



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, December 16, 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 December 16, 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. Special Presentations
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Board Member Comment
- VI. Adoption of Agenda
- VII. ***Approval of Minutes 3
- VIII. Presentation of Reports
 - A. Advisory Committee Reports
 - B. Personnel & Policy
 - 1. ***Recommendation to approve Report #19-32, Personnel Recommendations 8
 - 2. Recommendation to approve - Report #19-33, Policy Second Reading 9
 - C. Finance & Facilities
 - 1. ***Recommendation to approve - Report #19-34 , Finance Report 44
 - 2. Recommendation to approve - Report #19-35, Purchase of Freezer and Cooler Combination Units 52
 - 3. Recommendation to approve - Report #19-36, Technology Equipment Purchase 55
- IX. Superintendent's Report
- X. Public Comment - Open Comment for District related items
- XI. Other Board Business
- XII. Closed Session - Personnel
- XIII. Adjournment
- XIV. *** Denotes Consent Agenda

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The Regular meeting of the Waverly Community Schools Board of Education was held Monday, November 18, 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 Elmwood Principal, Molly Francis.

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

Staff Present: Mrs. Kelly Blake, Superintendent
Mr. Evan Nuffer, Director of Finance
Dr. Lara Slee, Director of Teaching & Learning
Mrs. Susan Friend, Human Resources Director
Mrs. Tiffany Wright, Student Services Director
Patty Roost
Todd Simon
Shawn Talifarro
Terri Collett-Such
Mike Moreno
Molly Francis

Others Present: Parent – Yolanda Anderson

Special Presentation:

Dr. Lara Slee, Director of Teaching & Learning – Presented Sexuality Education

Waverly needs to update its Sexuality Education curriculum so Dr. Slee has held two (2) Public hearings and now one (1) Board of Education Mtg. The District Sex. Ed. Advisory Board has also met three (3) times prior to the above meetings. The books that we currently have are from 1990 and videos are on VHS.

This is going to be a five (5) year project including new books, training for staff, and student surveys.

Recommendation is for:

Phase 1 – Get up to date (Winter/Spring 2020)

Phase 2 – Develop a more culturally responsive & inclusive curriculum (Summer/Fall 2020), including a gap analysis, LGBTQ+ students & students with special needs.

Phase 3 – Provide online resources for teachers & families.

Board of Education to review these Phases before they are taught to students.

Board Policy: Is based on State Law. Cannot give students contraceptives, no advice on abortion, Teachers must be trained in STI & HIV before they can teach students.

Everything taught must be age appropriate:

Anatomy & Physiology

Abstinence

Birth Control

STI, HIV & their Prevention

Healthy Choices/Personal Hygiene

Pregnancy

They also need to be taught respect, safety & healthy lifestyle choices with support from family & community.

Correspondence:

None

Public Comment Agenda Items Only:

None

Board Member Comment:

Member Beasley – Great time @ Trunk or Treat. The line kept growing and growing. Also enjoyed the play, Flowers for Algernon – Very serious and made you cry.

Member Martin – Enjoyed the ExtravaBandza, it was fun to see the different bands and the strength in each one. It of course ended with the Marching Band coming in. The Orchestra Concert with the new director was great. He allows the students to direct and they enjoy that.

Adoption of Agenda

A motion was presented by Member Sherry and supported by Member Sosnowski.

Motion: The Board of Education approve the agenda as written.

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

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

The minutes of the regular meeting of October 21, 2019 were approved as presented.

Advisory Committee Reports – None – Policy Committee will be talked about in the meeting.

*****Personnel Report #19-27 – For Action**

The Board of Education approved the following changes:

Employment of:

Certified: Gail Schupbach – Social Worker

Employment of:

Non-Certified: Ashley Lopez – Food Service
Paula Ludwick – Bus Driver
Yolanda Cager – Sub Bus Driver

Resignation of:

Certified: Emily Barber – Art Teacher – Grades 5-12
Lance Enderle – Spec. Ed. Teacher – WHS

Transfer of:

Non-Certified: Julia Puente from Childcare to Food Service
Rick Martinez from WMS Head Custodian to Maintenance AA
Michelle Smethurst from Registrar to WHS Counseling Secretary
Angela Williams from Kitchen Lead Elmwood to District Lead WHS
Esperance Hourani from Food Service Worker to Kitchen Lead Elmwood

Termination of:

Non-Certified: Fawn Bennett – Food Service Elmwood
Fraizer Walls – Bus Driver

Retirement of:

Non-Certified Lana Gervasi – Food Service WHS

Personnel & Policy

Policy First Reading – Vol 34, #1	
Revised Policy – 1420	School Administrator Evaluation
New Policy – 2265	Child Care Center Staff and Volunteers
Revised Policy – 2628	State Aid Incentives
Revised Policy – 3210	Staff Ethics
Revised Policy – 3220	Professional Staff Evaluation
Revised Policy – 5220	Late Arrival and Early Dismissal
Revised Policy – 6800	System of Accounting
Revised Policy – 7300	Disposition of Real Property
New Policy – 7440.03	Small Unmanned Aircraft Systems
Revised Policy – 8462	Student Abuse and Neglect
Revised Policy – 2410	Prohibition of Referral or Assistance
Revised Policy – 2414	Reproductive Health and Family Planning
Revised Policy – 2418	Sex Education
New Policy – 1615	Use of Tobacco by Administrators
Revised Policy – 3215	Use of Tobacco by Professional Staff

Revised Policy – 4215
Revised Policy – 5512
Revised Policy – 7434

Use of Tobacco by Support Staff
Use of Tobacco by Students
Use of Tobacco on School Premises

*****Finance Report #19-28– For Action**

The Board approved the Finance Report as written.

