



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, August 19, 2019 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 August 19, 2019, 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 Mary Ann Martin
- II. Correspondence
- III. Public Comment - Agenda Items Only
- IV. Board Member Comment
- V. Adoption of Agenda
- VI. ***Approval of Minutes 4
- VII. Presentation of Reports
 - A. Advisory Committee Reports
 - B. Personnel & Policy
 - 1. Recommendation to approve - Report #19-15 , Policy 2nd reading 9
 - 2. ***Recommendation to approve - Report #19-16 , Personnel Report 50
 - C. Finance & Facilities
 - 1. ***Recommendation to approve - Report #19-17 , Finance Report 51
 - 2. ***Recommendation to approve Report #19-18, Certification of Winter Tax Levy 61
 - 3. Recommendation to approve - Report #19-19, Purchase of a new Grounds Truck. 67
 - 4. Recommendation to approve - Report #19-20, Lodging, Meals and Travel Reimbursement 69
 - D. Teaching & Learning
 - 1. Recommendation to accept - Report #19-21, 2019-2024 Strategic Plan 70
- VIII. Superintendent's Report
- IX. Public Comment - Open Comment for District related items
- X. Other Board Business
- XI. Adjournment

XII. *** Denotes Consent Agenda

Minutes of Organizational Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The Organizational meeting of the Waverly Community Schools Board of Education was held Monday, July 20, 2019, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, MI. The meeting was called to order at 6:30 PM by Board President, Mary Ann Martin and the pledge to the flag was led by Member Krause.

Members Present: Mrs. Mary Ann Martin, President
Mrs. Amy Krause, Secretary
Mrs. Melissa Sherry, Vice Secretary-Treasurer
Mrs. Alicia Guevara Warren, Trustee
Mr. Chris Beasley, Trustee

Members Absent: Mrs. Holly Nester, Vice President
Mrs. Rhonda Sosnowski, Treasurer

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
Terri Collett-Such

Correspondence:

Member Krause reported that there was a flyer from MASB Summer Institute that shows available classes.

Public Comment:

None

Adoption of Agenda

A motion was presented by Member Sherry and supported by Member Guevara Warren. Motion: The Board of Education approve the agenda with one change. Report #19-1 Designation of Date, Time & Location of School Board Meetings – Change June 16, 2020 Board Meeting to read June 15, 2020.

Motion carried. VOTE: AYES - 5; NAYS – 0

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: July 22, 2019**

Report #19-1

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>2019</u>	<u>2020</u>
August 19, 2019	January 13, 2020
September 5, 2019 PD	January 30, 2020 PD
September 16, 2019	February 10, 2020
October 21, 2019	March 16, 2020
November 18, 2019	April 20, 2020
December 16, 2019	May 18, 2020
	June 1 5 ⁶ , 2020

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center Board Room. Professional Development meeting times are TBD and will be held in the Administrative Center PD Room.

A regular meeting of the Board of Education for the 2020-2021 school year will be held on Monday, July 20, 2020.

*****Approval of Minutes**

The minutes of the regular meeting of June 17, 2019 were approved as presented.
The minutes of the special meeting of June 17, 2019 were also approved as presented.

Advisory Committee Reports – None

*****Personnel Report #19-11 – For Action**

The Board of Education approved the

Employment of:

Administration: Daniel Kemsley – High School Asst. Principal

Employment of:

Certified: Emily Barber – Art Teacher Grades 6-12
Beth Schulte – Art Teacher Grades 1-6
Katherine Franklin – Spec. Ed. Teacher HS
Tracy Bryan – ELA Interventionist/Spec. Ed. Support MS
Camille Means – Winans 2nd Gr. Teacher
Kendra Randolph – M.S. Math Interventionist
Nathaniel Lewis – Chemistry Teacher H.S.
Elex Dean Jr. – Winans – 4th Gr. Teacher
Kerry Rogers – Winans – 4th Gr. Teacher
Erin Jimmerson – Elmwood – 1st Gr. Teacher

Employment of:

Non-Certified: Shanice Moore – Spec. Ed – Kindergarten Para - Colt
Shelby Zick – Spec. Ed. – Kindergarten Para - Colt
Rhea McCarty – Resource Room Para - Winans

Resignation of:

Certified: Joe Thornton – 4th Gr. Teacher - Elmwood
Non-Certified: Khawla Kata – Winans – Food Service

Transfer of:

Administration: Tim Lyman – From Elmwood Principal to Winans Principal
Molly Francis – From East Asst. Prin. To Elmwood Principal
Jeremy Miller – From WHS Teacher to East Asst. Principal

Transfer of:

Certified: Kysha Crenshaw - From Winans 1st grade to K-4 Instructional Coach
Bevin Francis- From East Spec.Ed. Teacher – K-12 Program Specialist
Rachel Goodman – From K-12 Program Specialist – K-12 ELL Teacher
Rebecca Barnell – From Colt Parapro – Colt ASD Room Teacher

Michelle Wanbaugh – From Winans 1st Grade – Colt Kindergarten Teach.
Nicole Haney – From - Elmwood Inter. To Elmwood Instructional Coach

Transfer of: (Con't)

Certified: Kellie Charron – From WMS Spec. Ed. – Elm./Winans Resource Rm.
Tricia Mullins – From Winans Spec. Ed. To WMS Spec. Ed. Teacher
Michelle Rowe – From Winans 3rd Gr. To Elmwood Interventionist
Lisa P. Rodriguez – From Elmwood Resource to Winans Resource Rm.
Kristen Delaney – From Elmwood Spec. Ed. To Winans Behavior Prog.
Kristine Wing – From Elmwood Social Worker to Winans Social Worker
Ryan Houthoofd – Winans 4th Gr. To East 5th Gr. Teacher
Jeremy Tuller – From East EI to East Resource Rm. Teacher
Lisa Nestor – From - WMS Eng. & Math to 8th Gr. English Teacher
Susan Lutor – From – WMS Math & Soc. Stud. To 8th Gr. Math Teacher
Candice Dill – From WHS Math Co-teacher to WMS Resource Room
Joe Szombati – From WHS Blended Learning to HS WAVE/PE/Health
Sam Sicilia – From WMS Eng./Computer to WHS Eng./Computer Teach.
Nadia Mathis – From WHS Spec Ed. – WHS Student Testing/Accom.
Lance Enderle – From WHS Student Test/Accom. To WHS MiCi Teach.
Randy Cusack – From WHS MiCi to WHS Special Ed. WAVE Teacher
Madelyn Johnson – From WHS Math to WHS WAVE Math Teacher
Brittany Szombati – From WHS Spec. Ed. To WHS WAVE Spec. Ed.
Jodie Boehlke – From WHS English to WHS WAVE English Teacher
Chuck Tolhurst – From Winans to Elmwood Social Worker

Transfer of:

Non Certified: Erin Symonds - From Spec. Ed. Admin. Asst. to Pupil Acct./Spec. Ed.
Auditor
Deb Hoxie – From Winans Head Secretary to ECSE-6 Registrar/SE
Admin. Asst.
Ronisha Kidd – From Part-time Elmwood Secretary to Head Secretary
Sandra Forgrave – From Part-time Winans Secretary to Head Secretary

Termination of:

Non-Certified: Naomi Harvey – Winans Food Service

Policy – First Reading – Volume 33, No. 2

Member Krause had questions about why only drug test for bus drivers & not teachers.
Susan Friend responded with District Choice.

