



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, September 17, 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 September 17, 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. Attendance Awareness Month - Harriet Dean
 - B. Global Perspectives
 - 1. Robert Lurie - WHS Student's WWII trip to Europe. Mr. Lurie's experience in Rwanda with Carl Wilkens.
 - 2. Rachel Goodman - IFE experience in Colombia
 - 3. Navpreet Singh - Michigan-Japan exchange program - Summer of 2018
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Board Member Comment
- VI. Adoption of Agenda
- VII. ***Approval of Minutes 4
- VIII. Recommendation to approve Report #18-21 - Proclamation of September as Attendance Awareness Month 8
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Personnel & Policy - Member Nester
 - 2. Finance & Facilities - Member Wright
 - 3. Teaching & Learning - Member Sherry
 - 4. Marketing & Communications - Member Witwer
 - 5. Sinking Fund - Member Sherry
 - B. Personnel & Policy
 - 1. ***Recommendation to approve Report #18-22, Personnel Recommendations 11

C. ***Recommendation to approve Report #18-23, Change of date for September Board of Education PD Meeting.	12
D. Finance & Facilities	
1. ***Recommendation to approve - Report #18-24, Finance Report	14
E. Other	
1. Recommendation to approve Report #18-25 - Extended Field Trip	21
X. Superintendent's Report	
XI. Public Comment - Open Comment for District related items	
XII. Closed Session	
A. Policy #4121.01 - Personnel Issue - Review Policy	
XIII. Open Session	
XIV. Other Board Business	
XV. Adjournment	
XVI. *** Denotes Consent Agenda	

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was held Monday, August 20, 2018, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, MI. The meeting was called to order at 6:32 PM by Board President, Britt Slocum and the pledge to the flag was led by Ty Fedewa, Student.

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

Student Rep. None

Staff Present: Mrs. Kelly Blake, Superintendent
 Mr. Evan Nuffer, Director of Finance
 Mrs. Tiffany Wright, Director of Spec. Education
 Mrs. Susan Friend, Director of Human Resources
 Patty Roost
 Chris Huff
 Vickie Tisdale
 Molly Francis
 Helene McNeilly
 Mike Moreno

Others Present: Ty Fedewa

Special Presentations:

Ty Fedewa – Freshman Student – Eagle Scout Project Presentation

Ty is a scout from troop 111, from the Delta Township Area, his project that he is working on are dugouts for the baseball field at Waverly East Intermediate. He is hoping to build 6 dugouts, but if he can't get enough funds he will build 2. His thinking behind the dugouts is that when younger kids see them it will make them more interested in playing, and then hopefully building that program all the way up to high school. He is working with a couple of the local fencing companies. The dugouts will be constructed of 2x4's and have metal roofs with fencing on three sides because there is already fencing on one side.

Correspondence:

Board Invitation to NAACP function. It was passed around the table for anyone interested to sign up.

Public Comment:

None

Board Member Comment:

Member Martin: Thanked Ty Fedewa for his Eagle Scout presentation, and mentioned that she is excited for the back to school breakfast and meeting for staff tomorrow.

Member Witwer: Would like to piggy back on Member Martin's comments and also thanked Ty's parents too.

Member Wright: Ty and Member Wright are missing their scout meeting to be here tonight.

Member Nester: Thanked Ty for the dugouts.

Member Jones: Welcome Ty and his family and told Ty that he would help Ty with anything he needed help with.

President Slocum: Told Ty to get ahold of him later. He would like to help Ty out.

Adoption of Agenda

A motion was presented by Member Nester and supported by Member Jones. Motion: The Board of Education approved the agenda as written.

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

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

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

Advisory Committee Reports

Finance & Facilities – Member Wright – Member Wright reported that the cash flows and statements are in the Board packet. This year they are looking at a refresh on WMS and WHS tech devices. Delta Parks and Rec. are looking at renewing their lease for the East pool. And Lansing Township and Waverly need to discuss the easement for the well on the W. View property.