Overnight/Extended/Educational Trip, Report #19-29

The Board approved the Overnight/Extended trip to Washington, D.C.

A motion was presented by Member Nester and supported by Member Sherry.

Motion: The Board of Education approved the Overnight/Extended Educational Trip

Discussion: Several Board Members asked about insurance while students and faculty are on a trip. Mrs. Friend told them that their individual family coverage would cover them first and then the districts SetSeg insurance would cover them after their own insurance.

Member Sherry commented that it would be nice if after the students take trips like this that they would come to a board meeting and talk about what they learned and what they did. It was also asked what the mode of transportation is and it is by air.

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

Reproductive Health and Family Planning (Sexuality Education) – Report #19-30

The Board approved the updating of the Reproductive Health and Family Planning Curriculum.

A motion was presented by Member Sherry and supported by Member Guevara Warren.

Discussion: Member Martin commented that she appreciated the information from Dr. Slee. Member Krause asked to abstain from the vote because she wants to read more about it. Dr. Slee passed out the new curriculum for board members to look at but needs to return them so they can't take them. Dr. Slee will send more information to the board members about all of it.

Motion carried. VOTE: AYES – 6; NAYS – 0; 1 OBSTAINED

Appointment for replacement on the Delta Township Library Board – Report #19-31

The Board approved the appointment of Vickie Tisdale to replace Tim Lyman on the Delta Township Library Board because Mr. Lyman has moved out of the area. This appointment is to finish Mr. Lyman's term that expires in June 2020 and also appoints her to the library board for the following term of July 1, 2020 thru June 30, 2024.

Superintendent's Report:

- Both seats on the Delta Township Library Board are now filled by the replacement of Tim Lyman with Vickie Tisdale, and Colleen Weinfeld who is already on.
- Went to the play Flowers for Algernon and the kids did a nice job. Both of Member Beasley's kids were in the play.
- Robotics ribbon cutting ceremony is December 7th. Heard that there will be cookies and water and that one of the sponsors will be providing pizza for the event.
- WMS Band Concert is December 10th at 7:00 PM

- WHS Collage Concert (Band and Choir) is December 17th at 7:00 PM
- Winter Break is December 23rd thru January 3rd, 2020. School re-opens on January 6th.
- Rotary Meeting is being hosted at the high school next Tuesday, Nov. 26th. Unified will be there with a team presentation, Interact will be there to talk about their blanket making. etc....
- Friendsgiving (potluck luncheon) at Colt ECEC is also next Tuesday, Nov. 26th.

2nd Public Comment – (Open comment for district related items)

Addressing the board tonight was Mr. Frederick Jordan.

Other Board Business:

None

A motion was made by Member Krause and supported by Member Sherry to go into closed session to discuss negotiations and personnel.

Roll call vote: 7 Ayes: Members Krause, Martin, Nester, Sosnowski, Sherry, Guevara Warren & Beasley. 0 Nays.

Closed session began at 7:32 PM

Closed session adjourned at 7:58 PM

Regular Meeting adjourned at 7:58 PM

Respectfully submitted,



Amy Krause, Secretary

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 16, 2019**

Report #19-32

Subject: Personnel Report***

A. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Cheryl Moorhead	Food Service Worker Elmwood	\$12.02/hr	11/13/2019
Linda Webster	Food Service Worker Colt	\$12.02/hr	11/19/2019

B. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jodie Boehlke	High School Teacher	Personal	12/20/2019

C. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Rosaline Kuiper	MS Special Education Teacher	High School WAVE Teacher	12/02/2019
Randy Cusack	HS WAVE Teacher	HS Special Ed Program Teacher	12/02/2019

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: December 16, 2019**

Report #19-33

FOR ACTION

Subject: POLICY – Second Reading

Recommendation:

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

Volume 34, No. 1

Revised Policy – 1420	School Administrator Evaluation
New Policy – 2265	Child Care Center Staff and Volunteers
Revised Policy – 2628	State Aid Incentives
Revised Policy – 3210	Staff Ethics
Revised Policy – 3220	Professional Staff Evaluation
Revised Policy – 5230	Late Arrival and Early Dismissal
Revised Policy – 6800	System of Accounting
Revised Policy – 7300	Disposition of Real Property
New Policy – 7440.03	Small Unmanned Aircraft Systems
Revised Policy – 8462	Student Abuse and Neglect
Revised Policy – 2410	Prohibition of Referral or Assistance
Revised Policy – 2414	Reproductive Health and Family Planning
Revised Policy – 2418	Sex Education
New Policy – 1615	Use of Tobacco by Administrators
Revised Policy – 3215	Use of Tobacco by Professional Staff
Revised Policy – 4215	Use of Tobacco by Support Staff
Revised Policy – 5512	Use of Tobacco by Students
Revised Policy – 7434	Use of Tobacco on School Premises

Statement of Purpose/Issue:

The revised and new policies listed above were reviewed by the Policy Advisory Committee and were presented to the Board of Education on Monday, November 18, 2019 at first reading.

Budget Impact:

None

Historical Perspective/Background:

NEOLA provides updates to policies current with applicable laws and regulations. The administration also reviews policies periodically and brings changes to the Board Policy Advisory Committee for review and consideration.

Discussion of Options/Alternative:

The Board may refer policies to the Advisory Committee for further review.

