	912,906	926,178	926,178	-
Total expenditures	30,296,929	33,822,772	34,347,851	525,080
Excess of Revenue (Under)Over Expenditures	900,190	416,857	(36,450)	(453,307)
Transfers Out	350,000	850,000	350,000	(500,000)
Projected Change in Fund Balance	550,190	(433,143)	(386,450)	46,693
Favorable Expenditure Variance (1.5%)	-	520,092	520,468	376
Net Change in Fund Balance	550,190	86,949	134,018	47,069
Fund Balance - Beginning of year	3,670,446	4,220,636	4,307,585	
Fund Balance - End of year				
Fund Balance - Assigned	-	-	-	
Fund Balance - Unassigned	4,220,636	4,307,585	4,441,603	
	13.9%	12.7%	12.9%	

Waverly Community Schools

Budget Summary

For the 2018-19 Fiscal Year

	<u>Proposed</u> <u>FY 2018-19</u>	<u>Final</u> <u>FY 2017-18</u>	<u>Change</u>
Major Assumptions:			
Property Taxable Values	808,553,083	808,553,083	0.0%
Blended Enrollment (K-12 All)	3,039.19	3,039.19	-
Blended Enrollment (K-12 SE)	84.10	84.10	-
Foundation Allowance	8,793	8,673	120
Certified Staff FTE	185.8	181.6	4.2
Paraprofessionals	51.0	48.0	3.0
MPSERS Local Contribution Rate	26.18%	25.56%	2.4%
Revenues:			
Local	9,412,637	9,255,690	156,947
State			
Prop A/Discretionary	1,502,508	16,565,029	(15,062,521)
SE Headlee	17,073,725	1,523,815	15,549,910
At Risk	383,088	383,088	-
MPSERS	2,351,038	2,744,441	(393,403)
Technology Readiness	-	-	-
Early Literacy Targeted Instruction	42,031	59,267	(17,236)
Prior Year Adjustments	-	-	-
Federal			
Consolidated App (Title I/Title II)	635,163	719,091	(83,928)
School Improvement Grant (SIG)	-	-	-
Other	76,510	53,581	22,929
Intergovernmental			
ISD SE Allocation/Medicaid FFS	2,754,701	2,860,627	(105,926)
Transfers In/Other	80,000	75,000	5,000
Total Revenues	<u><u>34,311,401</u></u>	<u><u>34,239,629</u></u>	<u><u>71,772</u></u>

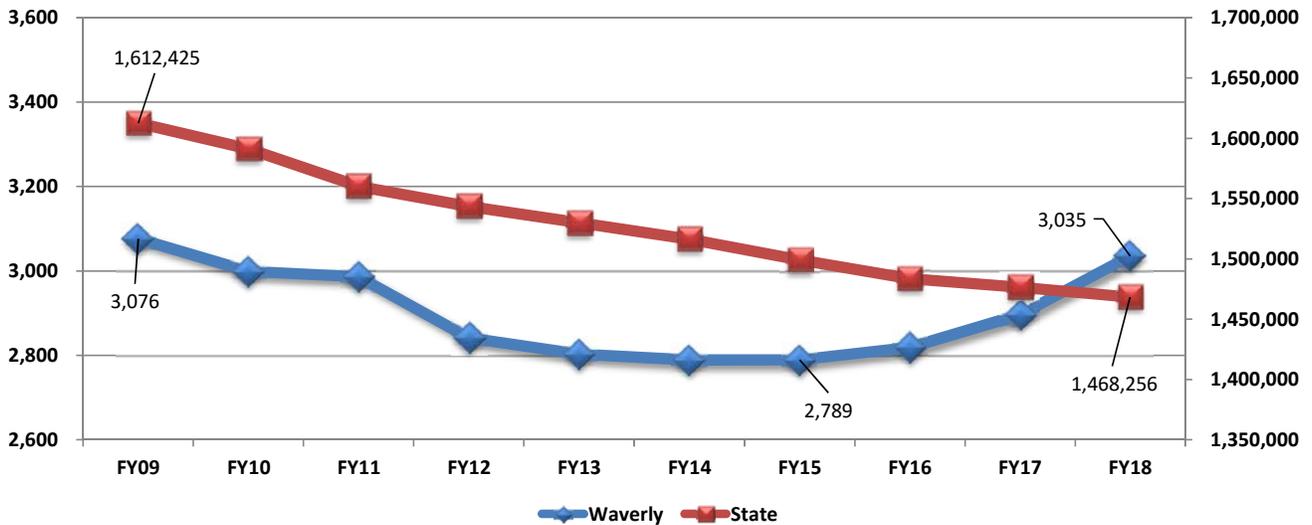
Waverly Community Schools

Fall Pupil Membership by Full-Time Equivalency (FTE)

Grade Level	FY10 2009-10 Audited	FY11 2010-11 Audited	FY12 2011-12 Audited	FY13 2012-13 Audited	FY14* 2013-14 Audited	FY15* 2014-15 Audited	FY16* 2015-16 Audited	FY17* 2016-17 Audited	FY18 2017-18 Unaudited	FY19 2018-19 Proposed
ECSE	25.16	27.40	15.85	24.00	27.80	18.80	14.00	15.00	15.00	15.00
K	186.19	195.54	172.11	170.46	206.64	205.32	164.90	191.30	218.19	194.00
1	185.87	177.69	183.75	162.28	161.41	203.32	207.52	170.35	183.22	217.00
2	197.12	177.57	158.60	175.34	168.86	164.28	209.81	198.63	175.81	184.00
3	179.99	191.87	166.36	161.00	174.45	158.60	168.16	206.79	221.67	174.00
4	199.70	176.34	193.34	166.30	171.78	182.73	163.44	167.37	216.20	224.00
5	208.08	199.34	174.76	186.47	172.59	177.21	184.99	190.77	183.93	219.00
6	243.58	233.35	218.06	177.01	204.36	177.67	183.14	201.74	198.97	189.00
7	238.72	245.62	239.16	226.03	187.18	225.55	208.28	215.77	245.41	220.00
8	229.65	246.60	249.52	243.48	228.54	198.57	240.31	209.23	243.73	250.00
9	254.22	265.82	246.56	269.67	292.98	243.23	227.02	295.35	284.59	243.79
10	253.86	253.72	254.87	246.38	279.04	246.84	247.72	229.95	295.78	285.67
11	250.58	237.85	238.30	248.16	216.92	254.96	245.23	241.65	243.85	297.43
12	252.58	257.69	223.27	229.12	202.49	240.18	257.36	251.79	263.94	238.09
SE	93.48	99.92	107.14	115.61	95.05	91.75	101.23	118.44	64.61	64.92
Nonpublic*	-	-	-	-	-	-	-	-	-	25.00
Total	2,998.75	2,986.31	2,841.64	2,801.31	2,790.09	2,789.01	2,823.11	2,904.13	3,054.90	3,040.90