Superintendent Blake asked Board Members to email her any questions before our next meeting in August.

Purchase of Printing & Copying Devices - #19-12

A motion was made by Member Sherry and supported by Member Beasley to approve report #19-12 purchase of printing & copying devices as presented.

Motion passed. Vote Ayes - 5; Nays - 0

State Aid Note Authorizing Resolution – Report #19-13

A motion was made by Member Sherry and supported by Member Guevara Warren to approve report #19-13 State Aid Note Authorizing Resolution as presented.

Motion passed. Vote Ayes - 5; Nays - 0

Extended Field Trip – Report #19-14

A motion was made by Member Sherry and supported by Member Krause to approve the WHS Student's Extended Field Trip.

Motion passed. Vote: Ayes – 5; Nays – 0

Public Comment – None

Other Board Business – Member Martin mentioned that the Human Resources Department is busy.

Adjournment at: 7:13 PM

***Denotes Consent Agenda

Respectfully submitted,



Amy Krause, Secretary

par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: August 19, 2019
Report #19-15**

FOR ACTION

Subject: POLICY – Second Reading

Recommendation:

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

Volume 33, No. 2

Revised Bylaw – 100	Definitions
Revised Bylaw – 0167.2	Closed Session – Board Meetings
New Policy – 1422.01	Drug Free Workplace
Revised Policy – 2210	Curriculum Development
Revised Policy – 2414	Reproductive Health and Family Planning
Revised Policy – 3120	Employment of Professional Staff
Revised Policy – 3120.04	Employment of Substitutes
Revised Policy – 5113.01	Schools of Choice (Intra-District)
Revised Policy – 5113.02	Schools of Choice Options Provided by Federal Law
Revised Policy – 5200	Revised Attendance
Revised Policy – 6321	New School Construction, Renovation
Revised Policy – 6325	Procurement – Federal Grants/Funds
Revised Policy – 6605	Crowdfunding
Revised Policy – 8400	School Safety Information
New Policy – 8402	Emergency Operations Plan
Revised Policy – 8500	Food Services
Revised Policy – 8640	Transportation for Field & Other District-Sponsored Trips



Book	Policy Manual
Section	0000 Bylaws
Title	Vol. 33, No. 2 - February 2019 Revised DEFINITIONS
Code	po0100
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

0100 - **DEFINITIONS**

Whenever the following items are used in these () bylaws and policies () bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), () and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty, Board members must be physically present to have their vote officially recorded in the Board minutes. () **[OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.**

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Book	Policy Manual
Section	0000 Bylaws
Title	Vol. 33, No. 2 - February 2019 Revised CLOSED SESSION
Code	po0167.2
Status	Policy Committee
Adopted	June 14, 2004

0167.2 - **CLOSED SESSION**

The Board may () by means of a roll call vote [**END OF CHOICE**] meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider materials exempt from discussion or disclosure under State or Federal statute, including by way of example only, written opinions of legal counsel, and school safety plans **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff **(a majority vote is required)**

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

Legal

M.C.L. 15.267, 15.268



Book	Policy Manual
Section	1000 Administration
Title	Vol. 33, No. 2 - February 2019 New DRUG-FREE WORKPLACE
Code	po1422.01
Status	Policy Committee

1422.01 - **DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

[OPTION #1 (needed only if Federal funds come directly from Washington)]

meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.

[OPTION #2 (applies to most schools)]

is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

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Legal	P.L. 101-126
	Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
	20 U.S.C. 3224A



Book	Policy Manual
Section	2000 Program
Title	Vol. 33, No. 2 - February 2019 Revised CURRICULUM DEVELOPMENT
Code	po2210
Status	Policy Committee
Adopted	June 14, 2004

2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; [DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]
- B. provides instruction in courses required by statute and State Department of Education regulations;
- C. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- E. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- F. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- G. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

- H. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- I. utilizes a variety of learning resources to accomplish the educational goals;
- J. encourages students to utilize guidance and counseling services in their academic and career planning;
- K. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

annually.

periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

M.C.L. 380.1282, [380.1166a](#)

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Legal

M.C.L. 380.1282, 380.1166a



Book	Policy Manual
Section	2000 Program
Title	Vol. 33, No.1 - February 2019 Revised REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 21, 2018

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Book	Policy Manual
Section	3000 Professional Staff
Title	Vol. 33, No. 2 - February 2019 Revised EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Superintendent
- B. Asst. Superintendent
- C. Directors
- D. Principals
- E. Supervisors
- F. Managers
- G. _____

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Superintendent.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

The Board will not employ (but may reemploy) the

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, ~~is at least twenty two (22) years of age,~~ or for a full school year if the person has met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated, ~~substitutes~~ teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 1. at least a bachelor's degree;

2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);

C. for secondary or middle school teachers new to the profession this also requires:

1. at least a bachelor's degree, and
2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
 20 U.S.C. 6319 & 7801
 R 390.1105



Book	Policy Manual
Section	3000 Professional Staff
Title	Vol. 33, No. 2 - February 2019 Revised EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. A substitute, however, who is employed directly by the District for 150 days or more during a school year of not less than 180 days, except under circumstances identified in statute, shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least sixty (60) semester hours of college credit or an associate degree from a college or university or community college. The sixty (60) semester hours do not need to be from the same college, university or community college. ~~and, for substitute teaching in grades 9 to 12, is at least twenty two (22) years of age.~~
- C. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed directly by the District in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid

actual hours worked.

a minimum of _____ hours once the substitute is called.

The Board may enter into a contract with a person or entity (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish substitute teachers to the District as necessary to carry out the operations of the District. A contract entered into under this section shall include the following provisions:

- A. Assurance that the person or entity will furnish the School District with qualified teachers in accordance with the School Code and any implementing rules and regulations.
- B. Assurance that the person or entity will not furnish to the School District any teacher who, if employed directly by the School District, would be ineligible for employment by the District as a substitute teacher under the School Code.
- C. A description of the level of compensation and fringe benefits to be provided for the employees of the person or entity who are to be assigned to the District as substitute teachers.
- D. A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the School District.
- E. Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the District, will comply with and provide to the Board the criminal history record information obtained under section 1230 and with the results of the criminal record check under section 1230a of the School Code.

A school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district and the person or entity against losses or liabilities incurred by the district and person or entity arising out of any claim for personal injury or property damage caused by the District, its officers, employees, or agents. A district may pay premiums for the insurance out of its operating funds.

