

# Agenda of Regular

## The Board of Education Waverly Community Schools

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A Regular of the Board of Education of Waverly Community Schools will be held August 11, 2008, beginning at 7:30 PM in the Board Room, 515 Snow Road, Lansing, MI 48917.

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 John Broughton
- II. Special Presentations
- III. Correspondence - Secretary Edith Suttles
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. \*\*\*Approval of Minutes 3
- IX. Presentation of Reports
  - A. Finance and Personnel
    - 1. \*\*\*Recommendation to approve Report #08-13, Financial Recommendation 9
    - 2. Recommendation to approve Report #08-14, Personnel Recommendations 10
  - B. Other
    - 1. Recommendation to approve Report #08-15, Representation on the Special Education Parent Advisory Committee (PAC) to the Ingham Intermediate School District (ISD) 11
    - 2. \*\*\*For Information - Extended FieldTrip 12
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

XIV. \*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING  
July 14, 2008**

***Opening of Meeting***

The organizational meeting of the Waverly Community Schools Board of Education was called to order by Superintendent Thomas Pillar at 7:30 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

Mr. John Broughton  
Mr. Britt Slocum  
Mrs. Edith Suttles  
Mr. Calvin Jones  
Mrs. Mary Ann Martin  
Mrs. Fonda Brewer-Williams  
Mrs. Kim Smith

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mr. Bruce Johnson, Director of Student Services & Operations  
Mr. Rob Spagnuolo, Business Manager  
Karen Burgess  
Gretchen Mikula  
Anne Slocum  
Rebecca Pease

***Others Present:***

Mary Jo White  
Joe Smith  
Mi Hye Kang

***Pledge***

Member Broughton led the Pledge of Allegiance.

***Special Presentation***

Superintendent Pillar administered the oath of office to newly elected Board member Kim Smith.

***Board Pledge***

The Board recited the Board Member Pledge in unison.

***Election of Officers***

Dr. Pillar explained the election process to the Board. Nominations will be accepted for each office beginning with President. When a member is nominated, the member would accept or reject the nomination. If more than one member is nominated, there would be a paper ballot vote, with the member receiving the majority of the votes being nominated for that position. This process continues for the offices of vice president, secretary, treasurer, and vice secretary/treasurer. Once a slate of officers has been selected, a motion will be made to either approve or reject the slate. If the slate is approved, then the new officers are selected; if not, the process begins again.

***President***

Member Broughton was nominated by Member Suttles and Member Slocum was nominated by Member Jones. By a paper ballot vote, Member Broughton received the majority of votes and will appear on the slate of officers as the candidate for President.

***Vice President***

Member Slocum was nominated by Member Broughton. There were no other nominations. Member Slocum will appear on the slate of officers as the candidate for Vice President.

***Secretary***

Member Suttles was nominated by Member Jones. There were no other nominations. Member Suttles will appear on the slate of officers as the candidate for Secretary.

***Treasurer***

Member Jones was nominated by Member Brewer-Williams and Member Martin was nominated by Member Broughton. By a paper ballot vote, Member Jones received the majority of votes and will appear on the slate of officers as the candidate for Treasurer.

***Vice Secretary-Treasurer***

Member Martin was nominated by Member Broughton and Member Brewer-Williams was nominated by Member Jones. By a paper ballot vote, Member Brewer-Williams received the majority of votes and will appear on the slate of officers as the candidate for Vice Secretary-Treasurer.

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education accept the following slate of officers:

President: John Broughton  
Vice President: Britt Slocum  
Secretary: Edith Suttles  
Treasurer: Calvin Jones  
Vice Secretary-Treasurer: Fonda Brewer-Williams

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

***Correspondence***

Secretary Suttles reported correspondence was received from a parent. She will pass the letter on to the Superintendent.

***Public Comment***

None

***Student Representative Report***

None

***Board Member Comment***

New Board member, Kim Smith, thanked fellow Board members for the warm welcome and stated she looks forward to time together with them.

Member Martin welcomed Member Smith to the Board.

Member Suttles also welcomed Member Smith. She thanked the Board for the support, thoughts and prayers, cards, emails and phone calls throughout the long illness and loss of her father.

Member Slocum welcomed Member Smith to the Board.