*Nonpublic - Audited is included in grades 1-8; Data taken from CEPI Audit Form DS4061/DS4120

K-12 Enrollment Comparison



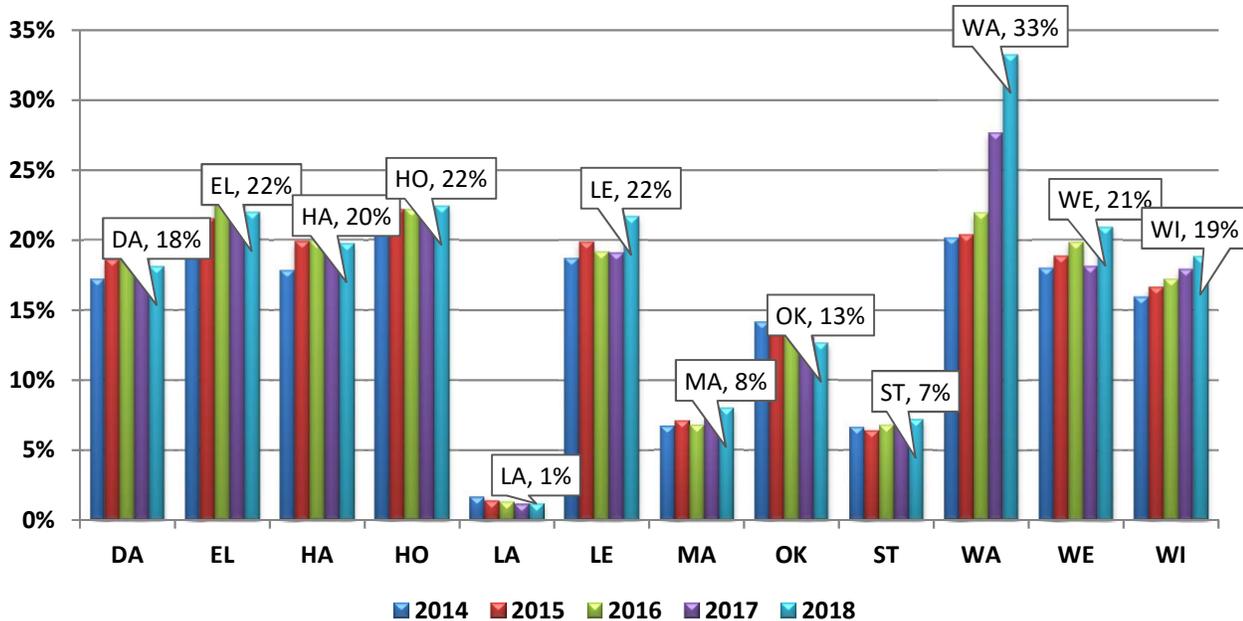
Waverly Community Schools

Fall Pupil FTE by Residency
10-year History

Fiscal Year	School Year	Total Fall Enrollment	Resident Enrollment	Total Non-Resident Enrollment*	SOC Enrollment	SOC as % of Total Enrollment
2009	2008-09	3,045.27	2,524.78	520.49	440.45	14%
2010	2009-10	2,990.04	2,412.04	578.00	492.00	16%
2011	2010-11	2,981.63	2,382.63	599.00	495.00	17%
2012	2011-12	2,831.33	2,259.83	571.50	457.50	16%
2013	2012-13	2,801.31	2,216.97	584.34	526.34	19%
2014	2013-14	2,790.09	2,144.10	645.99	563.42	20%
2015	2014-15	2,789.01	2,139.66	649.35	570.00	20%
2016	2015-16	2,821.65	2,092.27	729.38	620.53	22%
2017	2016-17	2,903.31	2,046.71	856.60	804.11	28%
2018	2017-18	3,064.12	2,024.78	1,039.34	1,019.14	33%

* Includes: School of Choice (SOC), Non-public non-residents, Released, SE Cooperative Agreements

SOC as % of Total Enrollment - Ingham ISD Districts Based on Fall Count



Waverly Community Schools

Proposed 2018-2019 State Aid Calculation

FY 2019 Foundation	8,790.00
FY 1995 Foundation	7,159.46

	<u>Amount</u>	<u>Mills</u>	<u>Revenue</u>
Non-Pre TV	383,276,551	18.000	6,898,978
Comm PP TV	51,568,474	6.000	<u>309,411</u>
Assumed Local Revenue			7,208,389
Local Revenue Per GE			2,439.72
Local Revenue Per Membership			2,371.81
StatePP			4,128.19
Foundation Grant StatePP			5,690.82
Special Ed FoundationPP			8,409.00

State Aid Membership	3,039.19
General ED K-12	2,954.60
Supplemental 2018	2,730.45
Fall 2018	2,979.51
Special ED K-12 Sec.52	84.10
Supplemental 2018	128.55
Fall 2018	79.16
Special ED K-12 Sec.53	0.49
Supplemental 2018	0.49
Fall 2018	0.49