******Personnel Report #18-17 – For Action***

The Board of Education approved the employment of (Certified) Rebecca Eystone-Malbouef (WMS Teacher); Jeremy Tuller (Spec. Ed. Teacher - East); Nadia Mathis (WHS Spec. Ed. Teacher); Amanda Willemot (Winans 4th Gr. Teacher); Kelly Jo West (Winans 4th Gr. Teacher); Cecil Roberts Jr. (High School Social Worker); Kristine Wing (Elmwood Elem. Social Worker) Lindy Simon (Winans 1st Gr. Teacher); Tricia Mullins (Winans Resource R. Teacher); the employment of (Non-Certified) Ava Tucker (Food Service); Rebecca Rentfro (Winans Paraprofessional); Brenda Reetz (Winans Paraprofessional); Melissa Angell (Food Service); Katrina Hines (Colt Head Secretary); Ronisha Kidd (PT Elmwood Secretary); the resignation (Non-Certified) of Emma Rentfrow (Bookkeeper); the transfer of (Certified) Wendi Petersen (from Colt Kindergarten to Winans 1st Gr. Teacher); Ann Kennedy (Winans Res. Rm. Teacher – East Res. Rm. Teacher); the transfer of (Non-Certified) Laurie Swisk (from Food Service to Winans Para.) and a Leave of Absence for (Certified) Rebecca Miller-Hager for the 2018-2019 school year.

Policy – Third Reading - #18-18

A motion was made by Member Witwer and supported by Member Nester to A motion was made by Member Wright and Supported by Member Nester to approve the revised update of Policy #4112 – Board-Staff Communication.

Discussion: Paragraph A – Staff Communications to the Board – Change “All” to “It is preferred”, change “shall” to “should”, in the first sentence of that paragraph. And then add: “All communication to Board Members will be shared with the Superintendent.

There was a lot of back and forth conversation about this. Some didn’t think it was going to make a difference, some didn’t think that staff would realize that there was a change, Some didn’t think that legally it would hold up. Member Martin asked if this shouldn’t be a Policy matter but that it should be in the Guidelines. More conversation and all agreed that they should table the Policy action and work on a new Guideline.

Members Witwer & Nester withdrew support of the original motion. Keep the Policy as is and look at the Administrative Guidelines.

A motion was made by Member Wright and supported by Member Nester to Table Report #18-18.

****** Finance Report - #18-19 – For Action***

The Board of Education approved the Finance Report as presented.

******Recommendation to approve Report #18-20, Certification of Winter Tax Levy – For Action***

The Board of Education approved the Certification of Winter Tax Levy as presented.

Superintendent's Report – Superintendent Blake thanked Ty Fedewa for his Eagle Scout Project Presentation.

Superintendent Blake then listed all of the things that are happening starting tomorrow.

Opening session for all staff with breakfast, including introducing the Admin staff, and all of the new staff that have been hired. Service Pins will be given for years of service. She also mentioned that we now have Central Enrollment after having moved Michelle (Registrar) from the high school over to Admin.

This year we are implementing the Community Eligibility Program for Free Breakfast and Lunch for all students. All that families will need to do is fill out the Household Information Survey form. Every family must do this.

Superintendent Blake also Congratulated Member Witwer on her State Representative Primary win.

Superintendent Blake provided the Board of Education with the Open House Schedule for all buildings and invited them to join staff for the Diversity Training that all staff will be involved in either from 9:00 – 11:30 AM or 12:30 – 3:00 PM.

Superintendent Blake also mentioned that Administrators have been working on our Vision of the District. They want to build a team atmosphere.

Superintendent Blake brought to the boards attention that we have 4 vacant BOE seats and only 3 people running for them. They will need to appoint someone to the other vacant seat but that will not happen until January.

Public Comment – Open Comment for District Issues: None

Other Board Business

Member Jones mentioned that he is not running for a BOE seat.

President Slocum mentioned that we will need to advertise for the BOE seat that will be open and then prepare a questionnaire, Interviews and the BOE will need to vote on the replacement. He also mentioned that he wanted Superintendent Blake to do a self-evaluation of her performance before the board discusses theirs. He also wants to have a Board evaluation done.

