

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held June 15, 2020, beginning at 6:30 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 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
- VIII. Presentation of Reports
- IX. Personnel & Policy
- X. \*\*\*Recommendation to approve Report #19-60, Personnel Recommendations
- XI. Finance & Facilities
- XII. \*\*\*Recommendation to approve - Report #19-61, Finance Report
- XIII. Recommendation to approve - Report #19-62, 2020-21 Budget Resolutions
- XIV. \*\*\*Recommendation to approve Report #19-63, Certification of Summer Tax Levy
- XV. Superintendent's Report
- XVI. Public Comment - Open Comment for District related items
- XVII. Other Board Business
- XVIII. Adjournment
- XIX. \*\*\* Denotes Consent Agenda

**Waverly Community Schools Board of Education  
Resolution Condemning Racism and Affirming the District's Commitment  
to an Equitable and Inclusive School Environment for All**

WHEREAS, members of the Waverly Community Schools Board of Education, as well as Waverly Community Schools staff, are outraged and saddened by recent racist events that demonstrate injustice and inequity in our country.

WHEREAS, racism and hate have no place in our schools and our society.

WHEREAS, we must not be silent. We must act to disrupt and dismantle the systemic racism that harms the Black community and other historically marginalized groups. These are our students, staff members, friends, family, and neighbors.

WHEREAS, we must listen to and learn from our community. We must believe their experiences as they see them and seek with empathy to understand their challenges.

WHEREAS, we must, together, create and nurture an anti-racist learning environment in which every child is respected, accepted, and valued for who they are. We must be willing to lean into discomfort as we acknowledge, address, and prevent racial bias that occurs as a result of our district policies, practices, and actions.

THEREFORE, BE IT RESOLVED that we, members of the Waverly Community Schools, are committed to partnering with our community to build inclusive learning environments in which every student, staff member, parent or guardian, and community member is treated with dignity and respect. We are committed to making sure that each individual – regardless of individual characteristics and identities - has access to, can meaningfully participate in, and make progress in high-quality learning experiences that result in empowerment and academic success.

To this end, we will:

- Continue our work with the Midwest and Plains Equity Assistance Center to support and guide our district equity planning. We will expand our equity team to include more voices, and we will support the action plans they develop.
- Establish equity teams for each school to review and makes changes to the policies, processes, and practices that have disadvantaged groups of students who have been historically marginalized. These teams will include students, parents, and other stakeholders.
- Continue to use Restorative Practices as an alternative to suspension and other exclusionary consequences, which our data has shown to be disproportionately applied to Black and brown students.
- Take intentional steps to hire more Black teachers and staff. Research indicates that Black students who have at least one Black teacher are more likely to stay in school and go to college.
- Create and implement social and emotional lessons for grades K-12 that give students the skills necessary to combat racism in their lives. The lessons will explicitly reference race when appropriate, and skills will include empathy, conflict resolution, having difficult conversations, choosing the right words, among others.

- Examine and make decisions about curriculum through the lenses of equity, racial diversity, and inclusivity. We will ensure that Black and brown people are represented within our curriculum. We will invite students, families, and community members to share their concerns about our current curriculum, and we will listen openly and honestly as we work to make improvements.
- Provide professional learning opportunities and resources for our staff on topics such as power, privilege, implicit bias, and microaggressions.
- Be open to dialogue about systemic racism and its effects on our district.

# Minutes of Regular Meeting

## The Board of Trustees Waverly Community Schools

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### *Opening of Meeting*

The Regular meeting of the Waverly Community Schools Board of Education was held Monday, May 18, 2020, online via Zoom. 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: Dr. Lara Slee, Director of Teaching & Learning.

Members Present: Mrs. Mary Ann Martin, President  
Mrs. Amy Krause, Secretary  
Mrs. Alicia Guevara Warren, Trustee  
Mr. Chris Beasley, Trustee  
Mrs. Holly Nester, Vice President (arrived late)  
Mrs. Rhonda Sosnowski, Treasurer

Members Absent: Mrs. Melissa Sherry, Vice Secretary-Treasurer

Staff Present: Mrs. Kelly Blake, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mrs. Tiffany Wright, Director of Spec. Education  
Dr. Lara Slee, Director of Teaching & Learning  
Mrs. Susan Friend, Director of Human Resources  
Mrs. Patty Roost, Secretary  
Chris Huff, WHS Principal  
Vickie Tisdale, Waverly East Principal  
Molly Francis, Elmwood Elementary Principal  
Shawn Talifarro, Colt ECEC Principal  
Angie Moore, ELMS

Others Present: Michael X  
Gwen Pettit

### *Correspondence:*

Member Krause reported that there was none.

