



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, October 15, 2018 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held October 15, 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. Plante Moran - Audit Presentation
- 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 #18-26, Personnel Recommendations 9
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve - Report #18-27 , Finance Report 10
    - 2. Recommendation to approve Report #18-28, Purchase of HS Theatre Equipment 17
- IX. Superintendent's Report
- X. Public Comment - Open Comment for District related items

- XI. Other Board Business
- XII. Adjournment
- XIII. \*\*\* Denotes Consent Agenda

# Minutes of Regular Meeting

## The Board of Trustees Waverly Community Schools

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### *Opening of Meeting*

The Regular Meeting of the Waverly Community Schools Board of Education was held Monday, September 17, 2018, beginning at 6:30 PM in the Board Room of the Waverly Administrative Center, 515 Snow Road, Lansing, MI. The meeting was called to order at 6:30 PM by Board President, Britt Slocum and the pledge to the flag was led by Harriet Dean, Truancy Officer for Eaton County.

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

Staff Present: Mrs. Kelly Blake, Superintendent  
Mrs. Tiffany Wright, Director of Spec. Services  
Dr. Lara Slee, Director of Teaching & Learning  
Mrs. Susan Friend, Director of Human Resources  
Patty Roost  
Mike Moreno  
Helene McNeilly  
Vickie Tisdale  
Molly Francis  
Chris Huff  
Chris Smith  
Robert Lurie  
Todd Simon  
Jeffry Parks  
Rachel Goodman

Others Present: Harriet Dean – Eaton Co. Truancy Officer  
Navpreet Singh  
Barb Farr  
Tavian Saldana  
Jada Wilkes  
Allyson Pierce  
Griffin Sika  
Sandra Sika

Kevin Simpson  
Iezekiel Simpson

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

#### **Harriet Dean – Eaton Co. Truancy Officer – September – Attendance Awareness Month**

Ms. Dean started out by saying that between the end of August, 2018 and now (Sept. 17, 2018) she has been at a Board of Education Meeting at every single Eaton County school district and this is the only meeting that she has been to that had this kind of building representation. She was so impressed! September as Attendance Awareness Month is a national initiative. She mentioned that out of 100 students you are going to have 10 kids that don't miss a day of school, but then on the other end of the spectrum you are going to have 10 kids that miss a lot of school. These 10 students are the ones that Ms. Dean will have on her case load and end up in the juvenile court system. The initiative is really targeted at the 80 kids in the middle. Those kids could sway either way. These are the kids that need that extra push to have good attendance, and need the support, the encouragement and the tools to support them and get them to school every day.

#### **Mr. Robert Lurie & Students: Iezekiel Simpson, Allyson Pierce, Griffin Sika, Tavian Saldana & Jada Wilkes – WWII trip to Europe**

Mr. Lurie explained that each student picked a picture or two that had special meaning to them to share. They are going to tell us what each picture was and why they chose it. Mr. Lurie tries to plan this trip every other year for his students.

#### **Mr. Robert Lurie introduced Navpreet Singh – Michigan-Japan Science Exchange Program – Summer of 2018**

Waverly High School Senior, Navpreet Singh was chosen to participate in this highly selective program. Over 200 students from Michigan applied and only 8 were selected and Navpreet was one of them. This was almost entirely funded for him. Navpreet was recommended by Mary Faber, Jon Hayden and Jeffry Parks. Navpreet spoke about his adventure and how much he enjoyed it.

#### **Mr. Robert Lurie Spoke about his time in Rhwanda and Africa this past summer**

He talked about his experience in Rhwanda with Carl Wilkins. Visited a camp where all of the men there had confessed to the genocide. No fences, guards have no guns. The recovery in Rhwanda is amazing. Made friends with a teacher in Rhwanda. Teacher chaperones were: Todd Simons, Nicole Ohl-Shaw, Renee Sarafin, Robert Lurie and Kevin Kacel. Carl Wilkens sent Mr. Lurie back with a bunch of signed copies of his book, I'm not leaving. In March this will be used in our book club for 3<sup>rd</sup> quarter in his class.