Last thing is President Slocum wanted B.O.E. members to sign up for a building to be at on Opening Day, Monday, August 27th. It is as follows:

President Slocum – East

Member Witwer – Elmwood

Member Jones – Elmwood

Member Nester – WMS & WHS

Member Wright – View! Haha, Really – WMS

Member Sherry – Winans

Member Martin – Colt & WHS

Adjournment at: 7:33 pm

***Denotes Consent Agenda

Respectfully submitted,

Mary Ann Martin, Secretary
par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
August 20, 2018**

Report #18-21

FOR ACTION

Subject: Proclamation of September as Attendance Awareness Month

Recommendation:

The Superintendent recommends the Board of Education approve the Proclamation of September as Attendance Awareness Month.

Statement of Purpose/Issue:

To commit to focusing on reducing chronic absenteeism to give all children an equitable opportunity to learn, grow and thrive academically, emotionally and socially.

Budget Impact:

None

Rational for Recommendation:

To raise public awareness and concern about the toxic impact of chronic absence. To encourage broad community engagement and sustained civic action to help families get their children to school every day. And to analyze our data to identify which students and schools are most affected by chronic absence, as well as to recognize common attendance challenges that need to be addressed.

FROM THE BOARD OF EDUCATION: Waverly

Proclamation of September as Attendance Awareness Month

WHEREAS good attendance is essential to student achievement and graduation, and we are committed to dedicating our resources and attention to reducing chronic absenteeism rates, with a focus starting as early as prekindergarten and kindergarten,

WHEREAS chronic absence – missing 10 percent or more of school for any reason including excused and unexcused absences, or just two of three days a month – is a proven predictor of academic trouble and dropout rates,

WHEREAS improving attendance and reducing chronic absence takes commitment, collaboration and tailored approaches to particular challenges and strengths in each community,

WHEREAS chronic absence predicts lower third-grade reading proficiency, course failure and eventual dropout, it weakens our communities and our local economy,

WHEREAS the impact of chronic absence hits students in low-income communities and children of color particularly hard if they don't have the resources to make up for lost time in the classroom and are more likely to face systemic barriers to getting to school – such as unreliable transportation, lack of access to health care, unstable or unaffordable housing,

WHEREAS, attendance gaps among groups of students often turn into achievement gaps that undermine student success. Chronic absence particularly exacerbates the achievement gap that separates students in low-income communities from their peers, since students from low-income communities are both more likely to be chronically absent and more likely to be affected academically by missing school.

WHEREAS, absenteeism also undermines efforts to improve struggling schools, since it's hard to measure improvement in classroom instruction if students are not in class to benefit from them,

WHEREAS schools and community partners can reach out more frequently to absent students to determine what barriers they face to attending school and what would help them attend more regularly,

WHEREAS health care providers can share the importance of school attendance with families and can offer proactive, preventive care to reduce absences,

WHEREAS schools and districts must do more to track, calculate and share the data on how many students are chronically absent so that we can see the attendance gaps and can deliver the right interventions to the right students,

WHEREAS all students – even those who show up regularly – are affected by chronic absence because teachers must spend time reviewing for students who missed lessons,

WHEREAS chronic absence can be significantly reduced when schools, families and communities work together to monitor and promote good attendance and address hurdles that keep children from getting to school,

NOW, THEREFORE BE IT RESOLVED that as the Board of Education of Waverly, we proclaim our school district will stand with the nation in recognizing September as “Attendance Awareness Month.” We hereby commit to focusing on reducing chronic absenteeism to give all children an equitable opportunity to learn, grow and thrive academically, emotional and socially.

Specifically, we will:

1. Raise public awareness and concern about the toxic impact of chronic absence
2. Encourage broad community engagement and sustained civic action to help families get their children to school every day, including engaging local businesses, faith communities, elected officials, service groups, PTA’s, PTO’s, and other local stakeholders.
3. Analyze our data to identify which students and schools are most affected by chronic absence, as well as to recognize common attendance challenges that need to be addressed.