### *Public Comment for Agenda items only:*

None

***Board Member Comment:***

Member Sosnowski: I would like the cabinet to consider exploring an incentive for other union employees like the one for WEA for early retirement. Just want to thank those that were out passing out food today at the WHS. These poor people were poured on.

Member Beasley: Like to thank everyone not just for the food, but all of the time and effort put in this and getting learning out to the kids and staying positive and focused through these challenging times.

Member Krause: Thank you to everybody for their hard work and getting all of that food out today also.

Member Guevara Warren: Super appreciative of everyone in the district for all of the hard work right now, between the food and all of the locker cleanouts and pick up of all of that and the coordinating and the learning.

Member Martin: So impressed with all of the efforts district wide. I got on zoom for an ISOA meeting last week and one of the things that stood out to me was that the Superintendent of the ISD announced that between the 12 districts in the ISD we have collectively handed out over a million meals. It is just incredible. I really appreciate each of you being here this evening, and we will get through this.

***Adoption of Agenda***

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

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

Motion passed. VOTE: AYES – 5; NAYS – 0; Absent - 2

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

The minutes of the regular meeting on April 20, 2020 and the special meeting on May 4, 2020 were approved as presented.

***\*\*\*Personnel Report #19-53 – For Action***

The Board of Education approved the following:

**Termination of:**

Non-Certified: Gayle Garza, Food Service – WMS – Effective 4/30/2020

Christina Goedert, Food Service – WHS – Effective 4/30/2020

**Retirement of:**

Non-Certified: Patricia Roost, Admin. Asst. to the Superintendent and B.O.E. – Admin. Center - Effective 6/30/2020

**Return from Leave:**

Non-Certified: Angie Moore, ELMS – Effective 8/1/2020

**Leave of Absence:**

Non-Certified: Paul Phillips, Parapro – Elmwood – Effective 8/1/2020 – 1/30/2021  
Ivy Morey, Parapro – Elmwood – Effective 1/1/2021 – 4/30/2021

**Tenure for the following teachers:**

David Schmidt, Joseph Szombati, Sarah Potter, Ryan Houthoofd, Scott Brooks, Suzanne Ziel, Lisa Rodriguez and Jeremy Tuller. All Effective 6/30/2020

Reports:

**Tentative Agreement for Teamsters Local 243 for 1 year. Report #19-54**

A Motion was made by Member Sosnowski and supported by Member Beasley that the Board of Education approve the contract as written.

Discussion: Thank you to Evan and Susan. They finished this contract at a cost of \$26,289. All members will get a one-time payment of \$500 and a change in their PA152 contributions. Yes, this is only a one-year contract because of the Covid-19 situation.

Vote Ayes - 5; Nays – 0; Absent – 2  
Motion passed.

**Tentative Agreement for WESPA – for 1 year. Report #19-55**

A motion was made by Member Sosnowski and supported by Member Beasley that the Board of Education approve the contract as written.

Discussion: Thank you to Evan and Susan. Again, this is a 1-year contract because of the Covid-19 situation. Cost to the district is \$112,000, of which \$61,900 will come from the General Fund and \$50,100 will come from the Food Service Budget.

WESPA Members will all receive a one-time payment of \$500, and FS1 & FS2 will see an hourly wage increase due to increased responsibilities.

Vote Ayes – 6; Nays – 0; Absent – 1  
Motion passed.

**Adjustment of Policy #6220 – Fund Balance – Report #19-56**

A motion was made by Member Krause and supported by Member Guevara Warren to approve the report.

Discussion: Superintendent Blake read the change that needs to be made to this Policy. State Statute is 5% and when we adopted the Policy we chose 10%. This is being changed to help us navigate our way through this budget crisis.

Member Nester asked – How much might we have to take from our Fund balance? Evan Nuffer answered – Worst case scenario based on recent revenue estimating conference is possible for \$650 - \$700 per pupil, which would be about 2 million out of our Fund balance this year.