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Legal M.C.L. 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1233b, 380.1531
M.C.L. 380.1236, 380.1236a
A.C. Rule 390.1105(1), 390.1141(2), 390.1146



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOLS OF CHOICE (Intra-District)
Code	po5113.01
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 28, 2013

5113.01 - **SCHOOLS OF CHOICE (Intra-District)**

The Board of Education supports the concept of providing parents with the choice of which () elementary () middle () high school their child may attend in the District.

The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.

See also, Policy 5113.02 - School Choice Options Provided by Federal Law ~~the No Child Left Behind Act~~

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Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW
Code	po5113.02
Status	Policy Committee
Adopted	January 5, 2005

5113.02 - SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW ~~THE NO CHILD LEFT BEHIND ACT~~

The Board of Education acknowledges that the Federal ~~No Child Left Behind Act of 2001 ("NCLBA")~~ Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, as amended

Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended ~~No Child Left Behind Act of 2001~~

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended ~~No Child Left Behind Act of 2001~~

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Legal	Title I, Section 1116(b)(1)(E) of the Elementary and Secondary Education act, as amended
	Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended
	Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised ATTENDANCE
Code	po5200
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	January 5, 2005

5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than days duration;
- D. repeated unexplained absence and tardiness.
- E. _____

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments

- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports

daily

weekly

to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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Legal M.C.L.380.1561, 380.1561(3a-3c), 380.1586(3)

Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	Policy Committee
Adopted	May 22, 2006
Last Revised	January 11, 2010

6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 1. specify the date and time by which all bids must be received by the Board at a designated location;
 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
 4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent

of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.

- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders:

which use a Michigan-based business as the primary contractor.

which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267

[M.C.L. 380.1264](#)

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Legal M.C.L. 380.1267
 M.C.L. 380.1264



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	Policy Committee
Adopted	June 20, 2016
Last Revised	July 16, 2018

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), including affirmative steps for small and minority businesses and women's business enterprises, 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 paid for from Federal funds or District matching funds 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
- 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 that are subject to this policy, 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 _____ **[insert frequency. see Drafting Note]**.

[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

Solicitation Language

The District shall require that all solicitations made pursuant to this policy 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 \$10,000 **[not to exceed \$10,000]**. 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 as defined by the State of Michigan of ~~\$_____~~. Small purchase procedures require that price or rate quotations shall be obtained from () _____ an adequate number of qualified sources. **[Drafting Note: The District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

C. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2017-2018 base pertaining to construction, renovation,**

repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$23,881.]

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from () _____ an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **[Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. (See Policy 6320.)]**

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an () _____ adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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2 C.F.R. 200.317 - .326



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised CROWDFUNDING
Code	po6605
Status	Policy Committee
Adopted	July 10, 2017

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~“Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

“Crowdfunding” is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]

[] [OPTION #1]

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

[END OF OPTION #1; END OF POLICY]

OR

[X] [OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

OR

() of the Board upon the recommendation of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

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Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOL SAFETY INFORMATION
Code	po8400
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 17, 2017

8400 - **SCHOOL SAFETY INFORMATION**

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

[NOTE: END OF OPTION]

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

[] The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

~~Annually,~~ The Superintendent shall convene a meeting for the purpose of ~~reviewing the provisions of~~ conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper, discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement () **agency** () **agencies**. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. teachers;
- F. parents;
- G. students in grades 11 through 12;
- H. Fire Marshal or his/her designee;
- I. representative(s) from emergency medical services;
- J. representative(s) from county emergency management service agency;
- K. School Resource Officer;
- L. representatives from other school districts within _____ [county/ISD];
- M. _____ [other].

The Superintendent shall make a report to the Board about ~~this annual review~~ all such reviews and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for the Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law.

[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.] ~~The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.~~

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most

recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the **(X) Superintendent (X) principal () assistant principal(s)** to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

[NO] Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and [Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence](#). ~~U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates.~~ The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet **(.) on a regular basis and (.) _____ [insert level of frequency] _____ and [END OF OPTIONS]** when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;

- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

[END OF OPTION]

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement **agency** **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement **agency** **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Title IX, Section 9532 of the ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, ~~and~~ 380.1310a, 752.913, 771.2 a

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Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 New EMERGENCY OPERATIONS PLAN
Code	po8402
Status	Policy Committee

8402 - **EMERGENCY OPERATIONS PLAN**

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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M.C.L. 380.1308a



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 Revised FOOD SERVICES
Code	po8500
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 17, 2017

8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, (.), substitutions to the standard meal requirements may be made, at no additional charge, for ~~students who are not "disabled persons", but have a student who is not a "disabled person" but has~~ a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Superintendent and the Food Service Supervisor. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Office. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;

- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

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Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No.2 - February 2019 Revised TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	Policy Committee
Adopted	June 14, 2004

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for

all field trips.

a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

~~It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips, the District:-~~

A. will assume the transportation costs.

B. will assume the vehicle cost but the cost of the driver shall be paid

by the sponsoring organization.

from the designated fund.

C. will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.

This charge is to be paid

by the sponsoring organization.

from the designated fund.

~~It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~by the sponsoring organization.~~

~~from the designated fund.~~

~~It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~by the sponsoring organization.~~

~~from a designated fund.~~

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
August 19, 2019
Report #19-16**

Subject: Personnel Report***

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Eric Strommer	8 th Grade Science Teacher MS	MA+15/Step 9 \$68,105	08/19/2019
Nicole Woodard	Kindergarten Resource Room Teacher Colt	MA/Step8.5 \$63,458	08/19/2019
Rachel Carnagie	4 th Grade Teacher Elmwood	BA/Step 3.5 \$44,856	08/19/2019
Breanna Hill	US History/Economics Teacher HS	BA/Step 3 \$43,706	08/19/2019
Jennifer Mathenia	Resource Room Teacher East	MA/Step 9.5 \$67,074	08/19/2019
Evan Fedewa	6 th Grade Teacher East	BA/Step 3 \$43,706	08/19/2019
Thomas DeLong	Blended Learning Teacher HS	MA/Step 9.5 \$67,074	08/19/2019
Monica Kavanagh	Tech/STEM Teacher MS & East	MA/Step 9.5 \$67,074	08/19/2019
Beth Ambrose	Resource Room Teacher Elmwood	BA+20/Step 7 \$56,364	08/19/2019

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Linda Greeley	HS Food Service Worker	\$12.02/hr	08/19/2019
Fawn Bennett	Food Service Lunch Aide Elmwood	\$12.02/hr	08/19/2019
Jennifer Wagemaker	Food Service Lunch Aide Colt	\$12.02/hr	08/19/2019
Katherine Tiffany	Special Ed Para Elmwood & Winans	\$17.61/hr	08/19/2019
Pat Feldhahn	Food Service High School	\$12.02/hr	08/19/2019
Julia Puente	Food Service Worker High School	\$12.02/hr	08/19/2019
Mildred Nettles	FS1 Salad Bar Department Head HS	\$13.03/hr	08/19/2019
Jeannette Payne	Food Service Helper	\$12.02/hr	08/19/2019

C. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Mary Wever	Tech/STEM Teacher MS & East	Personal	08/01/2019
Aileen Myer	Alternative Ed Teacher HS	Personal	08/14/2019
Candice Dill	Special Education Teacher MS	Personal	08/18/2019

D. Resignation – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Randa Chakhtoura	Food Service Worker	Personal	08/08/2019
Nikolaos Pehlivanoglu	Food Service Worker	Personal	08/09/2019
Khawla Kata	Food Service Worker	Personal	08/09/2019
Colten Wallace	Food Service Worker	Personal	08/07/2019
Julie Marrison	Paraprofessional – MS	Personal	08/15/2019

E. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Sam Sicilia	MS English/Computer Teacher	Correction: HS Teacher English/Computers	08/19/2019
Ann Kennedy	Resource Room East	Basic Classroom East	08/19/2019
Christopher Onze		Additional .2 FTE Orchestra	08/19/2019

F. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Amy Luzbetak	FS District Lead	FS Assistant Manager	08/19/2019

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 19, 2019
Report #19-17**

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of June 30, 2019 was \$5,391,269.25. Receipts during July, consisting of state aid, property taxes, and other revenues in the amount of \$2,236,526.56 minus disbursements during July of \$2,949,249.86, left the district with a General Fund cash balance, as of July 31, 2019, of \$4,678,545.95, including \$1,500,000.00 from the issuance of a State Aid Note.

2018-19 unaudited General Fund revenues/transfers-in exceed expenditures/transfers-out by \$80,880. A summary of year to date activity in comparison to the final budget is included in the supporting documentation.

2018-19 unaudited Sinking Fund revenues exceed expenditures by \$157,477. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2018-19 unaudited Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$615,910. 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 \$15,694 of accrued interest, is \$0. A summary of life to date activity is included in the supporting documentation

The balance of the 2019 Building and Site, Series III Bonds remaining to be allocated, including \$35,882 of accrued interest and proceeds from the sale of surplus equipment, is \$706,035. A summary of life to date activity is included in the supporting documentation

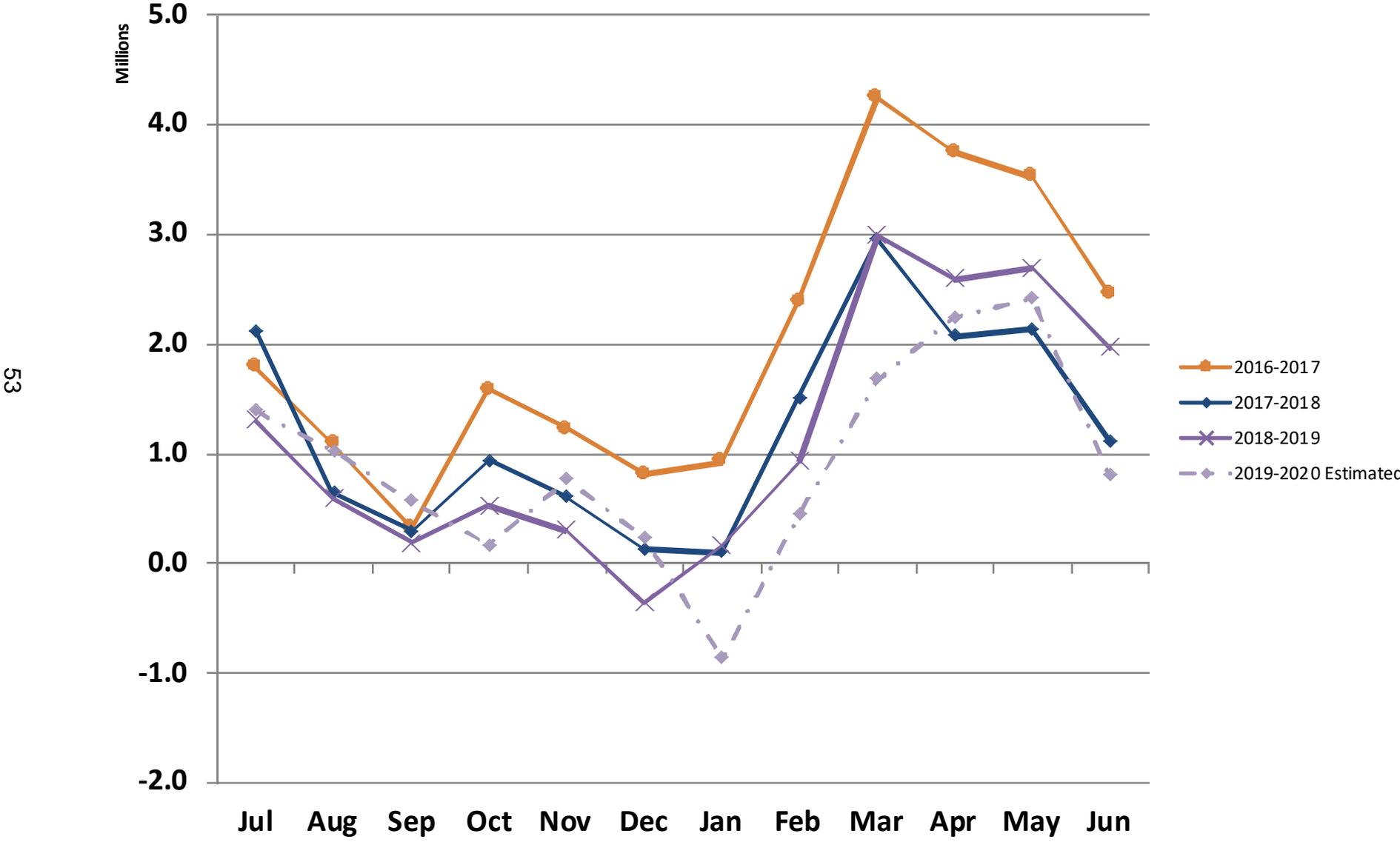
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended July 31, 2019