Rational for Recommendation:

These policies were reviewed by the Policy Committee as part of a periodic update.



Book	Policy Manual
Section	1000 Administration
Title	SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	Second Reading
Adopted	March 14, 2011
Last Revised	June 20, 2016

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback;

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth;
- C. Evaluates a school administrator's job performance as highly effective, effective, minimally effective, or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year ~~2015-2016, 2016-2017 and 2017-2018 school years~~ twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the ~~2019~~2020-19 school year, forty (40) percent of the annual year-end evaluation shall be based on student growth and assessment data.

For building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central-office-level administrator, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development
 3. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:

1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.
 4. Student, parent and teacher feedback and other information considered pertinent by the Board.
- F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the district may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.
- G. ~~Beginning with the 2016-2017 school year, t~~The district shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators.
1. The research base for the evaluation framework, instrument, and process or, if the district adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the district adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the district adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. ~~Beginning with the 2016-2017 school year~~The District shall also:
1. ~~The District shall p~~Provide training to school administrators on the measures used by the district in its performance evaluation system and on how each of the measures is used. This training may be provided a district or by a consortium consisting of (2) or more districts, the intermediate school district or a public school academy.
 2. ~~The District shall e~~Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be

given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Revised 6/13/11
Revised 10/20/14
Revised 1/19/15
Revised 6/15/15
Revised 11/16/15

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Legal References: M.C.L. 380.1249, 1249b

Legal M.C.L. 380.1249

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	2000 Program
Title	CHILD CARE CENTER STAFF AND VOLUNTEERS
Code	2265
Status	Second Reading

2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS

Background Checks

All staff members employed by the District whose job responsibilities include working with children in the District's

[DRAFTING NOTE: YOU MUST SELECT ALL CATEGORIES THAT ARE PROVIDED IN YOUR DISTRICT THAT ARE COVERED BY THE CHILD CARE ORGANIZATIONS ACT]

- pre-school programs,
- before or after school programs,
- early childhood development programs,
- child or day care center,

and all other persons 18 years or older who provide unsupervised care or have unsupervised access to the children in the program(s) **OPTION** , including volunteers, **[END OF OPTION]** must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

[DRAFTING NOTE: SELECT THE ABOVE OPTION ONLY IF YOU DO NOT SELECT THE OPTION BELOW PROHIBITING VOLUNTEERS FROM UNSUPERVISED ACCESS.]

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

Supervision of Volunteers

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles **[OPTION]** including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). **[END OF OPTION]**

[DRAFTING NOTE: SELECT THIS OPTION IF YOU SELECTED THE OPTION ABOVE.]

District staff members must report any issues or concerns of any nature relating to volunteers to the **[PICK ONE]** **building principal** **Superintendent** **Director** **[END OF OPTIONS]** at the first available opportunity. The building principal or Director **[insert selection from preceding sentence]** will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal References: M.C.L. 722.111, et seq.

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised STATE AID INCENTIVES
Code	po2628
Status	Second Reading
Adopted	June 14, 2004
Last Revised	July 10, 2017

2628 - STATE AID INCENTIVES

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

[X] At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and student support services who meet the at-risk identification characteristics specified in Section 31a(20).

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately-preceding three (3) years ~~a student in a priority or priority successor school~~; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to students. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

[END OF OPTION]

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Legal State School-Aid Act

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Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised STAFF ETHICS
Code	po3210
Status	Second Reading
Adopted	June 14, 2004
Last Revised	December 15, 2014

3210 - STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. Responsibility to the Profession

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. Responsibility to Professional Competence

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research and assessment;
3. act in the best interest of all students;

C. Responsibility to Students

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. Responsibility to the School Community

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;

3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. Responsible and Ethical Use of Technology

1. use technology in a responsible manner;
2. ensure student safety and well-being when using technology.;
3. maintain confidentiality in the use of technology.;
4. promote the appropriate use of technology in educational settings;

F. (X) recognize basic dignities of all individuals with whom they interact in the performance of duties;

G. (X) represent accurately their qualifications;

H. (X) exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

I. (X) seek and apply the knowledge and skills appropriate to assigned responsibilities;

J. (X) keep in confidence legally-confidential information as they may secure;

K. (X) ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

L. (X) avoid accepting anything of value offered by another for the purpose of influencing judgment;

M. (X) refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen. ~~in no way limit constitutionally or legally protected rights as a citizen.~~

In keeping with the ethical responsibilities of the professional staff, the Board of Education prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of their age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal Michigan Code of Educational Ethics
M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	Second Reading
Adopted	June 14, 2004
Last Revised	June 20, 2016

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

~~Commencing with the 2015-16 school year, the year-end evaluation of student growth shall be~~ based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective, which take into account student growth and assessment data. For the ~~2015-2016, 2016-2017 and 2017-2018 school years~~ 2018-2019 school year twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019~~8~~ - 2020~~19~~ school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

Evaluations must also comply with ~~For these purposes, student growth shall be measured by~~ the following:

1. ~~Beginning with the 2016-2017 school year,~~ the portion of a teacher's annual year-end evaluation that is not based on student growth and assessment data shall be based primarily on a teacher's performance as measured by the District as described below.
2. Beginning with the 2018 - 2019 school year, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.