President Martin asked – What percent would that put us at? Evan Nuffer answered – it would leave us at about 6%.

Member Sosnowski asked – We can't go under 5 correct? Evan answered – Not entirely accurate. The 5% triggers early warning – which requires additional reporting and monitoring, we can't be a deficit district so we can't fall below 0. The 5% is just a signal that you better have a plan to recover.

Superintendent Blake commented that we were initially given an estimate of 1 million but then Evan got this information that it would be 2 million which makes it much more grim. And it will be an additional 2 million for next year.

President Martin remarked that in all of her time on the BOE that would be the lowest fund balance we have ever had. I know we have to do this so I will support it even though it sounds pretty dire.

Vote: Aays – 6; Nays – 0; Absent – 1  
Motion passed.

**Tech Bond - Technology Equipment Purchase – Report #19-58**

A motion was made by Member Beasley and supported by Member Nester to approve this report.

Discussion: Purchase of devices from Sehi Computer Products that we need for replacements. Some of which have been loaned out to students presently working from home.

Member Martin – When we were passing these out to students to use at home, I felt better knowing that many of these are to be replaced by this bond.

Vote: Aays – 6; Nays – 0; Absent – 1  
Motion passed.

**Resolution to approve the I.S.D. Budget for 2020-21 – Report #19-59**

A motion was made by Member Krause and supported by Member Guevara Warren to approve this resolution.

Vote: Aays – 6; Nays – 0; Absent – 1  
Motion passed.

**Superintendent's Report:**

Evan continues to monitor his sources for additional budget information for our planning.

I have attended zoom meetings for all 6 buildings staff meetings. I wanted to be there for the staff when they had questions like why things are being done and let them know the answers behind the decisions that are being made, and the significant impacts to our budget. I will continue to keep the BOE updated as this progress.

Food Service has filed the application to provide some meals this summer. The current school food service will go through Monday, June 29<sup>th</sup> and will be on Wednesday the week of Memorial Day – 5/27/2020.

Students engaging in online learning – The younger students are engaging more than the H.S. students in online learning. Elementary – K-4 students have been using google meets and 60-70% are participating. WMS engagement is about 60% for meetings and 65% for finishing up work. WHS students are only participating at about 24% in zoom meetings. High School students know that whatever their grade was on March 13<sup>th</sup>, if they were passing – they are going to pass the class. If online learning continues into next year there will have to be some more mandatory components.

Member Sosnowski asked – Are the teachers getting ahold of the kids that aren't participating to make sure they are ok?

Chris Huff mentioned that behind the scenes; teachers, parapro's, office staff & counselors are making phone calls checking on students. Chris also gave kudos to parents that are managing any home schooling, it isn't easy, especially when you are working parents, having a home life and trying to educate your own children.

Member Sosnowski mentioned that she is worried about kids who are depressed because of not seeing their friends, etc.....

WHS Graduation – This has been difficult to figure out and people are getting impatient. We are talking about using WHS Stadium for graduation on Aug. 22<sup>nd</sup>, or in case of rain or better social distancing, we can have a student and their parents in the Auditorium 1 family at a time to have the student walk across the stage. Once this is decided a letter will go out to senior families.

Superintendent Blake acknowledged several teachers that have achieved tenure. See H.R. Report for list of teachers. She also announced the retirement of her Admin. Asst. Patty Roost on June 30<sup>th</sup>.

There will be a Zoom meeting on May 26<sup>th</sup> at 4:00 p.m. for B.O.E. Members - as a Prof. Development Mtg. with the Architects, working on the Construction Bond ideas for 2021. The link is posted on our website in the District news section.

Negotiations on the school calendar for next year are scheduled for this week.

Administrators contract is up June 30<sup>th</sup> and still needs to be negotiated.

Superintendent Blake mentioned that she is having a medical procedure on June 4<sup>th</sup>. Susan Friend will be on call for June 4<sup>th</sup> and 5<sup>th</sup>, but Superintendent Blake thinks she will be good for zoom meetings, phone calls and such after that from her couch.

Dr. Lara Slee spoke up and that they have been working behind the scenes looking at different possible scenarios for next year and the direction we are heading. Students and Staff are our 1<sup>st</sup> priority.

***Public Comment*** - None

***Other Board Business*** – Member Sosnowski appreciates everything staff has been doing. Glad that our cabinet has been listening to the recommendations from the CDC about things associated with Covid-19.