Balance on Hand June 30, 2019	5,391,269.25
Revenues	
State Aid	2,020,971.90
Taxes	167,520.26
Other Revenue	48,034.40
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,236,526.56</u>
Disbursements	
Payroll and Related Liabilities	(2,102,056.51)
Other Expenditures	(643,496.14)
State Aid Repayment	-
	<u>(2,745,552.65)</u>
Prior Month Adjustments During July 2019	(203,697.21)
Balance on Hand July 31, 2019	<u><u>4,678,545.95</u></u>
PNC Bank - General	4,563,162.33
MILAF	7,722.86
PNC Bank - Payroll	72,765.78
Comerica - Checking	34,894.98
	<u><u>4,678,545.95</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,386,247	9,504,054	117,807	-1.3%
State sources	22,177,609	22,209,441	31,832	-0.1%
Federal sources	805,282	804,664	(618)	0.1%
Intergovernmental	2,866,968	2,911,147	44,179	-1.5%
Transfers In	90,000	100,000	10,000	-11.1%
Total revenue	35,326,106	35,529,307	203,200	-0.6%
Expenditures				
Current:				
Instruction:				
Basic program	15,211,177	15,188,977	(22,200)	0.1%
Added needs	4,689,947	4,725,103	35,156	-0.7%
Total instruction	19,901,123	19,914,080	12,956	-0.1%
Support Services:				
Pupil	3,050,644	3,050,721	77	0.0%
Instructional staff	1,471,845	1,426,396	(45,449)	3.1%
General administration	438,282	446,368	8,086	-1.8%
School administration	2,377,072	2,411,434	34,362	-1.4%
Business	539,193	509,884	(29,309)	5.4%
Operations and maintenance	3,583,793	3,589,687	5,894	-0.2%
Pupil transportation services	1,033,311	1,024,865	(8,446)	0.8%
Central	616,971	620,296	3,325	-0.5%
Other	87,208	80,710	(6,498)	7.5%
Total support services	13,198,319	13,160,362	(37,957)	0.3%
Athletics	591,997	593,834	1,837	-0.3%
Community services	42,969	42,471	(498)	1.2%
Non Publics	19,400	13,400	(6,000)	30.9%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	130,000	130,000	-	0.0%
Interest	11,650	11,650	-	0.0%
Capital outlay	253,242	246,590	(6,652)	2.6%
Payments to other public schools	961,679	986,040	24,361	-2.5%
Total expenditures	35,110,379	35,098,427	(11,952)	0.0%
Excess of Revenue (Under)Over Expenditures	215,727	430,880	215,153	
Transfers Out	350,000	350,000	-	0.0%
Change in Fund Balance	(134,273)	80,880	215,153	
Favorable Expenditure Variance (1.0%)	351,104			
Projected Change in Fund Balance	216,831			
Fund Balance - Beginning of year	4,034,306	4,034,306		
Fund Balance - End of year	4,251,137	4,115,186		
	12.1%	11.7%		

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	817,625	828,371	10,746	-1.3%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	817,625	828,371	10,746	-1.3%
Expenditures				
Current:				
Support Services - Business	-	366	366	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	77,650	94,161	16,511	-21.3%
Architecture and Engineering Services	64,636	110,632	45,996	-71.2%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	218,335	465,735	247,400	-113.3%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	360,621	670,894	310,273	-86.0%
Excess of Revenue (Under)Over Expenditures	457,004	157,477	(299,527)	
Transfers Out	-	-	-	
Net Change in Fund Balance	457,004	157,477	(299,527)	
Fund Balance - Beginning of year	743,402	743,402		
Fund Balance - End of year	1,200,406	900,879		

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	6,665	6,665	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	350,000	-	0.0%
Total revenue	350,000	356,665	6,665	-1.9%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	42,985	42,985	-	0.0%
Support Services - Transportation	177,588	179,962	2,374	-1.3%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	680,608	584,280	(96,328)	14.2%
Architecture and Engineering Services	14,200	4,898	(9,302)	65.5%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	165,241	160,450	(4,791)	2.9%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	1,080,622	972,575	(108,047)	10.0%
Excess of Revenue (Under)Over Expenditures	(730,622)	(615,910)	114,712	
Transfers Out	-	-	-	
Net Change in Fund Balance	(730,622)	(615,910)	114,712	
Fund Balance - Beginning of year	1,223,703	1,223,703		
Fund Balance - End of year	493,081	607,793		

Waverly Community Schools
2016 Building and Site, Series II Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	2,318	2,318	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	-	2,318	2,318	0.0%
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	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	859,820	859,820	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	859,820	859,820	0.0%
Excess of Revenue (Under)Over Expenditures	-	(857,502)	(857,502)	
Transfers Out	-	-	-	
Net Change in Fund Balance	-	(857,502)	(857,502)	
Fund Balance - Beginning of year	857,502	857,502		
Fund Balance - End of year	857,502	0		

Waverly Community Schools
2016 Building and Site Bonds, Series II
Budget Summary
As of June 30, 2019

	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	1,249,020	-	(86,367)
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	82,602	-	(29,252)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	1,317,280	-	(66,277)
District				
Loose Equipment (Furniture & Transportation)	781,396	787,941	(0)	(6,545)
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	965,599	(0)	4,349
Totals	3,500,000	3,515,694	0	(15,695)

Waverly Community Schools
2019 Building and Site, Series III Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	2,484	2,484	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	1,030,398	1,030,398	0.0%
Transfers In	-	-	-	0.0%
Total revenue	-	1,032,882	1,032,882	0.0%
Expenditures				
Current:				
Support Services - Business	-	22,400	22,400	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	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	167,682	167,682	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	190,082	190,082	0.0%
Excess of Revenue (Under)Over Expenditures	-	842,799	842,799	
Transfers Out	-	-	-	
Net Change in Fund Balance	-	842,799	842,799	
Fund Balance - Beginning of year	-	-		
Fund Balance - End of year	-	842,799		

Waverly Community Schools
2019 Building and Site Bonds, Series III
Budget Summary
As of July 31, 2019

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	-	-	-	-
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	-	-	-	-
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	-	-	-
Technology Equipment - Owner PO				
Computers/Mobile Devices	983,400	167,682	13,054	802,664
Servers/Backend Systems	-	-	-	-
Printers	-	-	81,929	(81,929)
AV Equipment	-	-	5,850	(5,850)
Non-Instructional Equipment (from FFE)	-	-	35,931	(35,931)
Tech Equipment Owner PO Subtotal	983,400	167,682	136,764	678,954
District				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	-	-	-
Tech Design/Construction Mgr	-	-	-	-
District Subtotal	13,600	22,400	-	(8,800)
Totals	997,000	190,082	136,764	670,154

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
AUGUST 19, 2019**

Report #19-18

FOR ACTION***

Subject:

Certification of Winter Tax Levy

Recommendation:

The Superintendent recommends the Board of Education adopt the proposed winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township. 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 winter taxes for the district.

Budget Impact:

If the certification of tax levy is not adopted, taxing units will not collect winter 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 winter tax levy is as follows:

<u>Operating</u>	<u>Rate ⁽¹⁾</u>	<u>Rate ⁽²⁾</u>	<u>Expires</u>
All – Voted (Hold Harmless)	2.2346	4.4692	December 31, 2022
Commercial Personal – Voted	5.2319	10.4638	December 31, 2022
Non-Home – Voted	6.7627	13.5254	December 31, 2022
 <u>2013 Building and Site Debt</u>			
All	0.3500	0.7000	December 31, 2022
 <u>2013 Refunding Debt</u>			
All	2.9450	5.8900	December 31, 2020
 <u>2016 Building and Site Debt</u>			
All	0.0350	0.0700	December 31, 2022
 <u>2019 Building and Site Debt</u>			
All	0.1200	0.2400	December 31, 2022
 <u>2016 Sinking Fund</u>			
All	0.5000	1.0000	December 31, 2025

⁽¹⁾ – City of Lansing, Lansing Township and Delta Township

⁽²⁾ – Watertown Township and Windsor Township

The winter 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.