3. The portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.)
4. If there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every certificated teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the most recent annual year-end evaluation

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught and student engagement in the lesson
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
3. observations need not be for an entire class period
4. ~~beginning with the 2016—2017 school year,~~ at least one (1) observation must be unscheduled;
5. ~~beginning with the 2016—2017 school year,~~ the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. ~~beginning with the 2016—2017 school year,~~ the district shall ensure that, within thirty (30) days after each observation, the teacher is provided with feedback from the observation.

G. ~~For the purposes of conducting annual year-end evaluations under the performance evaluation system,~~ ~~by the beginning of 2016—2017 school year:~~

1. the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE").

and/or

2. the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below.

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

- H. ~~Beginning with the 2016—2017 school year, t~~The District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

- I. ~~The District shall also~~~~Beginning with the 2016—2017 school year, t~~

1. ~~The District will p~~Provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.
2. ~~The District will e~~Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

If a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on his/her review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

~~Beginning with the 2018—2019 school year, t~~The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for

two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

~~The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.~~

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

Revised 3/14/11

Revised 6/13/11

Revised 1/19/15

Revised 6/15/15

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M.C.L. 380.1249 (as amended)

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised LATE ARRIVAL AND EARLY DISMISSAL
Code	po5230
Status	Second Reading
Adopted	June 14, 2004

5230 - LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

[] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

written

personal

request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the _____.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

[X] Presentation of photo identification is required of anyone authorized such custody. (See Form 5230 F1)

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Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised SYSTEM OF ACCOUNTING
Code	po6800
Status	Second Reading
Adopted	June 14, 2004
Last Revised	August 8, 2011

6800 - **SYSTEM OF ACCOUNTING**

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- *Assigned fund balance*—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The _____ shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The _____ is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the _____.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

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M.C.L. 41.422 et seq., 141.421 et seq.
A.C. Rule R340.351 et seq.
GASB #34
GASB #54

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Book	Policy Manual
Section	7000 Property
Title	Vol. 34, No. 1 - September 2019 Revised DISPOSITION OF REAL PROPERTY
Code	po7300
Status	Second Reading
Adopted	June 14, 2004
Last Revised	June 20, 2016

7300 - **DISPOSITION OF REAL PROPERTY**

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property. The Board must approve the terms of any sale, lease or other disposition of real property.

- A. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- C. All property considered for (sale) disposition
 - may
 - shall
 be subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- E. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- F. The Board may offer real property for sale by any reasonable method, including listing with a real estate broker, soliciting bids, or auction.
- G. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. ~~The Board shall give final approval of all contracts.~~
- H. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- I. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

J. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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2 C.F.R. 200.85

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Book	Policy Manual
Section	7000 Property
Title	Vol. 34, No. 1 - September 2019 New SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	Second Reading

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

[] OPTION 1

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy () may be () shall be referred to local law enforcement.

[END OF OPTION 1]

OR

[X] OPTION 2

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

[END OF OPTIONS]

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14 C.F.R. Part 107

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Book	Policy Manual
Section	8000 Operations
Title	Copy of STUDENT ABUSE AND NEGLECT
Code	po8462
Status	Second Reading
Adopted	June 14, 2004

8462 - **STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator shall immediately call the local office of the Family Independence Agency and shall secure prompt medical attention for any such injuries reported, if deemed necessary.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal who shall, in turn, immediately notify the Family Independence Agency.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

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Legal M.C.L.A. 722.621 et seq.

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Book	Policy Manual
Section	2000 Program
Title	Copy of PROHIBITION OF REFERRAL OR ASSISTANCE
Code	po2410
Status	Second Reading
Adopted	May 21, 2018

2410 - PROHIBITION OF REFERRAL OR ASSISTANCE

~~In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

~~Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy 1439, Policy 3139, and Policy 4139 or the current negotiated agreement, if applicable.~~

~~Using due process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.~~

~~If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation. The District shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.~~

In accordance with Michigan statute, any school official, member of the Board of Education, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139 or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139 or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139 or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.

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Legal M.C.L. 388.1766

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Book	Policy Manual
Section	2000 Program
Title	REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	Second Reading
Adopted	June 14, 2004
Last Revised	August 19, 2019

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 school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion. ~~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.~~

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.

Revised 6/13/05
Revised 5/21/18

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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	2000 Program
Title	SEX EDUCATION
Code	po2418
Status	Second Reading
Adopted	May 21, 2018

2418 - **SEX EDUCATION**

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least (one-half) 1/2 of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.

- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, 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. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. ~~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.~~

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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Legal M.C.L. 380.1507, 380.1169, 388.1766

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Book	Policy Manual
Section	1000 Administration
Title	USE OF TOBACCO BY ADMINISTRATORS
Code	PO1615
Status	Second Reading

1615 - USE OF TOBACCO BY ADMINISTRATORS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use () or possession [**END OF OPTION**] of a tobacco product by administrators in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times

(twenty-four (24) hours a day, seven (7) days a week)

within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

school grounds,

athletic facilities,

any school-related event, and

on or off Board premises

For purposes of this policy:

1. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

2. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;

2. the inhaling or chewing of a tobacco product;

3. the placing of a tobacco product within a person's mouth;

4. the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

XI] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any

cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Book	Policy Manual
Section	3000 Professional Staff
Title	USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	Second Reading
Adopted	June 14, 2004
Last Revised	June 13, 2011

3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use of tobacco product by professional staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times.