Special Ed. Costs	5,577,479
Special Ed. Transp. Cost:	-

CURRENT YEAR ALLOWANCES	Amount	Account#
22a PROP A OBLIGATION (State PP:\$4,128.19)	12,546,353.77	11-0311-0010-000-1010-00000-000000-
51c SPEC ED HEADLEE OBLIGATION	1,595,928.69	11-0312-0120-000-2020-00000-000000-
22b DISCRETIONARY PAYMENT	4,032,090.14	11-0311-0010-000-1010-00000-000000-
31a AT RISK	383,088.00	11-0312-0000-000-3060-00000-000000-
104d COMPUTER ADAPTIVE TESTS	-	11-0312-0000-000-3480-00000-000000-
35a(5) EARLY LITERACY TARGETED INSTRUCTION	42,031.00	11-0312-0000-000-3670-00000-000000-
99h FIRST ROBOTICS	-	11-0312-0000-000-3490-00000-000000-
152a HEADLEE OBLIGATION FOR DATA COLLEC	77,153.04	11-0312-0000-000-3700-00000-000000-
20n HIGH SCHOOL PUPIL SUPPORTS	25,780.71	11-0312-0000-000-2160-00000-000000-
20f HOLD HARMLESS CATEGORICAL	159,283.95	11-0311-0010-000-1010-00000-000000-
147a(1) MPSEs COST OFFSET	233,285.91	11-0311-0010-000-1010-00000-000000-
147a(2) MPSEs NORMAL COST OFFSET	102,711.23	11-0311-0010-000-1010-00000-000000-
147c MPSEs UAAL Rate Stabilization Payment	2,015,041.57	11-0312-0000-000-2080-00000-000000-
147c(2) MPSEs UAAL Rate Stabilization Payment	-	11-0312-0000-000-2080-00000-000000-
26a RENAISSANCE ZONE	25,187.45	11-0321-0000-000-1050-00000-000000-
31d SCHOOL LUNCH	<u>46,378.69</u>	25-0312-0110-000-0000-00000-000000-
	21,284,314.14	

PRIOR YEAR ADJUSTMENTS	Amount	Account#
22a 2015 PROP A OBLIGATION	-	11-2-141 -0000-000-0000-00
22b 2015 DISCRETIONARY PAYMENT	-	11-2-141 -0000-000-0000-00
22a 2016 PROP A OBLIGATION	-	11-2-141 -0000-000-0000-00
22b 2016 DISCRETIONARY PAYMENT	-	11-2-141 -0000-000-0000-00
22a 2017 PROP A OBLIGATION	-	11-2-141 -0000-000-0000-00
22b 2017 DISCRETIONARY PAYMENT	-	11-2-141 -0000-000-0000-00
51c 2016 SPEC ED HEADLEE OBLIGATION	-	11-0312-0120-000-2020-000
51c 2017 SPEC ED HEADLEE OBLIGATION	114,455.20	11-0312-0120-000-2020-000
53a 2017 COURT AND STATE AGENCY PLACED	-	11-0312-0120-000-2020-000
31d 2017 SCHOOL LUNCH	<u>-</u>	25-0312-0110-000-0000-000
	114,455.20	
	21,398,769.34	

20 FOUNDATION GRANT (State PP:\$5,690.82)	16,814,096.77
20(5) Adjust	(248,637.08)
20J/M HOLD HARMLESS PAYMENT	8,863.80
51a.2 SPECIAL ED FOUNDATION (SEC 52)	707,196.90
20(5) Adjust	(10,090.55)
51a12 SPECIAL ED FOUNDATION (NON-SEC 52)	4,120.41
51a SPECIAL EDUCATION (Categorical Amount)	898,822.34