#### **Mrs. Rachel Goodman and her Experience in Colombia**

Mrs. Goodman started out by passing around a bag of candy for everyone to try. They were coffee candy chews, and were very interesting. Mrs. Goodman spoke about how this entire past year she participated in, Teachers for Global Classrooms. This is a year round program and they go to 7 different countries, you don't get to pick, they just send you to one. One of the big things

she talked about was that she was in Colombia, NOT Columbia. To check out more of Mrs. Goodman's adventure go to: Teachers for Global Classrooms – Colombia, July 2018 – [mrsgoodmansadventures.weebly.com/blog](http://mrsgoodmansadventures.weebly.com/blog)

***Correspondence:***

None

***Public Comment:***

None

***Board Member Comment:***

Member Martin: Member Martin had flyers to give to the other Board Members in regards to the Ingham School Officers Association Legislative Candidates Breakfast Forum on Wednesday, October 3<sup>rd</sup>, 2018. If anyone is interested, please call or email Barbara Weathers to reserve your spot. Member Martin also thanked Harriet Dean for her Attendance Awareness Month Presentation. Member Martin went to the first football game and enjoyed that. She was also proud to see the Marching Band perform. Thank you also to all who spoke tonight.

Member Witwer: Thanked those who presented tonight.

Member Wright: Great presentations. We should have a dog at all meetings.

Member Sherry: Thanked everyone for their presentations. Shout out to the group that did the cleanup @ Winans. The 1<sup>st</sup> day of school Member Sherry was @ Winans. It was great to see all of them come back.

Member Jones: Thank you for the presentations. Shout out to Tim Lyman – Elmwood – 1<sup>st</sup> day of school went great. Also, Tracy Thomas received the Delta Red Rose Award from the Delta Waverly Rotary for his years of community service.

Member Nester: Thank you for sharing tonight. She could feel the passion when they spoke.

Member Slocum: Thank you again, going to other countries and becoming a Fullbright Scholar that's big news. A shout out to Jeffry Parks on getting a grant for robotics. Lara actually got the grant and Jeff was part of it. Oh and thanks for the book and the candies too!

***Adoption of Agenda***

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

Motion carried. VOTE AYES – 7; NAYS – 0

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

The minutes of the regular meeting of August 20, 2018 were approved as presented.

***Recommendation to approve Report #18-21 – Proclamation of September as Attendance Awareness Month.*** Motion: To approve Proclamation of September as Attendance Awareness Month. A motion was made by Member Martin and supported by Member Jones.

Motion carried VOTE: AYES – 7; NAYS - 0

***Advisory Committee Reports***

***Finance & Facilities*** – Member Wright – Committee met and are looking at putting more controls in place. Still in discussions with Delta Township over the lease of the Waverly East Pool and Lansing Township about the drive to the pump house on the Windemere View site. Tennis courts are looking great and s/b done by end of the month.

***Marketing & Communications*** – Member Witwer – A You Tube Channel for Waverly has been set up. Anyone from the schools can update and Angela can give rights to it. Even some short sports clips can be added. Member Witwer also did a media pitch out about free lunch and breakfast. Channel 10 picked it up and Channel 6 will be doing a 2 day story about Waverly and how it has expanded.

***\*\*\*Personnel Report #18-22 – For Action***

The Board of Education approved the employment of (Certified) Samantha Jean (Part Time Resource Room Teacher); the employment of (Non-Certified) Sandra Forgrave (Winans Asst. Secretary); Tanisha Robertson (WHS Food Service); Erica Decker (East Food Service); Sarah Hunt (Winans Behavior Parapro); Emma Hainstock (Elmwood Food Service); Tim Doyle (Winans Food Service); Greg Daza (Asst. Child Care Supervisor); Cheyenne Thomas (Elmwood Food Service); Najeema Thomas (Winans Parapro); Rebecca Barnell (Colt Parapro); The Resignation of (Certified) Jeff Hager (Elmwood Resource Rm. Teacher); the transfer of (Certified) Ann Kennedy (Winans – Resource Room to East Resource Room); and the transfer (Non-Certified) of Tedr Collins (Colt Parapro to WHS Parapro).

***\*\*\*Board of Education PD Mtg. - Date Change - Report #18-23***

The Board of Education approved a change of date for a PD Meeting. The September 24, 2018 meeting has been moved to October 1, 2018.

***\*\*\* Finance Report - #18-24 – For Action***

The Board of Education approved the Finance Report as presented.

***Recommendation to approve Extended Fieldtrip - Report #18-25***

The Board of Education approved the Extended Fieldtrip for Reflections and Choir to the Mystic Lake YMCA Camp. A motion was made by Member Jones and Supported by Members Sherry & Nester.