On this Day _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

Name, Title _____

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 17, 2018**

Report #18-22

Subject: Personnel Report***

A. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jeff Hager	Elmwood Resource Room Teacher	Personal	9/7/2018

B. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Samantha Jean	½ Time – Resource Room	BA/1.5 \$22,459	8/21/2018

C. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Sandra Forgrave	Winans Assistant Secretary	\$16.28/hr	8/20/2018
Tanisha Robertson	High School Food Service	\$10.40/hr	8/21/2018
Erica Decker	East Food Service Lunch Aide	\$10.40/hr	8/21/2018
Sarah Hunt	Winans Behavior Paraprofessional	\$14.96/hr	8/21/2018
Emma Hainstock	Elmwood Food Service Lunch Aide	\$10.40/hr	8/21/2018
Tim Doyle	Winans Food Service Lunch Aide	\$10.40/hr	8/27/2018
Greg Daza	Assistant Child Care Supervisor	\$12.75/hr	8/29/2018
Cheyenne Thomas	Elmwood Food Service Lunch Aide	\$10.40/hr	9/04/2018
Najeema Thomas	Winans Paraprofessional	\$14.96/hr	9/04/2018
Rebecca Barnell	Colt Paraprofessional	\$17.27/hr	9/10/2018

D. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Ann Kennedy	Winans Resource Room Teacher	East Resource Room Teacher	8/21/2018

E. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Tedr Collins	Colt Paraprofessional	High School Paraprofessional	8/21/2018

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
August 20, 2018**

Report #18-23

FOR ACTION

Subject: *****Change of date of September 2018 Board of Education PD Meeting**

Recommendation:

The Superintendent recommends the Board of Education approve the change of date of the September, 2018 Board of Education Professional Development Meeting

Budget Impact:

None

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 16, 2018**

Report #18-1

FOR ACTION ***

Subject: Designation of Date, Time & Location of School Board Meetings

Recommendation:

In accordance with **Public Act No. 267 of the Michigan Public Acts of 1976**, the Superintendent recommends the Board of Education meeting calendar be established as follows:

<u>2018</u>	<u>2019</u>
August 20, 2018	January 28, 2019
September 17, 2018	February 25, 2019
September 24 <u>October 1</u> , 2018 (PD)	March 11, 2019 (PD)
October 15, 2018	March 18, 2019
November 19, 2018	April 15, 2019
December 3, 2018 (PD)	May 20, 2019
December 17, 2018	June 17, 2019

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center Board Room. Professional Development meetings will begin at 9:00 A.M. and will be held in the Administrative Center PD Room.

A regular meeting of the Board of Education for the 2019-2020 school year will be held on Monday, July 22, 2019 at 6:30 P.M.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 17, 2018**

Report #18-24

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of July 31, 2018 was \$3,469,949.83. Receipts during August, consisting of property taxes, state aid and other revenues in the amount of \$2,894,565.88 minus disbursements during August of \$3,620,544.27, left the district with a General Fund cash balance, as of August 31, 2018, of \$2,743,971.44, including \$1,500,000.00 from the issuance of a State Aid Note.

2018-19 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$2,589,527. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2018-19 Sinking Fund expenditures exceed revenues by \$185,797. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2018-19 Capital Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$100,811. 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 \$14,291 of accrued interest, is \$202,648. A summary of life to date activity is included in the supporting documentation