Waverly Community Schools

Budget Summary

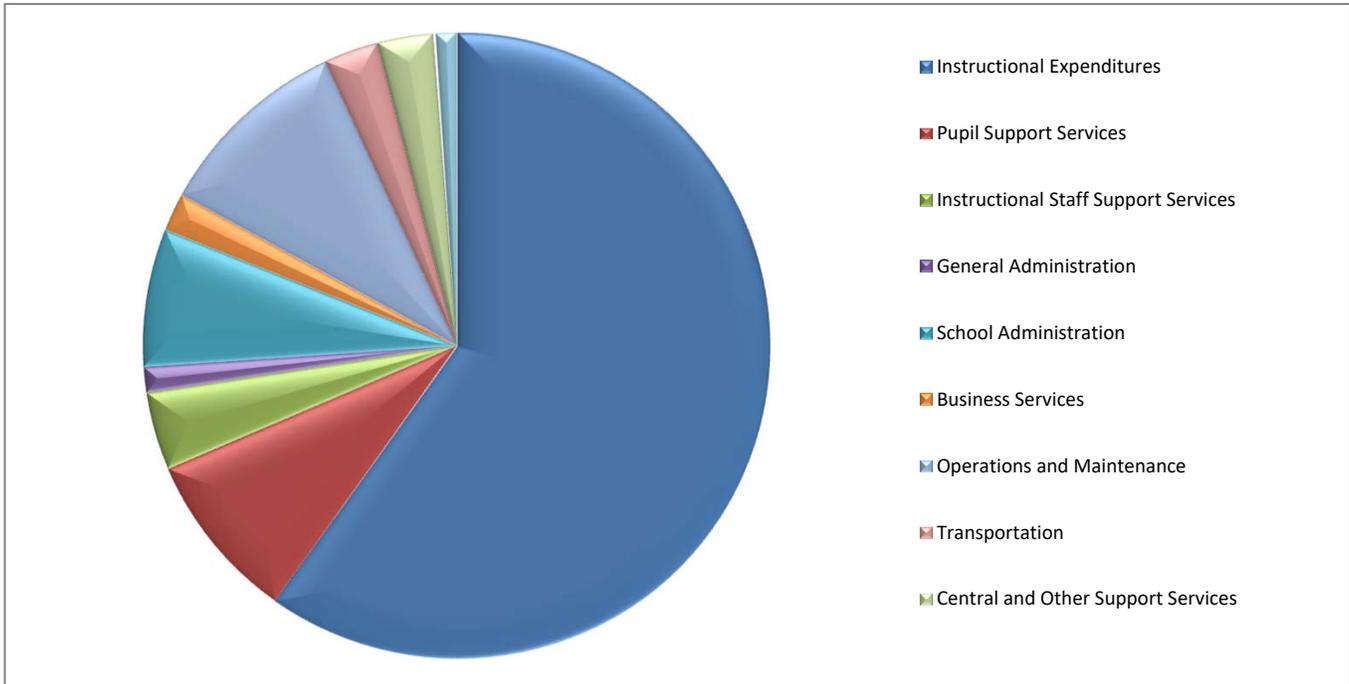
For the 2018-19 Fiscal Year

	Proposed <u>FY 2018-19</u>	Final <u>FY 2017-18</u>	<u>Change</u>
Expenditures:			
Salaries	18,078,969	17,681,258	397,711
Benefits			
Health Insurance	2,632,428	2,279,072	353,356
Retirement (MPSERS)	6,756,901	6,753,801	3,100
ERI Incentive	0	0	-
Other	2,362,427	2,326,870	35,557
Purchased Services	1,568,114	1,600,964	(32,850)
Supplies & Materials			
Instructional Supplies	478,605	511,371	(32,766)
Natural Gas and Electricity	893,500	914,500	(21,000)
Transportation Supplies	126,460	126,460	-
Capital Outlay	221,236	409,864	(188,628)
Other Expenditures			
Principal and Interest	168,850	168,850	-
Other	134,183	123,583	10,600
Fund Modifications	350,000	850,000	(500,000)
Payments to Other Public School Districts	926,178	926,178	-
Total Budgeted Expenditures	<u>34,697,851</u>	<u>34,672,771</u>	<u>25,080</u>
Excess of Revenue (Under) Over Expenditures	(386,450)	(433,142)	46,692
Favorable Expenditure Variance (1.5%)	515,218	507,342	7,876
Projected Change in Fund Balance	128,768	74,200	54,568

Waverly Community Schools

Operating Expenditures

For the 2018-2019 School Year

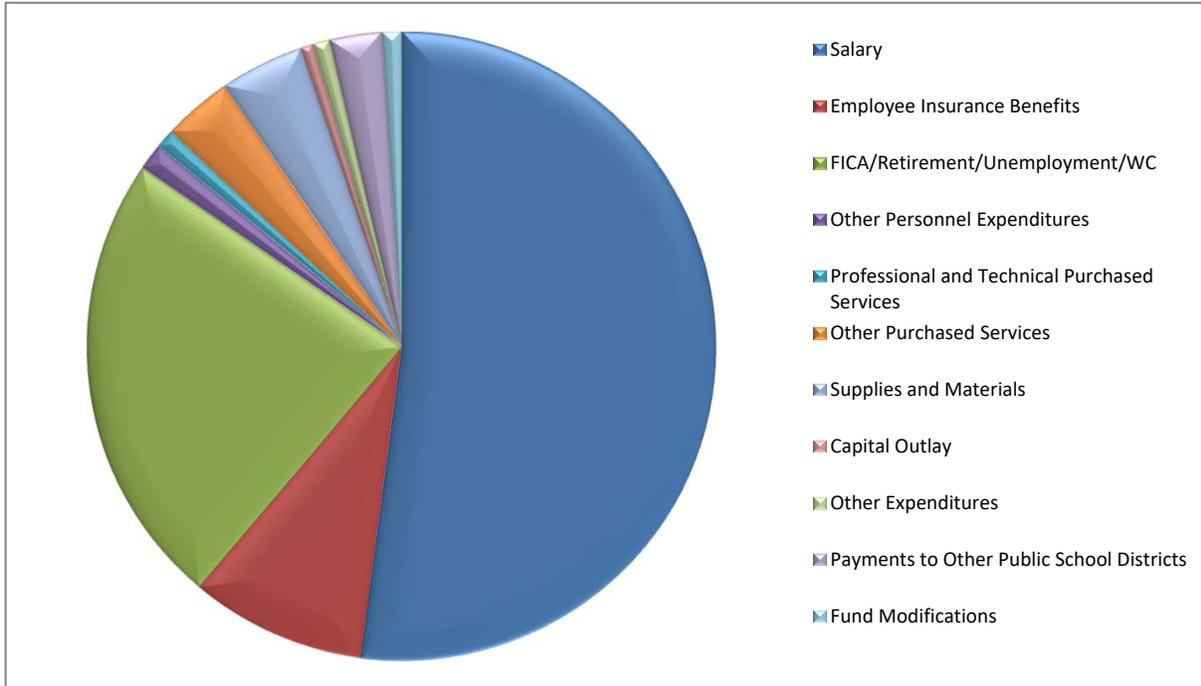


Operating Expenditures		Total \$	Per Pupil \$	
1xx,293	Instructional Expenditures	20,558,610	6,765	59.3%
21x	Pupil Support Services	2,996,369	986	8.6%
22x	Instructional Staff Support Services	1,382,112	455	4.0%
23x	General Administration	453,574	149	1.3%
24x	School Administration	2,447,551	805	7.1%
25x	Business Services	668,539	220	1.9%
26x	Operations and Maintenance	3,478,718	1,145	10.0%
27x	Transportation	965,927	318	2.8%
28x-29x	Central and Other Support Services	979,644	322	2.8%
Total Current Operating Expenditures		33,931,044	11,165	97.8%
Remaining Expenditures				
3xx	Community Services	48,721	16	0.1%
45x-51x	Facilities Acquisitions, Debt Service, & Capital Outlay	368,086	121	1.1%
41x-44x,49x	Other Transactions	-	-	0.0%
6xx	Fund Modifications	350,000	115	1.0%
Total General Fund Expenditures		34,697,851	11,417	100.0%

Waverly Community Schools

Personnel Expenditures

For the 2018-2019 School Year



Personnel Expenditures			
1xxx	Salary	18,078,969	52.1%
21xx	Employee Insurance Benefits	3,143,847	9.1%
28xx	FICA/Retirement/Unemployment/WC	8,130,049	23.4%
	Other Personnel Expenditures	477,860	1.4%
Total Personnel Expenditures		29,830,725	86.0%