***Board Member Comment (cont.)***

Member Jones welcomed Member Smith and offered his help at any time. He reported the 9<sup>th</sup> year at Common Ground just concluded. He thanked the families of Waverly Community Schools who participated and thanked Anne Slocum for the wonderful job she did as a volunteer.

Member Brewer-Williams welcomed Member Smith, stating she looks forward to working with her.

Member Broughton welcomed Member Smith. He thanked the Board for another shot at President and indicated he will endeavor to do well.

***Adoption of Agenda***

A motion was presented by Member Slocum and supported by Member Brewer-Williams. MOTION: The Board of Education adopt the meeting agenda as presented.

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

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

The minutes of the special meeting of June 23, 2008, the regular meeting of June 23, 2008, and the special meeting of June 30, 2008 were approved as presented.

***Designation of Date, Time, and Location of Board Meetings – Report #08-01 – For Action***

A motion was presented by Member Slocum and supported by Member Jones. MOTION: The Board of Education establish its meeting calendar as follows:

<u>2008</u>	<u>2009</u>
August 11*	January 12*
September 8	February 9
September 22+	February 23+
October 13*	March 9*
November 10	April 20*
November 24+	May 11
December 8*	May 26+^
	June 8
	June 22+

**All regular meetings will begin at 7:30 P.M. and will be held in the Administrative Center’s Board Room. Meetings held on the fourth Monday of the month will be preceded by Advisory Committee meetings beginning at 6:00 p.m.**

- \* denotes one meeting per month
- + denotes meeting preceded at 6:00 p.m. by Advisory Committee meetings
- ^ denotes Tuesday night meeting due to Memorial Day

A special organizational meeting of the Board of Education for the 2009-2010 school year will be held on Monday, July 13, 2009 at 7:30 p.m.

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

***Board Member Appointments - Report #08-02 – For Action***

A motion was presented by Member Slocum and supported by Member Jones. MOTION: The Board of Education authorize the Board of Education President to appoint Board members to the following:

Advisory Committees: Curriculum, Facility/Policy, Finance/Personnel  
MASB delegate/alternate  
MASB LRN representative/alternate  
ISOA representative/alternate  
Township Liaisons: Delta/ Lansing and Watertown/Windsor  
Parliamentarian

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

President Broughton made the following appointments:

<b>Curriculum</b>	<b>Facility/Policy</b>	<b>Finance/Personnel</b>
John Broughton	Mary Ann Martin	Fonda Brewer-Williams
Edith Suttles	Kim Smith	Calvin Jones
		Britt Slocum

**MASB Delegate:** Mary Ann Martin  
**MASB Alternate:** Britt Slocum

**MASB LRN Representative:** Calvin Jones  
**MASB LRN Alternate:** Edith Suttles

**ISOA Representative:** Mary Ann Martin  
**ISOA Alternate:** Kim Smith

**Township Liaison Delta/Lansing:** Calvin Jones  
**Township Liaison Watertown/Windsor:** Fonda Brewer-Williams

**Parliamentarian:** Mary Ann Martin

***Annual Designation of School Depositories – Report #08-03 – For Action***

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education designate the depositories for Waverly Community Schools' monies and banking transactions for the 2008-2009 school year as presented in Report #08-03.

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

***Designation of Professional Service Consultants – Attorneys – Report #08-04 – For Action***

A motion was presented by Member Suttles and supported by Member Smith. MOTION: The Board of Education approve retaining Thrun Law Firm, P.C., to address legal issues of the school district during the 2008-2009 school year.

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

***Designation of Audit Firm for 2008-2009 – Report #08-05 – For Action***

A motion was presented by Member Smith and supported by Member Jones. MOTION: The Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the district's financial records for the third year of a five-year proposal at a cost of \$20,950.

***Designation of Audit Firm for 2008-2009 – Report #08-05 – For Action (cont.)***

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

***\*\*\*Annual Designation of Authorized Signatories – Report #08-06 – For Action***

The Board of Education designated the signatories for Waverly Community Schools' monies and banking transactions for the 2008-2009 fiscal year, as presented in Report #08-06.