(X) (twenty-four (24) hours a day, seven (7) days a week)

- within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

(X) school grounds,

(X) athletic facilities,

(X) any school-related event, and

(X) on or off Board premises

For purposes of this policy,

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
2. the inhaling or chewing of a tobacco product

3. the placing of a tobacco product within a person's mouth
4. the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

Revised 3/14/11

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Legal M.C.L.A. 333.12601 et seq.
 M.C.L.A. 750.473

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	4000 Support Staff
Title	USE OF TOBACCO BY SUPPORT STAFF
Code	po4215
Status	Second Reading
Adopted	June 14, 2004
Last Revised	June 13, 2011

4215 - USE OF TOBACCO BY SUPPORT STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use of tobacco product by support staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times-

(X) (twenty-four (24) hours a day, seven (7) days a week)

- within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

(X) school grounds,

(X) athletic facilities,

(X) any school-related event, and

(X) on or off Board premises

For purposes of this policy,

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
2. the inhaling or chewing of a tobacco product

3. the placing of a tobacco product within a person's mouth
4. ~~and/or~~ the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

[X] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

[X] Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

[X] Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. [X] Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

Revised 3/14/11

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Legal M.C.L.A. 333.12601 et seq.
 M.C.L.A. 750.473

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	5000 Students
Title	USE OF TOBACCO BY STUDENTS
Code	po5512
Status	Second Reading
Adopted	March 14, 2011
Last Revised	June 13, 2011

5512 - USE OF TOBACCO BY STUDENTS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy,

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 2. the inhaling or chewing of a tobacco product
 3. the placing of a tobacco product within a person's mouth
 4. ~~and/or~~ the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

[X] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times

(X) (twenty-four (24) hours a day, seven (7) days a week)

on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

school grounds,

athletic facilities,

any school-related event, and

on or off Board premises.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

Educational Programming

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal M.C.L.A. 333.12601 et seq.
M.C.L.A. 750.473

Last Modified by Patty Roost on December 11, 2019



Book	Policy Manual
Section	7000 Property
Title	Copy of USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	Second Reading
Adopted	June 14, 2004
Last Revised	June 13, 2011

7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy,

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 2. the inhaling or chewing of a tobacco product
 3. the placing of a tobacco product within a person's mouth
 4. ~~and/or~~ the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

[X] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times

(X) (twenty-four hours a day, seven days a week)

within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- school grounds,
- athletic facilities,
- any school-related event,
- on or off Board premises.

~~Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.~~

Tobacco companies/products may not sponsor any school activity or project.

Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150 – School Visitors.

The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

Revised 5/22/06
Revised 3/14/11

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Legal

- M.C.L.A. 333.12601 et seq.
- M.C.L.A. 380.1170
- M.C.L.A. 750.473
- 20 U.S.C. 6081 et seq.
- U.S.D.O.E. Memorandum, 1995
- MDE Board Policy on 24/7 Tobacco-Free Schools

Last Modified by Patty Roost on December 11, 2019

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 16, 2019**

Report #19-34

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of October 31, 2019 was \$4,031,098.69. Receipts during November, consisting of State Aid, property taxes, and other revenues in the amount of \$2,157,669.13 minus disbursements during November of \$3,110,659.83, left the district with a General Fund cash balance, as of November 30, 2019, of \$3,078,107.99, including \$1,500,000.00 from the issuance of a State Aid Note.

2019-20 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$3,004,670. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2019-20 Student Activity Fund expenditures exceed revenues by \$11,213. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2019-20 Sinking Fund expenditures exceed revenues by \$565,115. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2019-20 Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$86,062. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2019 Building and Site, Series III Bonds remaining to be allocated, including \$54,283 of accrued interest and proceeds from the sale of surplus equipment, is \$708,848. A summary of life to date activity is included in the supporting documentation

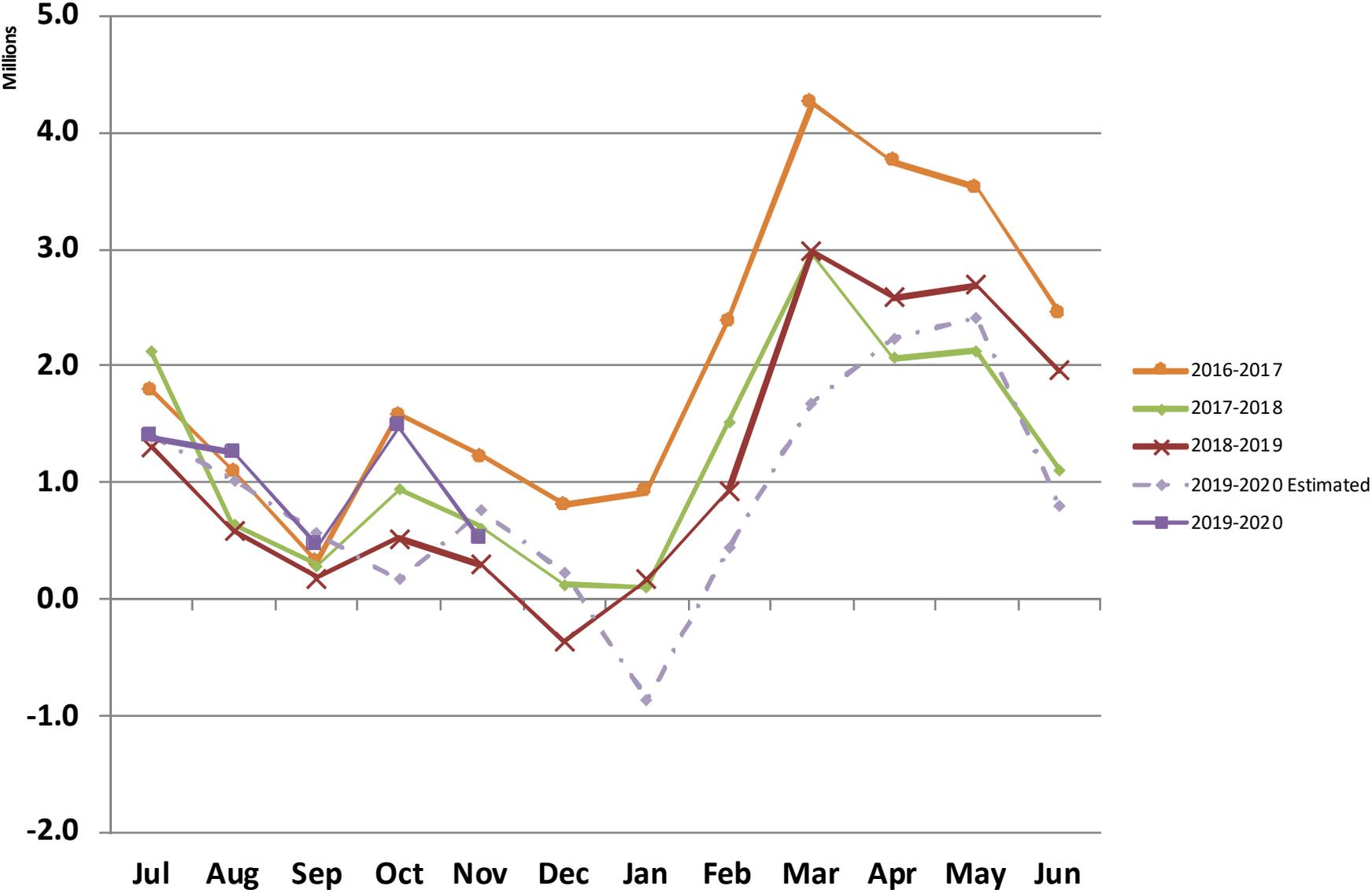
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended November 30, 2019