Superintendent Blake had one additional item. Susan Friend sent out an email to WEA regarding retirement incentive bonus. The date has been extended from Jan. 30<sup>th</sup> to May 22<sup>nd</sup>. This also involves job sharing. After May 22<sup>nd</sup> we will meet and go over staffing and see if we need to make any layoffs. Superintendent Blake told the BOE that she will keep them updated as things progress.

Adjournment at: 7:12 PM

\*\*\*Denotes Consent Agenda

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Krause".

Amy Krause, Secretary

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
June 15, 2020  
Report #19-60**

**Subject: Personnel Report\***

**A. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lauren Luzbetak	Speech & Language Path East	MA+15/Step 2 \$45,928	08/24/2020

**B. Resignation – Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Eric Strommer	Middle School Science Teacher	Personal	6/06/2020

**C. Resignation – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Bridget Kelly	High School Para-Educator	Personal	06/08/2020
Ronisha Kidd	Elmwood Head Secretary	Personal	06/19/2020

**D. Transfer – Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Joe Szombati	High School Health/PE Teacher	MS Health, HS Health/PE Teacher	08/24/2020
Randy Cusack	High School Special Education Teacher	Winans Special Ed Teacher	08/24/2020
Stacy VanNorman	5 <sup>th</sup> Grade Teacher East Intermediate	6 <sup>th</sup> Grade Teacher East Inter.	08/24/2020
Cheryl Frank	Middle School STEAM Teacher	MS STEAM/East PE Teacher	08/24/2020
Nate Beckholt	East, MS PE Teacher	Middle School PE Teacher	08/24/2020
Zachary Marshall	High School Math Teacher	Middle School Math Teacher	08/24/2020
Sam Sicilia	High School	Middle School English Teacher	08/24/2020
Natalie Queen	High School PE Teacher	High School Special Ed Teacher	08/24/2020
Mary Diedrich	Colt Speech & Language Path	High School Speech & Lang Path	08/24/2020
Pat Albright	East Reading Support Teacher	Colt, Winans Art Teacher	08/24/2020
Robert Herzing	High School English Teacher	Middle School English Teacher	08/24/2020

**E. Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Colleen Weinfeld	High School Media Specialist	HS Counseling Secretary	08/24/2020
Michelle Smethurst	High School Counseling Secretary	Elmwood Head Secretary	08/24/2020
Lois English	Library Media Specialist Winans/MS	HS Attendance Secretary	08/24/2020
Shanice Moore	Winans Para Educator	East Para Educator	08/24/2020
Mitzi Muysenberg	Winans Para Educator	East 1:1 Para Educator	08/24/2020
Najeema Thomas	Winans Para Educator	MS EI/Resource Para Educator	08/24/2020
Laurie Wallace	Winans Instructional Para Educator	Winans Classroom Para Educator	08/24/2020
Brenda Reetz	Colt Para Educator	Winans ASD Room Para Educator	08/24/2020

**Transfer Non-Certified Continued**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Angie Moore	Elmwood Ele Library Media Specialist	Elm/Colt/WMS Media Specialist	8/24/2020
Melissa Chittenden	Colt Instructional Para Educator	Colt Special Ed Para Educator	8/24/2020
Mary Lunetta	ELL Para Educator	Colt Instructional Para Educator	8/24/2020
Andrea Almaguer-Ortega	Colt Para Educator	High School Spec Ed Para Educator	8/24/2020
Heather Daggett	HS Blended Learning Ed Para Educator	High School Spec Ed Para Educator	8/24/2020

**F. Retirement – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Janet Roe	Media Specialist East Intermediate	Personal	06/05/2020
Keenan Lewis	Custodian Colt, HS, MS	Personal	07/23/2020

**G. Employee Layoff**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Breanna Hill	Social Studies Teacher	High School	06/08/2020
Rick Dethlefsen	Para-Educator	East Intermediate	06/08/2020
Amari Glaspie	Part Time Secretary	Winans	06/08/2020
Vanessa Scruggs	Attendance Secretary	High School	06/08/2020
Rhonda Snook	Para Educator	Colt	06/08/2020
Shelby Zick	Para Educator	Colt	06/08/2020
Kaylie Clark	Para Educator	Middle School	06/08/2020
James Clyde	Para Educator	High School	06/08/2020