***\*\*\*Designation of Person to Post Meetings – Report #08-07 – For Action***

The Recording Secretary to the Board of Education was designated as the person to post meetings of the Board. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

***\*\*\*Designation of Charitable Giving Fiscal Agents – Report #08-08 – For Action***

The Board of Education selected the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2008-2009 school year.

***\*\*\*Membership Resolution – Michigan High School Athletic Association – Report #08-09 – For Action***

The Board of Education adopted the resolution to continue its membership and relationship with the Michigan High School Athletic Association for the year August 1, 2008 through July 31, 2009.

***Personnel Recommendations – Report #08-10 – For Action***

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approve the employment of Carmon McClure-Mobley, Winans Social Worker; Jeremy Tuller, High School Special Education teacher; Jeffrey Hager, Colt Special Education teacher; Mi Hye Kang, Middle School Orchestra teacher; and Ashley Beech, Elementary Music Teacher; and the retirement of Joel Van Roekel, East 6<sup>th</sup> grade teacher (29 years).

Board members thanked Mr. Van Roekel for his 29 years of service, stating he will be missed. They also welcomed new Middle School Orchestra teacher, Mi Hye Kang and expressed appreciation to her for attending the Board meeting.

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

Included in the report for information was the resignation of a Child Care Worker, extended leave of absence for a certified teacher, the transfer of two custodians to other positions, and the transfer of two special education paraprofessionals to Windemere View.

***Master Agreement Ratification – Custodians (Teamsters & Chauffeurs Union No. 580) – Report #08-11 - For Action***

A motion was presented by Member Martin and supported by Member Slocum. MOTION: The Board of Education approve the tentative agreement as negotiated between the Teamsters & Chauffeurs Union No. 580 and the Board of Education. This agreement is a 1.5% increase for the 2008-2009 school year and an off-schedule payment of .5%

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

***\*\*\*Delta Township District Library Board – Report #08-12 – For Action***

The Board of Education reappointed Marie Papciak to the Delta Township Library Board for a term beginning July 1, 2008 and ending June 30, 2012.

***Superintendent's Report***

Dr. Pillar provided an Ombudsman update to the Board. The District is currently working to secure a site near Little Panda, which is different than the building originally discussed. That site was not zoned for an educational setting. There is a slight concern about being able to begin classes at the new site. A possible option is using the Etrain room as a backup until the new site is ready. Representatives from Ombudsman will be in the District on Friday to approve this plan. Board members raised questions about the number of students enrolled in the program, the number of seats available, and keeping Ombudsman students separated from Middle School students if the Etrain Room should have to be used.

Bruce Johnson reported on the demolition of the NEC portables. He stated the fences are up, the electricity is off, and demolition should start in the next couple of days.

Dr. Pillar referred to action taken at the last Board meeting with regard to change in a bylaw. He indicated there is a bylaw that covers a bylaw change. He advised the Board to put this on hold for review by the Policy Advisory Committee.

Dr. Pillar reported there will be a picnic for incoming Kindergarten students and their families on Thursday, July 17<sup>th</sup> from 5:00 to 7:00 p.m. at Sharp Park. There will be hot dogs, family pictures, and much more. He invited Board members to come say hello to Waverly's newest Warriors.

Dr. Pillar reported work has been completed on the High School Commons area and East fascia. He encouraged Board members to take a look as such a little change has made a great difference.

Dr. Pillar announced he visited the high school principal. He is doing OK and expects to be back within several weeks.

Dr. Pillar announced the passing of Dru Hoxie, who retired from Waverly as the transportation supervisor.

Dr. Pillar reported there is still no word from the state legislature on next year's funding. The district is operating under the premise of \$50 per student for budget purposes.

***Public Comment***

None

***Other Board Business***

Member Jones recommended the Board utilize the new district library for one of its meetings sometime during the year.

Member Suttles asked if we had numbers for Schools of Choice enrollment. Mr. Johnson indicated we did not fill all available slots, but he was unable to give her an exact number.

***Adjournment***

The meeting adjourned at 8:24 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

\*\*\*Consent Agenda

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
August 11, 2008**

**Report #08-13**

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

**Subject:           Financial Recommendation**

**Recommendation:**

It is recommended the following be approved:

**Approval of Treasurer's Report:**

The General Fund Financial Report dated July 31, 2008 has been reviewed and it is recommended that the Report be approved. The cash balance as of June 30, 2008 was \$5,916,575.52. Receipts during July 2008 consist of current taxes and other revenues in the amount of \$2,437,791.79 less disbursements during July of \$2,864,120.20 left the district with a General Fund cash balance as of July 31, 2008 of \$5,490,247.11.