Remaining Expenditures			
31xx	Professional and Technical Purchased Services	337,187	1.0%
32xx-4xxx	Other Purchased Services	1,230,927	3.5%
5xxx	Supplies and Materials	1,498,565	4.3%
6xxx	Capital Outlay	221,236	0.6%
7xxx	Other Expenditures	303,033	0.9%
82xx	Payments to Other Public School Districts	926,178	2.7%
81xx	Fund Modifications	350,000	1.0%
83xx-89xx	Other Transactions	-	0.0%
Total General Fund Expenditures		34,697,851	100.0%

Waverly Community Schools

Schedule of Certified Staff FTE

For the 2018-19 School Year

Position	Building	2017-18 Final FTE	2018-19 Proposed FTE	Difference
Colt Early Childhood Elementary	02526			
Teacher - Kindergarten		9.00	8.00	(1.00)
Teacher - All Other		1.70	1.70	-
Winans Elementary	04557			-
Teacher - First Grade		4.00	5.00	1.00
Teacher - Second Grade		4.00	4.00	-
Teacher - Third Grade		5.00	4.00	(1.00)
Teacher - Fourth Grade		5.00	5.00	-
Teacher - All Other		2.68	2.68	-
Elmwood Elementary	05085			-
Teacher - First Grade		4.00	4.00	-
Teacher - Second Grade		4.00	4.00	-
Teacher - Third Grade		4.00	3.00	(1.00)
Teacher - Fourth Grade		4.00	4.00	-
Teacher - All Other		2.57	2.57	-
East Intermediate	04402			-
Teacher - Fifth Grade		7.00	9.00	2.00
Teacher - Sixth Grade		8.00	8.00	-
Teacher - All Other		4.00	5.00	1.00
Middle School	05685			-
Teacher		22.20	22.20	-
High School	04403			-
Teacher - GE		41.10	43.10	2.00
Teacher - All Other		2.00	1.00	(1.00)
Counselor		3.00	3.00	-
Special Education				-
Psychologist		1.00	-	(1.00)
Social Work/Behavioral Interventionist		6.00	6.00	-
Speech and Language		4.90	4.90	-
Teacher		17.85	18.85	1.00
Teacher - SE Co-Teaching		4.40	5.60	1.20
Teacher Consultant		4.55	5.55	1.00
Grant Funded				-
Teacher - Title I		4.82	4.82	-
Teacher - Title II		0.83	0.83	-
Grand Totals		181.60	185.80	4.20

Waverly Community Schools

Capital Outlay Budget

For the 2018-2019 School Year

Function	Building	Item Description	Qty	Unit Cost	Total
111	Elmwood	Entrance Mat w/Waverly Logo	1.00	2,500.00	2,500.00
111	Colt	Entrance Mat w/Waverly Logo	1.00	2,500.00	2,500.00
261	Facilities	ExMark Lawn mower	1.00	12,606.00	12,606.00
261	Facilities	Disinfecting Mister	1.00	1,854.00	1,854.00
456	Elmwood	Principal's office/Conference Room Furniture	1.00	16,981.70	16,981.70
456	Winans	Repair PA system outside; other adjustments	1.00	10,000.00	10,000.00
456	Central Office	Office furniture (Chairs)	1.00	16,000.00	16,000.00
456	Colt	Office furniture	1.00	10,000.00	10,000.00
456	Colt	Proximity security strike	1.00	2,500.00	2,500.00
456	Transportation	Gate Operator System	1.00	23,369.00	23,369.00
456	Facilities	Carpet Elmwood, VCT Colt & Asbestos Removal	1.00	15,000.00	15,000.00
456	High School	Auditorium Curtains	1.00	14,477.50	14,477.50
456	High School	Auditorium Lighting Instrument	1.00	7,600.00	7,600.00
456	High School	Auditorium Rigging System repairs	1.00	38,700.00	38,700.00
456	High School	PA System Repair/Replacement	1.00	22,239.00	22,239.00
456	Winans	Office furniture	1.00	3,583.40	3,583.40
111	East	Musical Instruments	1.00	11,325.00	11,325.00
					-
					-
					-
					-
					-
					-
					-
					-

Grand Total	211,235.60
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SPECIAL REVENUE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2018-2019 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 2018-2019 is as follows:

Revenue:	
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
 Total Available to Appropriate	 \$2,451,465

BE IT FURTHER RESOLVED, that \$1,720,565 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instructional Services	\$179,908
Business Services	32,941
Operations and Maintenance	500
Food Services	1,227,217
Community Services	199,999
Fund Modifications (Transfers Out)	80,000
 Total Appropriated	 \$1,720,565

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

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 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.