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

***Superintendent's Report***

Randy Cusack, Coach Pizzo and Home Depot have teamed up to work on a Winans courtyard beautification project. They did some painting on the sidewalks and are just sprucing things up. Also, Sept. 29<sup>th</sup> the football team will be doing yardwork for resident senior citizens in the area.

Thanks to Principal Huff for helping with the Class of 1968 tour of the high school. It was their 50<sup>th</sup> class reunion and it was fun to watch them especially when they found the yearbooks in the Library. They also enjoyed the stage in the auditorium!

We just hired a new Kindergarten teacher today at Colt ECEC. The students started their day with their previous teacher and then transitioned to their new room and teacher later in the day.

M-Step scores – 3<sup>rd</sup> grade ELA dropped quite a bit. Only change was a large influx of students.

Director of Teaching and Learning, Lara Slee along with Jeff Parks got us a \$125,000 Dart grant to help our STEM activities in the district.

And because of the vote tonight our September 24<sup>th</sup> Board of Ed PD Meeting has been changed to October 1<sup>st</sup> instead.

Talked to Delta Township and was told that the Board of Water and Light are working with him to increase the illumination at Snow and St. Joe before it gets too dark.

***Public Comment***

None

***Other Board Business***

Member Martin mentioned the excellent 1<sup>st</sup> day presentation to staff – The Diversity Training, was very enlightening.

Member Sherry said that her attendance @ the Board PD sessions may be questionable this year.

***Closed Session***

A motion was made by Member Wright and supported by Member Martin to go into closed session. Purpose – Personnel issue.

Motion Carried.

VOTE: AYES – Members Slocum, Witwer, Martin,  
Wright, Sherry, Jones & Nester.

NAYS: - None

Regular Meeting adjourned for closed session @ 7:45 PM

Closed session began @ 7:45 PM

Closed session adjourned @ 8:08 PM

Regular Meeting reconvened @ 8:08

Regular Meeting Adjourned @ 8:14 PM

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 15, 2018  
Report #18-26**

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

**A. Retirement – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
Randee Smith	SE Parapro – East Intermediate	27	10/5/2018

**B. Retirement – Certified**

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
Kathy Delgado	Spec. Ed. Teacher – East	13	8/2/2018

**C. Resignation – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Andrew Tisdale	Instructional Parapro – Winans	Personal	7/23/2018
Mark VanRemortel	Spec. Ed. Parapro – Elmwood	Personal	6/8/2018
Jonathon Vogler	Paraprofessional – High School	Personal	10/19/2017

**D. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jessica Pingle	Colt Kindergarten Teacher	MA Step 6.5/\$56,802	9/17/2018

**E. Employment – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
William Goerge	Food Service Lunch Aide FS4	\$10.40	9/20/2018
Lauren Garcia	Food Service Lunch Aide FS4	\$10.40	9/24/2018
Daryl Harris	Elmwood 2 <sup>nd</sup> Shift Custodian	\$12.75	9/27/2018
Tammy Sutton	Accounting Specialist	\$22.17	10/8/2018
Andrea Almaguer-Ortega	Special Education Paraprofessional	\$14.96	10/8/2018
Melody Sorrells	Food Service Lunch Aide		

**F. Transfer – Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Laura Smith	East 5 <sup>th</sup> Grade Teacher	East – Math Interv. & STEM Teacher	8/21/2018
Heather Salias	Winans Spec. Ed. Teacher	WMS Spec. Ed. Teacher	8/21/2018
Diana Oldham	Colt Spec. Ed. Teacher	Elmwood Spec. Ed. Co-Teacher	8/21/2018

**G. Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Karen Holmes	M.S. – Spec. Ed. Parapro	Winans – Spec. Ed. Parapro	8/21/2018
Marina Jones	Colt Instructional Parapro	Elmwood Instructional Parapro	8/21/2018
Kaylee Finney	Colt Spec. Ed. Parapro	WMS Spec. Ed. Parapro	8/21/2018
Rebecca Renfro	Winans Parapro	East Spec. Ed. Parapro	10/8/2018

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
OCTOBER 15, 2018**

**Report #18-27**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of August 31, 2018 was \$2,743,971.44. Receipts during September, consisting of property taxes, and other revenues in the amount of \$1,784,899.48 minus disbursements during September of \$2,820,688.24, left the district with a General Fund cash balance, as of September 30, 2018, of \$1,708,182.68, 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 \$3,668,155. 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 \$45,593. 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 \$246,297. 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 \$14,443 of accrued interest, is \$194,625. A summary of life to date activity is included in the supporting documentation