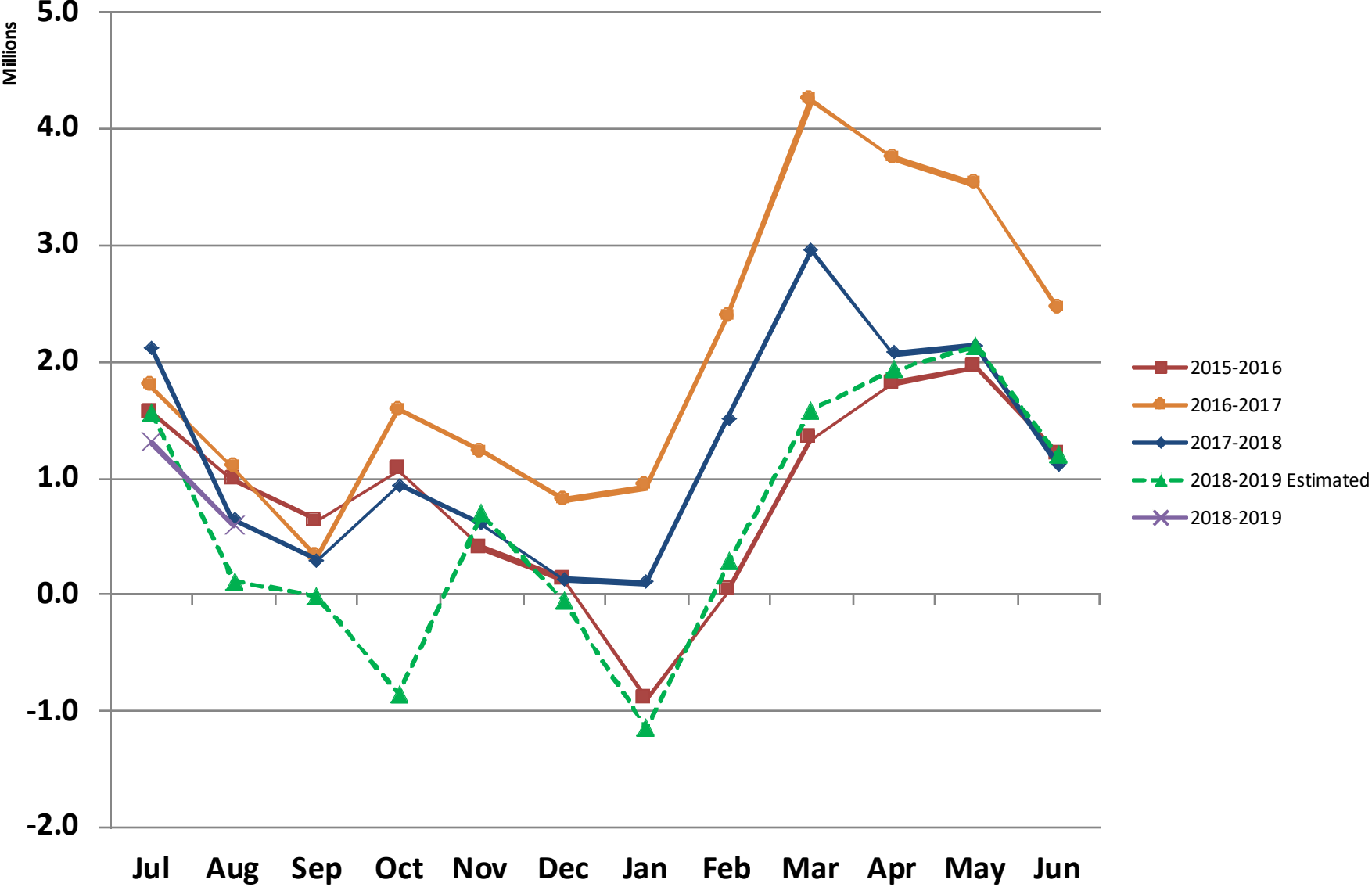
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended August 31, 2018

Balance on Hand July 31, 2018	3,469,949.83
Revenues	
State Aid	1,911,917.43
Taxes	84,305.46
Other Revenue	124,834.57
Interfund Transfers In	773,479.54
State Aid Note Proceeds	<u>1,500,000.00</u>
	4,394,537.00
Disbursements	
Payroll and Related Liabilities	(2,885,731.41)
Other Expenditures	(734,812.86)
State Aid Repayment	<u>(1,500,000.00)</u>
	(5,120,544.27)
Prior Month Adjustments During August 2018	28.88
Balance on Hand August 31, 2018	<u><u>2,743,971.44</u></u>
PNC Bank - General	2,651,120.68
MILAF	7,547.39
PNC Bank - Payroll	47,399.79
Comerica - Checking	<u>37,903.58</u>
	<u><u>2,743,971.44</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2018