Secretary, Board of Education

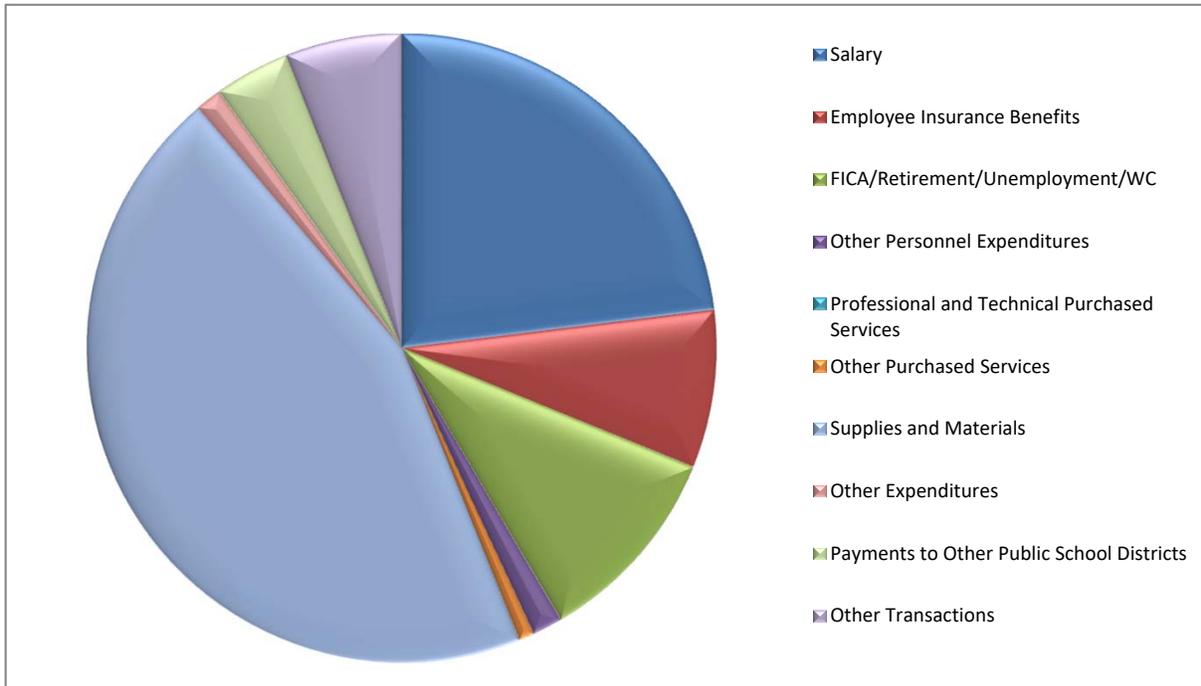
Waverly Community Schools
2018-2019 Food Services Fund Budget
June 18, 2018

	Actual Last Year (2016-17)	Estimated This Year (2017-18)	Estimated Next Year (2018-19)	Difference
Revenue				
Local sources	322,903	296,000	296,000	-
State sources	45,849	45,000	45,000	-
Federal sources	1,114,890	1,063,500	1,063,500	-
Transfers In	-	-	-	-
Total revenue	1,483,642	1,404,500	1,404,500	-
Expenditures				
Support Services:				
Business	29,834	32,788	32,941	153
Operations and maintenance	-	500	500	-
Food Services	1,216,454	1,164,278	1,175,217	10,939
Total support services	1,246,288	1,197,566	1,208,658	11,092
Facility Acquisition	4,872	-	-	-
Capital outlay	44,670	246,742	-	(246,742)
Payments to other public schools	54,859	52,000	52,000	-
Total expenditures	1,350,689	1,496,308	1,260,658	(235,650)
Excess of Revenue (Under)Over Expenditures	132,953	(91,808)	143,842	235,650
Transfers Out	94,388	80,000	80,000	-
Net Change in Fund Balance	38,565	(171,808)	63,842	235,650
Fund Balance - Beginning of year	546,157	584,722	412,914	
Fund Balance - End of year	584,722	412,914	476,756	
	43.3%	27.6%	37.8%	

Waverly Community Schools

Food Service Fund - Personnel Expenditures

For the 2018-2019 School Year



Personnel Expenditures			
1xxx	Salary	309,054	23.1%
21xx	Employee Insurance Benefits	108,797	8.1%
28xx	FICA/Retirement/Unemployment/WC	139,477	10.4%
	Other Personnel Expenditures	20,580	1.5%
Total Personnel Expenditures		577,908	43.1%

Remaining Expenditures			
31xx	Professional and Technical Purchased Services	-	0.0%
32xx-4xxx	Other Purchased Services	10,550	0.8%
5xxx	Supplies and Materials	602,200	44.9%
6xxx	Capital Outlay	-	0.0%
7xxx	Other Expenditures	18,000	1.3%
82xx	Payments to Other Public School Districts	52,000	3.9%
81xx	Fund Modifications	-	0.0%
83xx-99xx	Other Transactions	80,000	6.0%
Total General Fund Expenditures		1,340,658	100.0%

Waverly Community Schools
2018-2019 Community Services Fund Budget
June 18, 2018

	Actual Last Year (2016-17)	Estimated This Year (2017-18)	Estimated Next Year (2018-19)	Difference
Revenue				
Local sources	392,962	385,348	385,348	-
Transfers In	-	-	-	-
Total revenue	392,962	385,348	385,348	-
Expenditures				
Instructional services	141,298	182,215	179,908	(2,307)
Pupil transportation services	-	-	-	-
Community services	252,510	201,364	199,999	(1,365)
Total expenditures	393,808	383,579	379,907	(1,365)
Excess of Revenue (Under)Over Expenditures	(846)	1,769	5,441	3,672
Transfers Out	-	-	-	-
Net Change in Fund Balance	(846)	1,769	5,441	3,672
Fund Balance - Beginning of year	77,740	76,894	78,663	
Fund Balance - End of year	76,894	78,663	84,104	
	19.5%	20.5%	22.1%	

DEBT SERVICE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2018-2019 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 Debt Service Funds of the school district for fiscal year 2018-2019 which includes 6.90 debt service mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$5,642,617
Total Revenue	\$5,642,617
Total Fund Balance, July 1 Available to Appropriate	\$926,289
Total Available to Appropriate	\$6,568,906

BE IT FURTHER RESOLVED, that \$5,761,528 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Principal	\$5,285,000
Interest	\$476,028
Total Appropriated	\$5,761,528

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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education

Waverly Community Schools
2018-2019 Debt Service Fund Budget
June 18, 2018

	Actual Last Year (2016-17)	Estimated This Year (2017-18)	Estimated Next Year (2018-19)	Difference
Revenue				
Local sources	5,642,081	5,706,321	5,642,617	(63,704)
State sources	19,484	-	-	-
Federal sources	-	-	-	-
Intergovernmental	-	-	-	-
Transfers In	-	-	-	-
Total revenue	5,661,565	5,706,321	5,642,617	(63,704)
Expenditures				
Support Services:				
Business	19,157	500	500	-
Total support services	19,157	500	500	-
Debt service:				
Principal	4,960,000	5,090,000	5,285,000	195,000
Interest	740,460	612,918	476,028	(136,890)
Other	-	-	-	-
Total expenditures	5,719,617	5,703,418	5,761,528	58,110
Excess of Revenue (Under)Over Expenditures	(58,052)	2,903	(118,911)	(121,814)
Transfers Out	-	-	-	-
Net Change in Fund Balance	(58,052)	2,903	(118,911)	(121,814)
Fund Balance - Beginning of year	981,439	923,387	926,290	
Fund Balance - End of year	923,387	926,290	807,379	
	16.1%	16.2%	14.0%	