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 15, 2020  
Report #19-61**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of April 30, 2020 was \$5,387,574.12. Receipts during May, consisting of State Aid, property taxes, and other revenues in the amount of \$2,692,543.28 minus disbursements during May of \$2,876,574.91, left the district with a General Fund cash balance, as of May 31, 2020, of \$5,203,542.49, 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 \$721,092. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2019-20 Student Activity Fund revenues exceed expenditures by \$24,957. 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 \$126,938. 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 \$86,696. 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 \$60,348 of accrued interest and proceeds from the sale of surplus equipment, is \$238,358. A summary of life to date activity is included in the supporting documentation

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 15, 2020  
Report #19-62**

**FOR ACTION**

**Subject:**

Waverly Community Schools 2020-21 Budget Resolutions

**Recommendation:**

The Superintendent recommends the Board of Education approve the following resolutions:

The 2020-21 General Fund Resolution with revenues of \$34,601,623 and expenditures of \$35,484,124

The 2020-21 Debt Retirement Fund Resolution with revenues of \$5,579,373 and expenditures of \$5,866,405

The 2020-21 Special Revenue Funds Resolution with revenues of \$2,530,637 and expenditures of \$2,527,134

The 2020-21 Sinking Fund Resolution with revenues of \$855,996 and expenditures of \$217,416

**Statement of Purpose:**

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

**Budget Impact:**

The projected General Fund balance as of June 30, 2021 will be \$3,479,500, or 9.8% of current year operating expenditures.

The projected Debt Retirement Fund balance as of June 30, 2021 will be \$714,811, or 12.2% of current year debt retirement.

The projected Community Services Fund balance as of June 30, 2021 will be \$29,770, or 5.5% of current year operating expenditures.

The projected Student Activity Fund balance as of June 30, 2021 will be \$208,541.

The projected Food Service Fund balance as of June 30, 2021 will be \$309,927, or 18.4% of current year operating expenditures.

The projected Sinking Fund balance as of June 30, 2021 will be \$1,411,567

**Historical Perspective:**

School districts are required to adopt their 2020-21 budget(s) by June 30, 2020 for the fiscal year beginning July 1, 2020. The State of Michigan has not yet passed a budget for the School Aid Fund.

**Discussion of Options:**

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

**Rationale for Recommendation:**

The Board of Education has the responsibility of reviewing the budget presented, holding a public hearing, modifying it as necessary, and approving it for implementation prior to the beginning of the fiscal year. (MCL 141.434)

**Strategic Plan Reference:**

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JUNE 15, 2020**

**Report #19-63**

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

**Subject:**

Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township

**Recommendation:**

The Superintendent recommends the Board of Education adopt the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting. A copy of the certification (L-4029) is included in the support materials.

**Statement of Purpose:**

To certify the tax levy, allowing local taxing units to collect summer taxes for the district.

**Budget Impact:**

If the certification of tax levy is not adopted, taxing units will not collect summer taxes for the school district.

**Historical Perspective:**

Section 380.1213 of Michigan School Code provides that the Secretary of the Board of Education file a certified copy of a resolution adopted by the Board, stating the number of mills to be levied on taxable properties within the school district. This certification is to be filed with the appropriate township(s) and city clerk(s).

A breakdown of the summer tax levy is as follows:

<u>Operating</u>	<u>Rate</u>	<u>Expires</u>
All – Voted (Hold Harmless)	2.0882	December 31, 2022
Commercial Personal – Voted	5.0855	December 31, 2022
Non-Home – Voted	6.9091	December 31, 2022
 <u>2013 Building and Site Debt</u>		
All	1.7250	December 31, 2022
 <u>2016 Building and Site Debt</u>		
All	1.1250	December 31, 2022
 <u>2019 Building and Site Debt</u>		
All	0.3500	December 31, 2022
 <u>2016 Sinking Fund</u>		
All	0.5000	December 31, 2025

The summer levy for the City of Lansing, Lansing Township and Delta Township is based upon fifty percent (50%) of the total levy.

**Discussion of Options:**

The Board may adopt the recommendation as presented, reject the recommendation or could reduce the amount of any of the above levies. Any reduction in tax levy will result in the loss of revenue for the District.

**Strategic Plan Reference:**

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