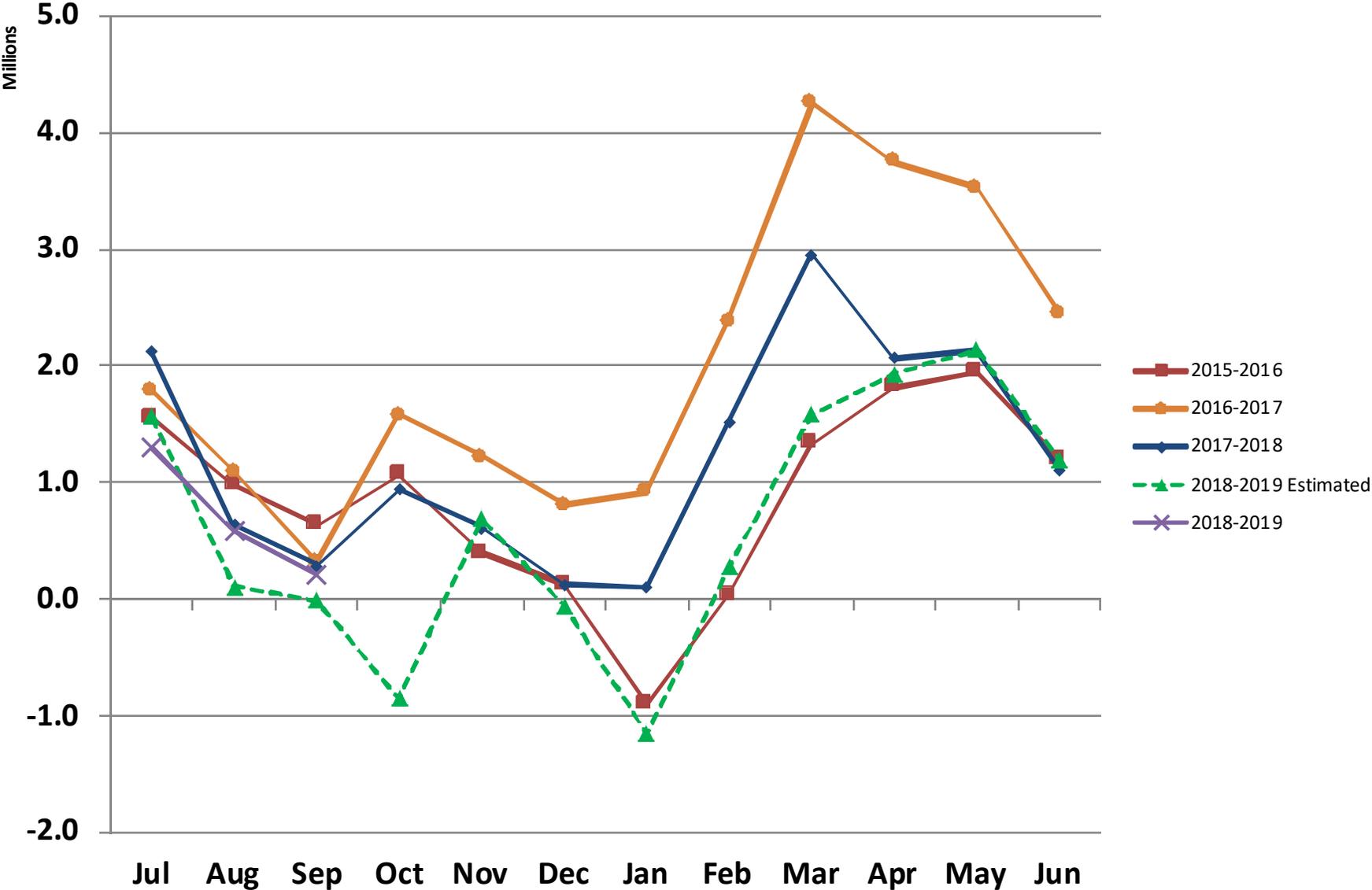
# Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended September 30, 2018