Budget reports for the month ended July 31, 2008 are not provided since accruals and year-end close is being conducted and the audit for 2007-08 is in process.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
August 11, 2008**

**Report #08-14**

**Subject: Personnel Summary**

**FOR ACTION**

**I. INSTRUCTION AND SUPPORT**

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Megan Helsen	HS Math Teacher	BA+0, Step 0/\$36,004	8/27/08
Aaron Shinn	HS Math/History Teacher	BA+0, Step 2/\$39,465	8/27/08

B. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Sonia Butcher	MS Spanish Teacher	Personal	7/28/08

**FOR INFORMATION**

A. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Andrea Magnotta	Child Care Assistant	Personal	7/10/08
Susan Crilley	Child Care Site Supervisor	Personal	8/8/08

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
August 11, 2008**

**Report #08-15**

**FOR ACTION**

**Subject:** Representation on the Special Education Parent Advisory Committee (PAC) to Ingham Intermediate School District (ISD).

**Recommendation:**

The Superintendent recommends the Board approve the appointment of Mrs. Tatanisha Worthey to the Ingham ISD Special Education PAC.

**Statement of Purpose/Issue:**

Appointment of a representative to the Ingham ISD Parent Advisory Committee is necessary to be in compliance with the Michigan Administrative Rules for Special Education.

**Budget Impact:**

**None**

**Background Information/Historical Perspective:**

Michigan Administrative Rules for Special Education require that Ingham ISD shall establish a Special Education PAC with representation from each of constituent local school district. The parent representative must have a child with a disability who is currently enrolled in the district's special education programs or services. The PAC provides advisory input on any matters the ISD deems appropriate to areas of special education within the ISD. This includes a review and participation in the development of the ISD Plan for the Delivery of Special Education Programs and Services as required by the Michigan Department of Education.

Waverly Community Schools has been well represented on this committee by parents of students with disabilities. The term of this representative is three years with the option of two consecutive terms. It is common to have to find new representation as parents serve out their term, move out of the district, or their students complete their education program.

**Discussion of Options/Alternatives:**

The Board of Education could select another parent of a student with a disability to serve on the PAC.

**Rationale for Recommendation:**

Mrs. Tatanisha Worthey is a parent of two students with disabilities, a resident of the Waverly Community Schools, and is very interested in participating on the PAC.

**Goal Area Addressed:** New programs will not be accepted unless they are consistent with the strategic plan, benefits clearly exceed costs, and provisions are made for staff development and timely program evaluation.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
August 11, 2008**

**FOR INFORMATION\*\*\***

**Subject:           Extended Field Trips**

**Extended Field Proposal**

LuAnn Stuibel, 8<sup>th</sup> grade science teacher, has planned an extended field trip to Orlando, Florida for 8<sup>th</sup> grade science students. Major places to be visited are Disney's Animal Kingdom, Magic Kingdom, Hollywood Studios, EPCOT, and Kennedy Space Center. Concepts discussed during the seminars directly correlate with the Middle School science curriculum. The programs offer hands-on opportunities using these concepts in the real world. Students will gain a deeper understanding of the objectives taught in middle school science. They will also grow in the areas of social and personal responsibility as a result of traveling without their parent/guardian. The departure date is March 4<sup>th</sup>, with a return date of March 8<sup>th</sup>. Approximately 60-80 students, two or three parents/guardians, and teachers LuAnn Stuibel, David Pike, Debbie Quinn or Barbara Tate will travel by air from Detroit to Orlando. The estimated cost per student is \$1,139, with individual families being responsible for payment of the trip. Numerous fundraising opportunities will be made available throughout the year to help defray the cost of the trip. Students will be away from the traditional classroom setting two-three days.

**Strategic Plan Reference:** *Strategy #1: Curriculum, Instruction & Assessment: We will continue our efforts to provide instruction and assessment that will prepare our students to meet or exceed state standards on all areas tested and demonstrate Waverly Essential Skills.*