Balance on Hand October 31, 2019	4,031,098.69
Revenues	
State Aid	2,333,526.64
Taxes	6,238.20
Other Revenue	243,204.36
Interfund Transfers In	(427,542.68)
State Aid Note Proceeds	-
	<u>2,155,426.52</u>
Disbursements	
Payroll and Related Liabilities	(2,201,273.43)
Other Expenditures	(909,386.40)
State Aid Repayment	-
	<u>(3,110,659.83)</u>
Prior Month Adjustments During November 2019	2,242.61
Balance on Hand November 30, 2019	<u><u>3,078,107.99</u></u>
PNC Bank - General	2,996,656.18
MILAF	7,763.45
PNC Bank - Payroll	73,688.36
Comerica - Checking	-
	<u><u>3,078,107.99</u></u>
Difference	0.00

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,587,085	4,192,424	(5,394,661)	56.3%
State sources	23,059,260	4,426,358	(18,632,902)	80.8%
Federal sources	749,258	11,521	(737,737)	98.5%
Intergovernmental	2,866,968	510,688	(2,356,280)	82.2%
Transfers In	90,000	-	(90,000)	100.0%
Total revenue	36,352,571	9,140,991	(27,211,581)	74.9%
Expenditures				
Current:				
Instruction:				
Basic program	15,974,610	4,556,668	(11,417,941)	71.5%
Added needs	5,110,326	1,631,697	(3,478,629)	68.1%
Total instruction	21,084,936	6,188,366	(14,896,570)	70.7%
Support Services:				
Pupil	3,189,913	910,425	(2,279,488)	71.5%
Instructional staff	1,548,112	563,793	(984,319)	63.6%
General administration	485,408	214,277	(271,131)	55.9%
School administration	2,416,439	996,893	(1,419,546)	58.7%
Business	561,122	201,836	(359,286)	64.0%
Operations and maintenance	3,708,160	1,445,205	(2,262,955)	61.0%
Pupil transportation services	1,067,043	372,420	(694,623)	65.1%
Central	562,355	303,784	(258,571)	46.0%
Other	82,194	13,832	(68,362)	83.2%
Total support services	13,620,746	5,022,465	(8,598,281)	63.1%
Athletics	627,679	220,999	(406,680)	64.8%
Community services	42,637	16,430	(26,207)	61.5%
Non Publics	19,400	-	(19,400)	100.0%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	135,000	65,000	(70,000)	51.9%
Interest	9,050	4,850	(4,200)	46.4%
Capital outlay	275,219	108,751	(166,468)	60.5%
Payments to other public schools	1,336,854	518,799	(818,055)	61.2%
Total expenditures	37,151,521	12,145,660	(25,005,860)	67.3%
Excess of Revenue (Under)Over Expenditures	(798,949)	(3,004,670)	(2,205,720)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(1,148,949)	(3,004,670)	(1,855,720)	
Favorable Expenditure Variance (1.5%)	557,273			
Projected Change in Fund Balance	(591,676)	(3,004,670)		
Fund Balance - Beginning of year	4,145,907			
Fund Balance - End of year	3,554,231			
	9.6%			

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended November 30, 2019

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	67,048	67,048	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	-	67,048	67,048	0.0%
Expenditures				
Student Activities	-	47,342	47,342	0.0%
Athletics	-	30,919	30,919	0.0%
Total expenditures	-	78,261	78,261	0.0%
Excess of Revenue (Under)Over Expenditures	-	(11,213)	(11,213)	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	-	(11,213)	(11,213)	
Fund Balance - Beginning of year	198,048	198,048		
Fund Balance - End of year	198,048	186,835		