Balance on Hand August 31, 2018	2,743,971.44
Revenues	
State Aid	-
Taxes	1,503,240.18
Other Revenue	66,620.19
Interfund Transfers In	215,039.11
State Aid Note Proceeds	-
	<u>1,784,899.48</u>
Disbursements	
Payroll and Related Liabilities	(2,190,686.61)
Other Expenditures	(621,997.13)
State Aid Repayment	-
	<u>(2,812,683.74)</u>
Prior Month Adjustments During September 2018	(8,004.50)
Balance on Hand September 30, 2018	<u><u>1,708,182.68</u></u>
PNC Bank - General	1,616,454.63
MILAF	7,547.39
PNC Bank - Payroll	46,277.08
Comerica - Checking	37,903.58
	<u><u>1,708,182.68</u></u>
Difference	-

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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**Waverly Community Schools**  
**General Fund - Budgetary Comparison Schedule**  
**For the Month Ended September 30, 2018**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,412,637	2,011,558	(7,401,079)	78.6%
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%
<b>Total revenue</b>	<b>34,311,401</b>	<b>2,011,558</b>	<b>(32,299,843)</b>	<b>94.1%</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Basic program	15,201,225	2,072,507	(13,128,718)	86.4%
Added needs	4,475,882	569,153	(3,906,729)	87.3%
<b>Total instruction</b>	<b>19,677,106</b>	<b>2,641,660</b>	<b>(17,035,446)</b>	<b>86.6%</b>
<b>Support Services:</b>				
Pupil	2,996,369	416,820	(2,579,549)	86.1%
Instructional staff	1,363,838	355,412	(1,008,426)	73.9%
General administration	453,574	154,645	(298,929)	65.9%
School administration	2,440,206	557,706	(1,882,500)	77.1%
Business	517,480	119,541	(397,939)	76.9%
Operations and maintenance	3,478,718	874,805	(2,603,913)	74.9%
Pupil transportation services	965,927	145,183	(820,744)	85.0%
Central	457,964	167,508	(290,456)	63.4%
Other	64,680	27,392	(37,288)	57.6%
<b>Total support services</b>	<b>12,738,756</b>	<b>2,819,011</b>	<b>(9,919,744)</b>	<b>77.9%</b>
Athletics	589,004	113,017	(475,987)	80.8%
Community services	41,796	10,501	(31,295)	74.9%
Non Publics	6,925	-	(6,925)	100.0%
Facility Acquisition	-	-	-	0.0%
Debt service:				0.0%
Principal	130,000	-	(130,000)	100.0%
Interest	16,850	-	(16,850)	100.0%
Capital outlay	221,236	74,893	(146,343)	66.1%
Payments to other public schools	926,178	20,631	(905,547)	97.8%
<b>Total expenditures</b>	<b>34,347,851</b>	<b>5,679,713</b>	<b>(28,668,138)</b>	<b>83.5%</b>
Excess of Revenue (Under)Over Expenditures	(36,450)	(3,668,155)	(3,631,705)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(386,450)	(3,668,155)	(3,281,705)	
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 September 30, 2018**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	817,625	202,901	(614,724)	75.2%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>817,625</b>	<b>202,901</b>	<b>(614,724)</b>	<b>75.2%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	4	4	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	48,655	48,655	0.0%
Architecture and Engineering Services	-	3,334	3,334	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%
<b>Total expenditures</b>	<b>218,335</b>	<b>248,494</b>	<b>30,159</b>	<b>-13.8%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	599,290	(45,593)	(644,883)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	599,290	(45,593)	(644,883)	
<b>Fund Balance - Beginning of year</b>	743,402	743,402		
<b>Fund Balance - End of year</b>	1,342,692	697,809		

**Waverly Community Schools**  
**Capital Improvement Fund - Budgetary Comparison Schedule**  
**For the Month Ended September 30, 2018**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	-	2,281	2,281	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
<b>Total revenue</b>	<b>350,000</b>	<b>2,281</b>	<b>(347,719)</b>	<b>99.3%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	234,900	234,900	0.0%
Architecture and Engineering Services	-	3,898	3,898	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%
<b>Total expenditures</b>	<b>-</b>	<b>248,578</b>	<b>248,578</b>	<b>0.0%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	350,000	(246,297)	(596,297)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	350,000	(246,297)	(596,297)	
<b>Fund Balance - Beginning of year</b>	1,223,703	1,223,703		
<b>Fund Balance - End of year</b>	1,573,703	977,406		