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

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	2019 Taxable Value for ALL Properties in the Unit as of 5-28-19. 2,159,183
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2019 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 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 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	6.7627	6.7627	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2346	2.2346	12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	5.8900	N/A	1.0000	N/A	1.0000	5.8900	2.9450	2.9450	12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	0.7000	N/A	1.0000	N/A	1.0000	0.7000	0.3500	0.3500	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350	0.0350	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2400	N/A	1.0000	N/A	1.0000	0.2400	0.1200	0.1200	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 08/05/19
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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).

<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			

* 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).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
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	2.2346
For Commercial Personal	5.2319
For all Other	8.9973

***** FOR DECEMBER 1 LEVY**

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

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 - Windsor Township	2019 Taxable Value for ALL Properties in the Unit as of 5-28-19. 26,518,858
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2019 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 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 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		13.5254	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000		4.4692	12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	5.8900	N/A	1.0000	N/A	1.0000	5.8900		5.8900	12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	0.7000	N/A	1.0000	N/A	1.0000	0.7000		0.7000	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700		0.0700	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2400	N/A	1.0000	N/A	1.0000	0.2400		0.2400	12/2022
Extra Voted	Sinking Fd DEBT-ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000		1.0000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 08/06/19
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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).

<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			

* 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).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
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	4.4692
For Commercial Personal	10.4638
For all Other	17.9946

*** **FOR DECEMBER 1 LEVY**

63

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

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 Clinton County - Watertown Twp.	2019 Taxable Value for ALL Properties in the Unit as of 5-28-19. 67,267,154
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2019 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 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 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		13.5254	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000		4.4692	12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	5.8900	N/A	1.0000	N/A	1.0000	5.8900		5.8900	12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	0.7000	N/A	1.0000	N/A	1.0000	0.7000		0.7000	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700		0.0700	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2400	N/A	1.0000	N/A	1.0000	0.2400		0.2400	12/2022
Extra Voted	Sinking Fd DEBT-ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000		1.0000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 08/06/19
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<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
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	4.4692
For Commercial Personal	10.4638
For all Other	17.9946

*** **FOR DECEMBER 1 LEVY**

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

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	2019 Taxable Value for ALL Properties in the Unit as of 5-28-19. 118,946,946
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2019 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 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 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	6.7627	6.7627	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2346	2.2346	12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	5.8900	N/A	1.0000	N/A	1.0000	5.8900	2.9450	2.9450	12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	0.7000	N/A	1.0000	N/A	1.0000	0.7000	0.3500	0.3500	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350	0.0350	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2400	N/A	1.0000	N/A	1.0000	0.2400	0.1200	0.1200	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 08/05/19
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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).

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

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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
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	2.2346
For Commercial Personal	5.2319
For all Other	8.9973

***** FOR DECEMBER 1 LEVY**

65

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

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	2019 Taxable Value for ALL Properties in the Unit as of 5-28-19. 619,176,292
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

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(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 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	6.7627	6.7627	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2346	2.2346	12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	5.8900	N/A	1.0000	N/A	1.0000	5.8900	2.9450	2.9450	12/2020
Extra Voted	2013 Debt DEBT-ALL	05/2013	0.7000	N/A	1.0000	N/A	1.0000	0.7000	0.3500	0.3500	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	0.0700	N/A	1.0000	N/A	1.0000	0.0700	0.0350	0.0350	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2400	N/A	1.0000	N/A	1.0000	0.2400	0.1200	0.1200	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 08/05/19
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<input type="checkbox"/> Chairperson	Signature	Print Name	Date
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For Commercial Personal	5.2319
For all Other	8.9973

***** FOR DECEMBER 1 LEVY**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 19, 2019**

Report #19-19

FOR ACTION

Subject:

Recommendation to approve purchase of replacement grounds truck

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of a 2019 Ford F-250 from Gorno Ford per Board Policy 6320 (Purchasing)

Statement of Purpose:

The purpose of this recommendation is to replace a 2002 Ford Pickup

Historical Information:

The MiDeal Purchasing Cooperative saves schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Budget Impact:

The total cost of this recommendation is not to exceed Thirty-Five Eighty-Five and 00/100 Dollars (\$35,085.00). This purchase will be funded through the Public Improvement Fund. The total cost of this recommendation exceeds the budget of \$33,000 by \$2,085.

Rationale for Recommendation:

Waverly Community Schools recognizes the benefits of replacing its aging fleet of vehicles and buses. The vehicle identified for replacement has been fully depreciated and has no remaining book value. Additionally, the existing truck is overdue for replacement, having exceeded its expected useful life.

Strategic Plan Reference:

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

DATE: 7/1/19 **Rev. 7.15.19** (*Out of Stock Sale-OSS*) (*SEASON SPECIAL*)
TO: KYLE SCRIPTER, WAVERLY COMMUNITY SCHOOLS
517-480-4749 (DIRECT) kscripter@waverlyk12.net
FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagney@gornoford.com
RE: **MiDEAL 4WDL-0078 - 2019MY FORD F-250, 4x4, REG. CAB, 142"WB,**
8' Box, RED/STEEL VINYL, 6.2L V8, 6spd.A/Tw/OD, A/C,
AM/FM/CDw/CLOCK/SYNC, PWR. DISC BRKSw/ABS, AIR BAGS, 3.73 REG. AXLE,
10,000 # GVWR, LT265/70R-17AT, TRAILER TOW PKG., TILT/CRUISE,
H.D. TOW PKG. ADVANCE TRACw/ROLL STABILITY CNTRL.,
FRNT. TOW HOOKS, TPMS, PWR. WINDOWS/LOCKS/Htd.MIRRORS,
ROOF CLR. LIGHTS, UPFITTER SWITCHES, DÉCOR TRIM, ELEC. BRAKE CNTRLR.
H.D. ALT., DAYTIME RUNNING LIGHTS, SKID PLATES, REAR WHEEL WELL –
LINERS, H.D. SUSPw/REAR SWAY BAR, SPLASH GUARDS, SNOW PLOW PREP PKG.,
RHINO SPRAY-IN-BED LINER, ALL-WEATHER H.D. FLOOR MATS,
FACTORY RUNNING BOARDS, REVERSE SAFETY BEEPER,
WESTERN TRUCK SIDE PLOW MOUNT ONLY, MUNICIPAL SAFETY LIGHT PKG.