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

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	835,436	365,297	(470,139)	56.3%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	835,436	365,297	(470,139)	56.3%
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	-	11,117	11,117	0.0%
Architecture and Engineering Services	98,863	81,689	(17,174)	17.4%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	886,585	837,606	(48,978)	5.5%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	985,448	930,413	(55,035)	5.6%
Excess of Revenue (Under)Over Expenditures	(150,012)	(565,115)	(415,104)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(150,012)	(565,115)	(415,104)	
Fund Balance - Beginning of year	923,000	923,000		
Fund Balance - End of year	772,989	357,885		

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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	3,075	3,075	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
Total revenue	350,000	3,075	(346,925)	99.1%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	33,000	35,085	2,085	-6.3%
Support Services - Transportation	264,000	-	(264,000)	100.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	1,046	54,052	53,006	-5067.4%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	298,046	89,137	(208,910)	70.1%
Excess of Revenue (Under)Over Expenditures	51,954	(86,062)	(138,016)	
Transfers Out	-	-	-	
Net Change in Fund Balance	51,954	(86,062)	(138,016)	
Fund Balance - Beginning of year	585,673	585,673		
Fund Balance - End of year	637,627	499,611		

Waverly Community Schools
2019 Building and Site Bonds, Series III
Budget Summary
As of November 30, 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	901,471	194,591	-	706,880
Servers/Backend Systems	-	-	-	-
Printers	81,929	82,404	-	(475)
AV Equipment	-	7,109	-	(7,109)
Non-Instructional Equipment (from FFE)	-	12,751	23,179	(35,930)
Tech Equipment Owner PO Subtotal	983,400	296,856	23,179	663,365
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	319,256	23,179	654,565

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 16, 2019**

Report #19-35

FOR ACTION

Subject:

Approve Purchase of Freezer and Cooler Combination Units

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the awards to Merchandise Equipment and Moore Trosper for the purchase and installation of four new freezer/cooler combination units for Food Service.

Statement of Purpose:

The purpose of purchasing new freezer/cooler units is to increase storage capacity at each of the elementary buildings and reduce the labor costs of transporting food and dry goods between buildings. By adding storage capacity with these units and relocating the current portable freezers/coolers, each elementary will create needed space to continue serving the increased meal counts due to Community Eligibility Provision. The food service fund is operating with an excess of the permitted fund balance of 3 months operating expenditures. This purchase will also serve to reduce the fund balance to within the allowable parameters.

Background Information:

On Monday, October 28, 2019 the Freezer/Cooler Bid Package was released with responses due on Tuesday, November 12, 2019. A copy of the bid tabulation is included in the support materials for reference. A satisfactory post bid interview was conducted with the lowest responsible bidders to ensure compliance with bid specifications.

Budget Impact:

The total cost of this recommendation is not to exceed TWO HUNDRED TEN THOUSAND EIGHT HUNDRED NINETY-TWO AND NO/100 DOLLARS (\$210,892.00). The contract will be funded entirely by the Food Service Fund.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

December 4, 2019

Mr. Evan Nuffer
Director, Finance and Operations
Waverly Community Schools
515 Snow Rd.
Lansing MI, 48917

RE: Exterior Freezer / Cooler Bid Award

Dear Mr. Nuffer,

Bid documents were issued for the Exterior Freezer / Cooler Project on October 28, 2019. This bid included installing 4 exterior freezers / coolers at 4 buildings. Bids were advertised online through Barton Malow's public planroom. Bids were received and publicly opened on November 12, 2019.

Bid Evaluation Summary and Recommendations

The attached bid tabulation indicates the bid pricing received. After a review of the bid proposals received, the project team of Waver Community Schools and Barton Malow conducted post-bid interviews with low bidders to verify the proposals were inclusive of the scope of work and schedule.

Based upon the evaluation of the project team we present the following companies for consideration by the administration and Board of Education:

Bid Package Name	Vendor Name	Bid Amount
Concrete	Moore Trosper	\$ 28,500.00
Food Service Equip	Merchandise Equipment	\$ 163,220.00
	10% Contingency	\$ 19,172.00
	TOTAL:	\$ 210,892.00

Please note that electrical bids will be necessary but were not received. Specific drawings and information are required from the awarded food service supplier to accurately price the required electrical work. Electrical prices are forthcoming.

Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidders. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman
Project Manager

WAVERLY COMMUNITY SCHOOLS Outdoor Freezer / Cooler
 BID RESULTS

Bid Package Name	Vendor Name	Bid Amount	Vol Alt 2019 Standard	Comments
Concrete	Moore Trosper	\$ 28,500.00		
Concrete	McCarthy Construction	\$ 45,232.00		
Concrete	Hackett Construction	\$ 69,000.00		
Food Service Equip	HPS	\$ 131,215.00		
Food Service Equip	Merchandise Equipment	\$ 163,220.00	\$ 142,292.00	<i>Bid Did Not Include Specified Manufacturer</i>
Food Service Equip	Elliot Food Equipment	\$ 168,298.00	\$ 145,734.00	
Food Service Equip	Gold Star Products	\$ 177,741.00	\$ 153,821.00	
Food Service Equip	Great Lakes Hotel	\$ 190,070.00		
Food Service Equip	Stafford Smith	\$ 194,933.00		

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 16, 2019**

Report #19-36

FOR ACTION

Subject:

Technology Equipment Purchase Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology equipment from MOSS, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to replace technology equipment nearing the end of its useful life

Budget Impact:

The total cost of this recommendation is not to exceed Twenty-One Thousand Four Hundred Forty-One and 14/100 Dollars (\$21,441.14). This purchase will be funded with the proceeds from the sale of \$1,000,000 Building and Site, Series III bonds. The total cost of this recommendation is within the budget allocated for these purchases.