**Waverly Community Schools
2018 Taxable Values and Tax Revenue Calculations
Taxable Values as of June 12, 2018**

	Taxable Values				Calculated Tax Collections			
	PRE & Qualified Ag & Qualified Forest	Industrial Personal	Commercial Personal	All Other* Non-Pre	PRE, Industrial, and Commercial 4.7823	Commercial Personal 6.00 Mills	All Other Non-PRE 17.9946	Total Calculated Collections ⁽¹⁾
<u>General Fund Operating</u>								
Watertown Twp	14,357,044	2,734,750	6,995,850	47,275,646	114,042	41,555	842,199	997,797
Delta Twp	265,677,517	31,715,800	39,662,442	270,260,363	1,595,783	235,595	4,814,595	6,645,973
Windsor Twp	9,002,313	-	696,782	11,395,260	45,920	4,139	203,003	253,062
Lansing Twp	55,440,635	595,700	4,156,800	54,183,962	284,983	24,691	965,269	1,274,943
City of Lansing	<u>1,855,393</u>	<u>-</u>	<u>56,600</u>	<u>161,320</u>	<u>9,052</u>	<u>336</u>	<u>2,874</u>	<u>12,262</u>
Total	<u>346,332,902</u>	<u>35,046,250</u>	<u>51,568,474</u>	<u>383,276,551</u>	<u>2,049,781</u>	<u>306,317</u>	<u>6,827,939</u>	<u>9,184,036</u>
Total All Property (*Not Including RZ)				<u>816,224,177</u>				
Total PRE, Industrial & Commercial Personal				<u>432,947,626</u>				
<u>Debt Service</u>	<u>Taxable Valuation</u>	<u>IFT @ 50%</u>	<u>Total</u>	2016 Sinking Fund 1.00	2016 Bldg/Site ⁽¹⁾ 0.07	2013 Refunding ⁽¹⁾ 0.78	2013 Bldg/Site ⁽¹⁾ 6.05	DEBT-All 6.90
Watertown Twp	71,363,290	2,995,325	74,358,615	73,615	5,153	57,420	445,371	507,944
Delta Twp	607,316,122	6,664,879	613,981,001	607,841	42,549	474,116	3,677,439	4,194,104
Windsor Twp	21,094,355	-	21,094,355	20,883	1,462	16,289	126,345	144,096
Lansing Twp	114,377,097	-	114,377,097	113,233	7,926	88,322	685,062	781,310
City of Lansing	<u>2,073,313</u>	<u>-</u>	<u>2,073,313</u>	<u>2,053</u>	<u>144</u>	<u>1,601</u>	<u>12,418</u>	<u>14,163</u>
Total	<u>816,224,177</u>	<u>9,660,204</u>	<u>825,884,381</u>	<u>817,626</u>	<u>57,234</u>	<u>637,748</u>	<u>4,946,634</u>	<u>5,641,616</u>

⁽¹⁾ Estimated collections @ 99%

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

RESOLVED that this resolution shall be the Sinking Fund appropriations of Waverly Community Schools for the 2018-2019 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 Sinking Fund of the school district for fiscal year 2018-2019 which includes 1.00 sinking fund mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$817,625
Total Revenue	\$817,625
Total Fund Balance, July 1 Available to Appropriate	\$662,910
Total Available to Appropriate	\$1,480,535

BE IT FURTHER RESOLVED, that \$218,335 of the total available to appropriate in the Sinking Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Facilities Acquisition, Construction & Improvement	\$218,335
Total Appropriated	\$218,335

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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education

Waverly Community Schools
2018-2019 Sinking Fund Budget
June 18, 2018

	Actual Last Year (2016-17)	Estimated This Year (2017-18)	Estimated Next Year (2018-19)	Difference
Revenue				
Local sources	801,527	815,046	817,625	2,579
State sources	-	-	-	-
Federal sources	-	-	-	-
Intergovernmental	-	-	-	-
Transfers In	-	-	-	-
Total revenue	801,527	815,046	817,625	2,579
Expenditures				
Current:				
Support Services - Business	159	-	-	-
Support Services - Central	-	-	-	-
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	-
Site Improvement Services	-	439,820	-	(439,820)
Architecture and Engineering Services	35,459	30,825	-	(30,825)
Building Acquisition and Construction Services	-	-	-	-
Building Improvement Services	-	447,400	218,335	(229,065)
Other Acquisition and Construction Services	-	-	-	-
Excess of Revenue (Under)Over Expenditures	765,909	(102,999)	599,290	702,289
Transfers Out	-	-	-	-
Net Change in Fund Balance	765,909	(102,999)	599,290	702,289
Fund Balance - Beginning of year	-	765,909	662,910	
Fund Balance - End of year	765,909	662,910	1,262,200	