F.O.B. DELIVERED TO WAVERLY , MI \$35,085.00
(MSRP = \$46,147.00)

Unit quoted is currently in stock and can be “ delivered ASAP.
“FIRST-COME-FIRST-SERVE”
2019MY Order Book closes July 30, 2019
2020MY units will have a \$ \$700.00 minimum price increase.
Current lead time to order is estimated at 14 – 16 weeks from receipt of Purchase Order.

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

Customer Signature: _____

Thank you,

Jim Agney

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 19, 2019**

Report #19-20

FOR ACTION***

Subject:

Lodging, Meals and Travel Reimbursement

Recommendation:

The Superintendent recommends the Board of Education establish the following reimbursements rates for Lodging, Meals and Travel for the 2019-2020 school year:

Breakfast: \$7.00, including reasonable gratuity

Lunch: \$10.00, including reasonable gratuity

Dinner: \$15.00, including reasonable gratuity

*Daily meal reimbursement shall not exceed Thirty-Two and 00/100 Dollars (\$32.00)

Lodging: Except as otherwise provided in a collective bargaining agreement, lodging reimbursement shall be based on the least expensive single occupancy room rate, not to exceed Three Hundred and 00/100 Dollars (\$300.00) per night without prior written approval of the Superintendent or his/her designee.

Travel: Except as otherwise provided in a collective bargaining agreement, mileage reimbursement shall be based on the shortest applicable route from the employee's primary work location, or home, to the destination. The Board shall reimburse mileage in accordance with the IRS established rate(s).

Statement of Purpose:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Budget Impact:

Rates remain unchanged from 2018-19.

Historical Perspective:

Board policy 6550, revised June 20, 2016 requires the Board to annually approve payment and reimbursement rates for per diem meals, lodging, and mileage. Rates have not previously been established by the Board, except as provided in a collective bargaining agreement.

Rationale for Recommendation:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: August 19, 2019**

Report #19-21

FOR ACTION

Subject:

Recommendation to accept the 2019-2024 Strategic Plan.

Recommendation:

The Superintendent recommends that acceptance of the Strategic Plan as written.

Statement of Purpose:

Historical Information:

Budget Impact:

Rationale for Recommendation:

Waverly Community Schools

515 Snow Rd.

Lansing, MI 48917



WARRIORS

W A V E R L Y

2019—2024

Strategic Plan



Mission Statement

Waverly Community Schools
Lansing, Michigan

Waverly Community School's mission is to educate and prepare students to achieve their academic best, develop character, become lifelong learners, and contribute as citizens of our global society by committing ourselves to excellence in education characterized by:

- ◆ A safe, caring and equitable learning environment
- ◆ Rigorous curriculum
- ◆ Quality instruction
- ◆ Respect for diversity

in partnership with families and our entire community.

Vision



Waverly Community Schools has a student-centered culture of teaching and learning that is built upon a foundation of strong, positive relationships.

Waverly Students will:

- ◆ Treat others with kindness and dignity
- ◆ Advocate for themselves
- ◆ Read, problem-solve and think critically
- ◆ Contribute positively to local and global communities
- ◆ Be proud of where they came from
- ◆ Feel confident in their abilities
- ◆ Be willing to take risks to pursue their dreams

Mottos

Pride. Tradition. Excellence.

#BETTER TOMORROW THAN TODAY

Belief Statement

We believe that:

- ◆ All children can learn.
- ◆ Every individual has intrinsic worth.
- ◆ High expectations powerfully impact achievement.
- ◆ Attendance and active engagement play important roles in education.
- ◆ Attitude, effort, and self esteem are crucial to personal success.
- ◆ Individuals are responsible for their own choices and actions.
- ◆ Diversity and inclusion enrich our community.
- ◆ Families have the primary responsibility for the growth and development of their members.
- ◆ Students, staff, families, and the entire community share the responsibility for education.
- ◆ Quality education benefits and enriches the entire community.

Parameters/Accountability

- ◆ Safe and secure facilities and environments in which to teach, learn, and work will be provided.
- ◆ Building-level decisions will be consistent with the strategic plan.
- ◆ District programs will be aligned with the strategic plan.
- ◆ Professional development needs, consistent with the strategic plan, will be assessed and opportunities will be provided on an on-going basis.
- ◆ Waverly Community Schools will actively communicate with students, families, staff and the Waverly community.
- ◆ Annual action plans will be developed by leadership teams/stakeholders and integrated into District and School Improvement plans.
- ◆ An annual update of the plan will occur to review the status of ongoing goals and address any trends or budgeting fluctuations that may impact the plan.



1. Teaching and Learning

Strategic Goal Statement: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially and emotionally.

Objective #1: Create a data culture in Waverly Community Schools to monitor student progress over time.

Action Steps

1. Data will be stored in a central location.
2. Time will be dedicated to data analysis at all levels. Data days will be held on a regular basis in each school with multiple stakeholders involved in data analysis (general education and special education teachers and paraprofessionals, administrators, school social workers, instructional coaches, etc.)
3. Teachers will use disaggregated data to guide instructional decisions.
4. Students will learn to understand and use their own performance data to set goals and monitor their own progress.
5. Student performance results will be communicated with families.
6. Staff will partner with families to better support students.

Objective #2: The District Curriculum Team will align common assessments and curriculum both within (horizontal) and between (vertical) grade levels.

Action Steps:

1. Determine purpose, analyze, and modify (as necessary) assessments used in each building and in each grade (including formative assessments).
2. Use an equity tool to evaluate curriculum, assessments, and other resources (e.g. the Washington Model).
3. Identify how curriculum, practices, expectations, and language transfer from school to school.
4. Create standards-based instructional maps for each content area that include differentiation. Use the O'Connor "GREAT Instruction" model as a guide.
5. Identify gaps in curricula and determine ways to fill them based on students' learning needs.
6. Create lists of academic vocabulary for each grade level.

Objective #3: Adapt instruction and curriculum to ensure that the needs of all students are met.

Action Steps:

1. Ensure that teachers, administrators, athletic coaches, advisors, and paraprofessionals receive training and support in best instructional practices (using anchor texts by O'Connor, Hattie, Marzano).
2. Use the GREAT Instruction Model to help develop professional learning opportunities and school improvement priorities.
3. Provide a systematic approach to interventions in grades PreK-12 based on data.

4. Identify skills/competencies that all students will need to thrive in a global society.
5. Provide unique learning experiences for students, such as project-based activities, internships, field trips, and guest speakers, among others.
6. Ensure that students benefit from culturally-responsive teaching and curriculum (race, ethnicity, religion, nationality, gender expression, gender identity, ability, etc.)

Objective #4: Utilize instructional strategies that are research and evidence based.