Historical Information:

The District applied for and received funding from The Universal Service Administrative Company (USAC) for replacement of eligible equipment in each of the six schools at a discounted rate of 80%. Equipment at the Administration building and the Service Building does not qualify for this discount and was not included in the prior board action on January 28, 2019.

On May 7, 2013 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$18,470,000 and issue its general obligation unlimited tax bonds therefor, in one or more series. The ballot proposal having received sufficient votes was approved.

Rationale for Recommendation:

The rationale for this recommendation is to replace AP's, UPS and Switches which were last purchased in 2014 when the District first implemented wireless technology. The existing equipment is nearing its end of life and the current AP's are now outdated compared to the newest standard available. Leveraging the volume pricing received from the RFP for the equipment eligible for USAC funding will allow us to upgrade to the newest standard at the Administration Building and Service Building earlier than budgeted in the bond estimate. With increased technology use and an expansion of the 1:1 initiative through the entire District, this recommendation also allows for the expansion of the wireless technology to meet future demand.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

Administration Office & Service Building Access Points and UPS

QUOTE #347005259 V2

PREPARED FOR

Waverly Community Schools

PREPARED BY

Ron Spencer

December 02, 2019

Administration Office & Service Building Access Points and UPS

Quote #347005259 v2



Prepared For:
Waverly Community Schools
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Prepared by:
MOSS
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Date Issued:
Dec 2, 2019
Expires:
Dec 30, 2019
ERate SPIN #:
 143004924
Special Contract Ref. #:
 N/A

Administration				
Part #	Description	Price	Qty	Ext. Price
	Access Points (11ax)			
Q9H63A	Aruba AP-515 (US) Unified AP - Dual Radio 4x4:4 + 2x2:2, 11ax, Internal Antennas	\$496.80	9	\$4,471.20
JZ370A	Aruba AP-MNT-MP10-A AP Mounting Bracket 10-pack 9/16" T Rail	\$88.56	1	\$88.56
	Section Subtotal			\$4,559.76
	Network Management			
JW605AAE	Aruba AW-K12-1 AirWave K-12 Bundle 1 Device License E-LTU (includes 1 Year FC support)	\$22.05	9	\$198.45
H8HV5E	Aruba 5Y FC 24X7 ED/R AW K12 1 Dev SVC [for JW605AAE]	\$13.00	9	\$117.00
	Section Subtotal			\$315.45
	UPS Equipment			
SRT5KRMXLT-5KTF	APC SRT 5000VA RM 208V to 120V	\$4,884.96	2	\$9,769.92
SRT192RMBP	APC Battery Pack for SRT6K and SRT 5K 3RU	\$1,189.63	2	\$2,379.26
AP9630	APC UPS Network Management Card 2	\$286.32	2	\$572.64
	Section Subtotal			\$12,721.82
	MOSS Services			
NET-Wireless-006	Mount indoor AP on drop ceiling grid	\$35.00	9	\$315.00
NET-Wireless-006	Programming and setup of an Access Point within the AirWave Management System	\$35.00	9	\$315.00
NET-Wired-Misc	Installation and setup of the APC 5K UPS system	\$330.00	2	\$660.00
NET-Wired-Misc	Installation and setup of the APC 5K External Battery Unit	\$330.00	2	\$660.00
	Section Subtotal			\$1,950.00

Administration				
Part #	Description	Price	Qty	Ext. Price
			Subtotal:	\$19,547.03

Service Building				
Part #	Description	Price	Qty	Ext. Price
Access Points (11ax)				
Q9H63A	Aruba AP-515 (US) Unified AP - Dual Radio 4x4:4 + 2x2:2, 11ax, Internal Antennas	\$496.80	3	\$1,490.40
JZ370A	Aruba AP-MNT-MP10-A AP Mounting Bracket 10-pack 9/16" T Rail	\$88.56	1	\$88.56
Section Subtotal				\$1,578.96

Network Management				
JW605AAE	Aruba AW-K12-1 AirWave K-12 Bundle 1 Device License E-LTU (includes 1 Year FC support)	\$22.05	3	\$66.15
H8HV5E	Aruba 5Y FC 24X7 ED/R AW K12 1 Dev SVC [for JW605AAE]	\$13.00	3	\$39.00
Section Subtotal				\$105.15

MOSS Services				
NET-Wireless-006	Mount indoor AP on drop ceiling grid	\$35.00	3	\$105.00
NET-Wireless-006	Programming and setup of an Access Point within the AirWave Management System	\$35.00	3	\$105.00
Section Subtotal				\$210.00
			Subtotal:	\$1,894.11

Quote Summary	Amount
Administration	\$19,547.03
Service Building	\$1,894.11
Total:	\$21,441.14

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

MOSS

Waverly Community Schools

Ron Spencer

Jon Harpst

Signature / Name

Signature / Name

Initials

12/02/2019

1/1/0001 12:00:00 AM

Date

Date

Purchase Terms and Conditions

Waverly Community Schools of 515 Snow Rd, Lansing, MI 48917 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified unless there is written agreement of both parties to extend the initial pricing. Any changes to this proposal will require a change order with adjusted costs.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.