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

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	928,411	946,155	0	(17,745)
Site Improvements	228,638	228,638	(0)	0
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	<b>1,157,049</b>	<b>1,174,793</b>	<b>0</b>	<b>(17,745)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	<b>122,000</b>	<b>58,022</b>	<b>0</b>	<b>63,978</b>
<b>Technology Equipment - Owner PO</b>				
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	82,602	-	(29,252)
Non-Instructional Equipment (from FFE)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,251,003</b>	<b>1,136,720</b>	<b>-</b>	<b>114,283</b>
<b>District</b>				
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)
<b>District Subtotal</b>	<b>969,948</b>	<b>935,839</b>	<b>(0)</b>	<b>34,109</b>
<b>Totals</b>	<b>3,500,000</b>	<b>3,305,375</b>	<b>0</b>	<b>194,624</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
OCTOBER 15, 2018**

**Report #18-28**

**FOR ACTION**

**Subject:**

Approve Purchase of Theatre Curtains and Lighting for HS Auditorium

**Recommendation:**

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to TLS Productions, Inc for the purchase of Auditorium Lighting and Curtains.

**Statement of Purpose:**

The purpose of High School Auditorium Theatre Renovation RFP was to replace materials and equipment as per a Safety Inspection conducted in May 2016.

**Background Information:**

On Wednesday, September 26, 2018 the High School Theatre Renovation RFP was released with responses due on Tuesday, October 9, 2018. Only one vendor responded to the RFP. A satisfactory post bid interview was conducted with the lowest responsible bidder to ensure compliance with bid specifications. The District conducted negotiations with the lowest responsible bidder to obtain further price reductions.

**Budget Impact:**

The total cost of this recommendation is THIRTY-ONE THOUSAND FIFTY-FOUR AND 92/100 DOLLARS (\$31,054.92). The purchase order will be funded by the General Fund. The recommendation does not include the rigging equipment replacement as this costs exceeds the amount budgeted for the project.

**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

**TLS Productions, Inc.**

78 Jackson Plaza  
Ann Arbor, MI 48103-1917  
USA

# QUOTATION

Quote Number: 20143487  
Quote Date: Oct 10, 2018  
Page: 1

Voice: 810-220-8577  
Fax: 810-229-8292

Quoted To:
Waverly Community Schools 515 Snow Road 515 Snow Road Lansing, MI 48917

Drop Shipment

Customer ID	Good Thru	Payment Terms	Sales Rep
WAVERLY COMM SCHOOLS	11/9/18	Net 30	EJ

Quantity	Item	Description	Unit Price	Amount
		--- THEATRE LIGHTING ---		
20.00	SPECIAL ORDER ETC	4250J 7062A1009 Source Four jr 25°-50° Zoom, Black 16.2 LB \$380.00 STAGEPIN CONNECTOR	285.00	5,700.00
20.00	LAMP HPL575	HPL 575 Watt Lamp	15.90	318.00
1.00	DISCOUNT	10% Full Box Lamp Discount	31.80	-31.80
12.00	LAMP HPL575	OPTIONAL: Spare Lamps HPL 575 Watt Lamp	15.90	190.80
1.00	DISCOUNT	10% Full Box Lamp Discount	19.08	-19.08
1.00	FEDEX GROUND	Ship Fedex Ground. Estimate. Subject to final billing.	175.00	175.00
		Ships With: Source Four jr and jr Zoom fixtures are supplied with a C-clamp, color frame, a slot for either a drop-in iris or motorized pattern device, and three-foot, threewire Teflon leads encased in black fiberglass tubing with bare ends. NOTE: Lamp and connector are not included and must be ordered separately.		
			Subtotal	6,332.92
			Sales Tax	
			<b>TOTAL</b>	<b>6,332.92</b>

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Customer ID	Good Thru	Payment Terms	Sales Rep
WAVERLY COMM SCHOOLS	11/9/18	Net 30	EJ

Quantity	Item	Description	Unit Price	Amount
		Base Bid		
1.00	DRAPE	Grand Valance	1,590.40	1,590.40
2.00	DRAPE	Grand Traveler	1,663.20	3,326.40
4.00	DRAPE	Masking Borders	1,545.60	6,182.40
6.00	DRAPE	Wing Curtains	543.20	3,259.20
2.00	DRAPE	Side Masking Tabs	1,730.40	3,460.80
2.00	DRAPE	Mid-Stage Traveler	1,663.20	3,326.40
2.00	DRAPE	Rear Traveler	1,663.20	3,326.40
1.00	FEDEX GROUND	Ship Fedex Ground. Estimate. Subject to final billing.	250.00	250.00
		RBQ: 190651		
			Subtotal	24,722.00
			Sales Tax	
			<b>TOTAL</b>	<b>24,722.00</b>