Action Steps:

1. Ensure that teachers, administrators, athletic coaches, advisors, and paraprofessionals receive training and support in best instructional practices (O'Connor, Hattie, Marzano).
2. Use the GREAT Instruction Model to help develop professional learning opportunities and school improvement priorities.
3. Build capacity within the district to provide job-embedded professional development by training instructional coaches, allowing staff to share learning and collaborate with peers, etc.
4. Learn from other educators within and outside of Waverly Community Schools through instructional rounds, teacher swaps, and professional learning communities.
5. Create a menu of instructional strategies.
6. Ensure that all new staff receive professional learning on best practices, cultural competencies, and equity, among other topics.

Objective #5: Implement PBIS at all tiers within our schools.

Action Steps:

1. Build relationships with and among our students.
2. Provide students with lessons on social and emotional learning.
3. Build trauma-informed practices into our systems.
4. Use restorative practices to handle conflicts (and to help students re-enter school communities after conflicts).
5. Provide consistent consequences for students and help them understand the impact of their actions.
6. Develop and consistently utilize behavior referral processes.
7. Staff will partner with families to better support students.



2. Create Safe Learning Environments

Strategic Goal Statement: Develop a comprehensive and collaborative approach to safety and security within the district, which results in safe learning environments for all students and staff.

Objective #1: Enhance our current Comprehensive Emergency Operation Plan (CEOP).

Action Steps:

1. Ensure our CEOP includes plans for: Active Violent Intruders (AVI), Cardiac Pulmonary Resuscitation (CPR), Crisis Response Team, bus emergency, utility shutoff, designations for a reunification and evacuation spot.
2. Design an Emergency Communication Plan matrix.
3. Mandate that all Waverly staff members wear identification badges.
4. Conduct yearly parent safety meetings.
5. Designate liaisons from Waverly to Eaton County, Delta and Lansing Townships
6. Ensure that Emergency Management personnel participate in safety drills.
7. Implement RAVE Panic program, beginning with the training of staff members.
8. Establish a “Handle with Care” email address, to ensure that the program is implemented in the district.

Objective #2: Enhance communication and relationships with local law enforcement and safety agencies.

Action Steps:

1. Establish collaborative relationships with local safety officials (road commission magistrate, law enforcement, fire (LT & EC).
2. Study traffic patterns in lots/drop offs, to determine most efficient configurations.
3. Continue to enhance law enforcement intervention for potential student threats.
4. Invite law enforcement to participate in our building safety drills.
5. Establish scheduled regular meetings with local safety agencies.
6. Increase presence of law enforcement in non-threatening ways (such as hiring School Resource Officer).

Objective #3: Provide safety and security training to the staff & students.

Action Steps:

1. Provide “Active Violent Intruder” Training for all staff—with yearly refresher training.
2. Expand CPI training for additional staff.
3. Keep mandated records of all safety drills.
4. Conduct all state mandated safety drills and also conduct safety drills on school buses.

Objective #4. Enhance the safety of our physical infrastructure (planned accordingly—based on available financial resources)

Action Steps:

1. Plan to implement a standard entry system in each school building.
2. Enhance vestibule security in all school buildings.
3. Enhance facilities safety by installing additional cameras, adding lights to parking lots, and adding common district signage.
4. Add mirrors in hallways to increase visibility, where needs assessments indicate this action would increase safety.
5. Ensure a room number is placed on the inside and exterior above each door in every classroom.



3. Student, Staff, and Community Relations

Strategic Goal Statement: Waverly Community Schools will improve the efficiency of communication throughout the district and community in order to gain meaningful input, participation, and shared partnerships with all stakeholders.

Objective #1: Create a district-wide communication plan

Action Steps:

1. Update district/school websites on a regular basis.
2. Research K-12 communication plans.

Objective #2: Develop, implement, and maintain a Waverly marketing/media relations plan to acknowledge and communicate the positive things that are happening in Waverly Community Schools.

Action Steps:

1. Establish an Advisory Council to create plan. Invite stakeholders to become steering committee.
2. Look into returning Channel 21/district newsletter. Use digital signs for buildings effectively.
3. Keep digital signs at each school building up-to-date.
4. Create partnerships with media/marketing outlets for special communications needs, press releases and large-scale public relations events.

Objective #3: Increase partnerships with stakeholders/community members.

Action Steps:

1. Survey current partnerships: Kids Hope, Great Lakes Christian College, Rotary, WEF, Kiwanis, Lions Club, etc. (to find ways to strengthen their Waverly Community Schools connections).
2. Consider pursuing partnerships with local community agencies. Michigan State University tutors, local dentists, sports teams (Lugnuts, Ignite).
3. Provide parent workshop sessions throughout the year on topics helping parents better connect with their children, increase achievement and decrease discipline issues. These sessions will teach parents the practical skills to positively affect the social and emotional development of their children and family.
4. Improve communication/involvement with Delta/Waverly community members in regards to youth sports.



4. Finance and Facilities

Strategic Goal Statement: We will align our financial resources with the established priorities of the District and utilize our facilities to maximize the effectiveness of programs and services.

Objective #1: Conduct periodic reviews of all facilities to assist with long-term planning to maintain safe and secure environments in which to learn, work and play.

Action Steps:

1. Conduct an annual facility review.
2. Review parent perception data on safety and security.
3. Schedule periodic facility review with law enforcement, fire department and insurance company.

Objective #2: Establish, maintain and communicate financial control processes to safeguard our limited resources.

Action Steps:

1. Conduct an annual financial audit.
2. Develop and review standard operating procedures for business office.
3. Communicate financial information to necessary stakeholders on a regular basis.

Strategic Plan Update



2019-2024 Action Planning Teams

The Waverly Community School's Action Planning Teams were composed of district and community members representing a wide range of experience, perspectives, and views. There were four team: Strategy #1: Teaching & Learning; Strategy #2: Create Safe Learning Environments; Strategy #3: Student, Staff and Community Relations; Strategy #4: Finance and Facilities. These teams were responsible for the development of action plans and action steps. They worked from February 28, 2019 until June 4th, 2019.

Employees

Kelly Blake
Lara Slee
Tiffany Wright
Susan Friend
Evan Nuffer
Shannon Huff
Tim Lyman
Bevin David
Misty Church
Angela Cheritt
Rebecca Barnell
Rachel Goodman
Robert Lurie
Joe Thornton
Don Dimick
Nick Sauve
Molly Francis
Jacklyn Paris

Employees

Laurie Wallace
Diane Flanagan
Mike Moreno
Tony Teranova
Helen McNeilly
Chris Huff
Chris Coursey
Margot Bensinger
Shawn Talifarro
Christopher Smith
Vickie Tisdale

Board of Education

Mary Ann Martin
Alicia Guevara Warren
Christopher Beasley
Amy Krause
Melissa Sherry
Rhonda Sosnowski

Community Members

Jasmyn Colon
Joetta Parker
Charles Thomas
Melissa Riba
Amy Lyman
Jessica Permoda
Stacy Sutton
Jamar Sutton
Katie Ashley
Yolanda Anderson
Derrick Bell