Waverly Community Schools
Historical Property Tax Millage Rates

	FY18-FY14 Change ⁽²⁾	FY19-FY18 Change	FY19 2018-19 Proposed ⁽³⁾	FY18 2017-18 Actual ⁽³⁾	FY17 2016-17 Actual ⁽³⁾	FY16 2015-16 Actual	FY15 2014-15 Actual	FY14 2013-14 Actual	FY13 2012-13 Actual	FY12 2011-12 Actual	FY11 2010-11 Actual
Operating											
Voted Non-Homestead ⁽¹⁾	(0.3127)	(0.1761)	13.2123	13.3884	13.5324	13.7861	13.7345	13.5250	13.6995	13.5371	13.7433
Voted ALL ⁽¹⁾	0.3073	0.1761	4.7823	4.6062	4.4622	4.2139	4.2655	4.4750	4.3005	4.4629	4.2567
2005 Debt Refunding											
Voted ALL	(6.2900)	-	-	-	-	-	4.0300	6.2900	5.6300	5.2800	5.0400
2013 Debt Refunding											
Voted ALL	5.2800	(0.4500)	6.0500	6.5000	6.4500	7.0200	2.9900	0.7700	-	-	-
2013 Debt Building & Site Series I											
Voted ALL	0.2200	0.3800	0.7800	0.4000	0.3800	0.3800	0.3800	0.5600	-	-	-
2016 Debt Building & Site Series II											
Voted ALL	0.0700	(0.0300)	0.0700	0.1000	0.1700	-	-	-	-	-	-
TOTAL DEBT	(0.7200)	(0.1000)	6.9000	7.0000	7.0000	7.4000	7.4000	7.6200	5.6300	5.2800	5.0400
2016 Sinking Fund											
Voted ALL ⁽³⁾	1.0000	-	1.0000	1.0000	1.0000	-	-	-	-	-	-
Total Homestead	0.5873	0.0761	12.6823	12.6062	12.4622	11.6139	11.6655	12.0950	9.9305	9.7429	9.2967
Total Non-Homestead	0.2746	(0.1000)	25.8946	25.9946	25.9946	25.4000	25.4000	25.6200	23.6300	23.2800	23.0400

⁽¹⁾ The School District's voted homestead and non-homestead millages will expire with the December 2022 levy.

⁽²⁾ Represents the change in voted homestead and non-homestead millages since the approval of the 2013 Building and Site Bonds for \$18,470,000

⁽³⁾ Includes a millage reduction fraction for non-homestead properties

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 18, 2018**

Report #17-82

FOR ACTION

Subject:

Waverly Community Schools 2018-2019 Budget Resolutions

Recommendation:

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

The 2018-19 General Fund Resolution with revenues of \$34,311,401 and expenditures of \$34,697,851

The 2018-19 Debt Retirement Fund Resolution with revenues of \$5,642,617 and expenditures of \$5,761,528

The 2018-19 Special Revenue Funds Resolution with revenues of \$1,789,848 and expenditures of \$1,720,565

The 2018-19 Sinking Fund Resolution with revenues of \$817,625 and expenditures of \$218,335

Statement of Purpose:

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

Budget Impact:

The projected General Fund balance as of June 30, 2019 will be \$4,441,603, or 12.9% of current year operating expenditures.

The projected Debt Retirement Fund balance as of June 30, 2019 will be \$807,379, or 14.0% of current year debt retirement.

The projected Community Services Fund balance as of June 30, 2019 will be \$84,104, or 22.1% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2019 will be \$476,756, or 37.8% of current year operating expenditures.

The projected Sinking Fund balance as of June 30, 2019 will be \$1,262,200

Historical Perspective:

School districts are required to adopt their 2018-19 budget(s) by June 30, 2018 for the fiscal year beginning July 1, 2018.

Discussion of Options:

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

Rationale for Recommendation:

The Board of Education has the responsibility of reviewing the budget presented, holding a public hearing, modifying it as necessary, and approving it for implementation prior to the beginning of the fiscal year. (MCL 141.434)

Strategic Plan Reference:

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

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 2018-2019 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 2018-2019 which includes 17.9946 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.7823 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	\$9,412,637
State	21,352,390
Federal	711,673
Other Financing Sources	2,834,701
Total Revenue	\$34,311,401
Total Fund Balance, July 1 Available to Appropriate	\$4,307,585
Total Available to Appropriate	\$38,618,986

BE IT FURTHER RESOLVED, that \$34,697,851 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	\$15,481,050
Added Needs	4,504,882
Support Services	
Pupil Support	2,996,369
Instructional Staff Support	1,382,112
General Administration	453,574
School Administration	2,447,551
Business Services	668,539
Operations and Maintenance	3,493,178
Transportation	965,927
Central Support	914,964
Other Support	653,684
Community Activities	41,796
Nonpublic Schools	6,925
Facilities Acquisitions and Debt Service	337,301
Other Financing Uses	350,000
Total Appropriated	\$34,697,851

BE IT FURTHER RESOLVED, that an amount not to exceed \$350,000 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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education

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

RESOLVED that this resolution shall be the Sinking Fund appropriations of Waverly Community Schools for the 2018-2019 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 Sinking Fund of the school district for fiscal year 2018-2019 which includes 1.00 sinking fund mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$817,625
Total Revenue	\$817,625
Total Fund Balance, July 1 Available to Appropriate	\$662,910
Total Available to Appropriate	\$1,480,535

BE IT FURTHER RESOLVED, that \$218,335 of the total available to appropriate in the Sinking Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Facilities Acquisition, Construction & Improvement	\$218,335
Total Appropriated	\$218,335

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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

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 Special Revenue appropriations of Waverly Community Schools for the 2018-2019 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 2018-2019 is as follows:

Revenue:	
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
 Total Available to Appropriate	 \$2,451,465

BE IT FURTHER RESOLVED, that \$1,720,565 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instructional Services	\$179,908
Business Services	32,941
Operations and Maintenance	500
Food Services	1,227,217
Community Services	199,999
Fund Modifications (Transfers Out)	80,000
 Total Appropriated	 \$1,720,565

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

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 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.

Secretary, Board of Education

DEBT SERVICE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2018-2019 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 Debt Service Funds of the school district for fiscal year 2018-2019 which includes 6.90 debt service mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$5,642,617
Total Revenue	\$5,642,617
Total Fund Balance, July 1 Available to Appropriate	\$926,289
Total Available to Appropriate	\$6,568,906

BE IT FURTHER RESOLVED, that \$5,761,528 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Principal	\$5,285,000
Interest	\$476,028
Total Appropriated	\$5,761,528

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

Nays: Members

Resolution declared adopted.

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 _____ meeting held on _____, 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.

Secretary, Board of Education