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,412,637	468,209	(8,944,428)	95.0%
State sources	21,352,390	-	(21,352,390)	100.0%
Federal sources	711,673	-	(711,673)	100.0%
Intergovernmental	2,754,701	-	(2,754,701)	100.0%
Transfers In	80,000	-	(80,000)	100.0%
Total revenue	34,311,401	468,209	(33,843,192)	98.6%
Expenditures				
Current:				
Instruction:				
Basic program	15,201,225	945,968	(14,255,257)	93.8%
Added needs	4,475,882	219,118	(4,256,764)	95.1%
Total instruction	19,677,106	1,165,086	(18,512,020)	94.1%
Support Services:				
Pupil	2,996,369	176,664	(2,819,705)	94.1%
Instructional staff	1,363,838	240,935	(1,122,903)	82.3%
General administration	453,574	101,684	(351,890)	77.6%
School administration	2,440,206	365,408	(2,074,798)	85.0%
Business	517,480	79,779	(437,701)	84.6%
Operations and maintenance	3,478,718	581,687	(2,897,031)	83.3%
Pupil transportation services	965,927	64,528	(901,399)	93.3%
Central	457,964	107,622	(350,342)	76.5%
Other	64,680	13,696	(50,984)	78.8%
Total support services	12,738,756	1,732,003	(11,006,753)	86.4%
Athletics	589,004	71,400	(517,604)	87.9%
Community services	41,796	7,396	(34,400)	82.3%
Non Publics	6,925	-	(6,925)	100.0%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	130,000	-	(130,000)	100.0%
Interest	16,850	-	(16,850)	100.0%
Capital outlay	221,236	74,274	(146,963)	66.4%
Payments to other public schools	926,178	7,578	(918,600)	99.2%
Total expenditures	34,347,851	3,057,737	(31,290,115)	91.1%
Excess of Revenue (Under)Over Expenditures	(36,450)	(2,589,527)	(2,553,077)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(386,450)	(2,589,527)	(2,203,077)	
Favorable Expenditure Variance (1.5%)	515,218			
Projected Change in Fund Balance	128,768			
Fund Balance - Beginning of year	4,034,306			
Fund Balance - End of year	4,163,074			
	12.1%			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2018

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	817,625	47,832	(769,793)	94.1%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	817,625	47,832	(769,793)	94.1%
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	-	35,460	35,460	0.0%
Architecture and Engineering Services	-	1,667	1,667	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	218,335	196,502	(21,834)	10.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	218,335	233,629	15,294	-7.0%
Excess of Revenue (Under)Over Expenditures	599,290	(185,797)	(785,087)	
Transfers Out	-	-	-	
Net Change in Fund Balance	599,290	(185,797)	(785,087)	
Fund Balance - Beginning of year	743,402	765,909		
Fund Balance - End of year	1,342,692	580,112		

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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	1,581	1,581	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
Total revenue	350,000	1,581	(348,419)	99.5%
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	-	90,000	90,000	0.0%
Architecture and Engineering Services	-	2,612	2,612	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	9,780	9,780	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	102,392	102,392	0.0%
Excess of Revenue (Under)Over Expenditures	350,000	(100,811)	(450,811)	
Transfers Out	-	-	-	
Net Change in Fund Balance	350,000	(100,811)	(450,811)	
Fund Balance - Beginning of year	1,223,703	450,630		
Fund Balance - End of year	1,573,703	349,819		

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	928,411	946,155	0	(17,745)
Site Improvements	228,638	228,638	(0)	0
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	1,157,049	1,174,793	0	(17,745)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	122,000	58,022	0	63,978
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,162,653	1,068,461	-	94,192
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	74,579	7,473	(28,702)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	1,128,697	7,473	114,833
District				
Loose Equipment (Furniture & Transportation)	781,396	758,181	(0)	23,215
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	30,903	30,903	-	-
Field General Conditions	-	18,992	-	(18,992)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	117,024	117,024	-	(0)
District Subtotal	969,948	935,839	(0)	34,109
Totals	3,500,000	3,297,352	7,473	195,174

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
September 17, 2018**

Report #18-25

FOR ACTION

Subject: **Extended Field Trip**

The Superintendent recommends the Board of Education approve an extended field trip to Mystic Lake YMCA Camp. This trip will allow the group to learn teamwork and holiday music for future community/school tours.

This will include 18 – 11th & 12th grade students at a cost of \$85.00 per student and will be paid for using student choir accounts or paid by the students and/or parents. For those unable to pay, money on hand from previous student accounts will be utilized first.

The staff member in charge will be Kaleb Lenneman, Choir Teacher and he has done other trips in the past. There will be at least 2 additional chaperones, one woman and one man – parents of students.

Reflections retreat

Waverly Community Schools Administrative Guidelines

2340C – EXTENDED FIELD TRIPS (District-Sponsored)

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed, whenever a staff member seeks approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not approve an extended field trip request unless a plan based on answers to the questions on the Proposal Form for an Extended Student Trip (Form 2340 F2) has been prepared and approved by the principal(s) of the school(s) which the students attend. In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff members submitting the proposal must confirm that the company is:

- licensed to operate in this State;
- registered and bonded;
- properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trips begins to the point at which it ends;
- in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. NO trip involving a travel company will be approved without this confirmation.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent four (4) weeks prior to the trip for consideration of approval. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

If approved, the professional staff member in charge will be responsible for conducting the trip as planned (see AG 2340F – Chaperones). If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent or Board.

Each participating student and his/her parent is to sign the Responsibility Contract (Form 2340 F3) and submit it to the trip leader(s) prior to the trip.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Reflections music retreat
 Proposed Departure Date 10/26 Return Date 10/27
 Proposer Kaleb Lenneman Position Choir director
 Date by which response is needed 9/28 Proposal Date 9/10

A. Purpose

1. What is the major place to be visited or event to be attended?

Mystic Lake YUCA Camp

2. How is the trip related to the educational program of the District?

Reflections learns holiday music & teamwork for future community/school tours

3. In what ways will the students benefit?

They will get a jump start on a rigorous music schedule

4. In what ways will the District benefit?

Reflections tours the other schools in the district & local senior centers

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Community reaction, portion of required music that is learned, etc.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Reflections 11th & 12th graders

B. Students and Staff (cont'd)

2. How many students in total?

18

3. How many students are currently experiencing academic problems?

1. All student who are receiving failing ~~or~~ grades in any class are not eligible for the trip

4. Which staff member will be in charge?

Kaleb Lenneman

5. What previous experience has the staff member had in conducting overnight or extended field trips?

we did this exact trip last year.
Also, band & choir did a 6 day trip to Florida

6. What other staff members will be going?

N/A

7. How many chaperones, in addition to staff members, will be going?

At least one woman & one man

8. What are their names and affiliations with the students?

They have not be assigned at this time but they will be student parents

9. How many school days will be missed?

1

10. How will teachers be advised in advance that the students will be out of school?

Through email & student interaction

C. School Work

1. How will missed work be made up?

Either done in advance or done after per the classroom teacher's procedures

2. What special assistance will be provided students with academic problems?

Student failing any class will not be eligible to attend this retreat.

D. Itinerary

1. What is the destination?

Mystic Lake YMCA camp Lake, MI

2. What will be the mode of transportation? What liability insurance does the carrier have?

In the past, the director, chaperones, & student have driven up in 4 cars.

3. Where will the group be housed and fed?

Mystic Lake YMCA camp yurts & cafeteria

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

There will be one stop at a gas station on the way up

5. What arrangements have been made for dealing with emergency situations?

Every child will fill out medical release forms

6. If tour guides are involved, what liability insurance do they carry?

N/A

E. Finances

1. What is the estimated total cost and cost per student?

Total: \$11,340

Per student: \$85

2. What is the source of funds?

Students, or students choir accounts in the choir trust & Agency

3. How will the funds be collected and safeguarded?

Collected during class, locked in filing cabinet, & turned into the office for deposit in Choir trust & agency

4. How will any shortfall be made up or excess funds used?

Shortfalls are made up using graduated student choir account money. Excess will stay in choir trust & agency

5. What provision has been made for students who are financially unable to pay any necessary costs?

I will pay for it myself