

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 September 20, 2021, 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. Correspondence
- III. Public Comment for Agenda Items
- IV. Superintendent's Report
- V. Board Member Comment
- VI. Approval of Agenda and Acceptance of all Reports

Recommendation: *To request a motion to approve the September 20, 2021 agenda as presented and accept all reports into discussion.*

- VII. Approval of Consent Agenda Items
 - A. Items listed below may be approved with one motion unless a board member requests that an item or items be removed for separate action.
 1. Regular Meeting Minutes - August 16, 2021 3
Report #21-19, Human Resources Personnel Recommendations
Report #21-20, Finance Report
Report #21-21, Official Building Name Change

Recommendation: *To request a motion to approve the consent agenda as presented.*

- VIII. Presentation of Reports
 - A. Finance & Facilities

1. For Action - Report #21-22, Certification of Winter Tax Levy 19

Recommendation: *To adopt the revised winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township, Certification L-4029, as presented.*

2. Finance Committee Meeting Update

- IX. Public Comment - Open Comment for District related items
X. Other Board Business
XI. Closed Session for the purpose of discussing the Emergency Operations Plan (EOP)
XII. District Emergency Operations Plan 25

Recommendation: *To approve the District Emergency Operations Plan as presented.*

- XIII. Adjournment

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, August 16, 2021 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917. Board President Mary Ann Martin called the meeting to order at 6:30 PM and the pledge to the flag was led by Interim Teaching and Learning Director Chris Huff.

Members Present: Mary Ann Martin
Rhonda Sosnowski
Tamia McClain
Christopher Beasley
Alicia Guevara Warren
Holly Nester

Members Absent: Amy Krause

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance
Chris Huff, Interim Director of Teaching & Learning
Matt Corliss, Director of Human Resources
Tiffany Wright, Director of Student Services
Ann Marie Lindsay
Shawn Lewis
Mary Whittet

Correspondence:

None

Public Comment:

Kris Kuerbitz, Sales Representative for MicroCare Corporation, gave an overview of a new product she would like Waverly to review for potential use.

David Bremer, community and grandparent of a Waverly student, voiced concern regarding the mask mandate for students. Superintendent requested Mr. Bremer to contact her office to discuss further.

Board Member Comment:

Member Sosnowski congratulated Chris Huff on his new Interim Director of Teaching & Learning role at Waverly.

Member Beasley congratulated Chris Huff on his new Interim Director of Teaching & Learning role at Waverly.

Member Guevara Warren congratulated Chris Huff on his new Interim Director of Teaching & Learning role at Waverly and wished all staff a great start to the 2021-22 school year.

Member Nester congratulated Chris Huff on his new Interim Director of Teaching & Learning role at Waverly and is excited for the 2021-22 school year to start.

Member McClain congratulated Chris Huff on his new role at Waverly and offered any support he may need.

President Martin congratulated Chris Huff on his new Interim Director of Teaching & Learning role at Waverly and all other interim assignments in the 2021-22 school year. President Martin stated she is excited for the new school year to start and supports a safe and healthy environment for our returning students.

Adoption of Agenda, and Acceptance of Reports

A motion was presented by Member McClain and supported by Members Guevara Warren and Sosnowski to adopt the July 19, 2021 agenda as presented and accept all reports.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 - Member Krause

Approval Consent Agenda

A motion was presented by Member McClain and supported by Member Guevara Warren to approve the consent agenda as presented.

1. Regular Meeting Minutes – July 19, 2021
2. Report #21-14, Human Resources Personnel Report
3. Report #21-15, Finance Report – July 2021

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 - Member Krause

For Action – Report #21-16, Certification of Winter Tax Levy

A motion was presented by Member Nester and supported by Member Sosnowski to approve Report #21-16, the Certification of the Winter Tax Levy.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 - Member Krause

For Action – Report #21-17, Technology Equipment Purchase

A motion was presented by Member Sosnowski and supported by Member Beasley to approve Report #21-17, the purchase of technology equipment from Presidio, in accordance with Board Policy 6320 (Purchasing)

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 - Member Krause

For Action – Report #21-18, Purchase of Connect4Learning PreK Curriculum

A motion was presented by Member Guevara Warren and supported by Member Beasley to approve Report #21-18, to adopt and purchase the Connect4Learning curriculum for the PreK program at Colt ECEC.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 - Member Krause

Superintendent's Report

Superintendent Blake:

- The Waverly COVID-19 dashboard still active and being updated by HR Director, Matt Corliss.
- The Reconfirmation Learning Plan no longer needed and has been discontinued.
- Masks will be required to be worn in all buildings at this time but that status will be re-evaluated each month. Waverly Community Schools is following the recommendations of two different health departments and our first priority is staff and student safety.
- Mrs. Blake welcomed Chris Huff to his new role as Interim Teaching & Learning Director.
- Mrs. Blake thanked Tony Terranova and Susan Friend for taking over new roles of Interim HS Principal and Interim Assistant HS Principal respectively.
- The district Welcome Back Celebration will be held via Zoom.
- Sinking fund construction is ongoing throughout the district.
- The newly formed Bond Committee consists of Members Alicia Guevara Warren, Tamia McClain and Mary Ann Martin.

- New Teacher Orientation and Special Education Teacher Training are scheduled the week of August 16th.
- Member Krause requested documentation she provided regarding mask usage be distributed to all Board Members.
- William “Clint” Balzer is the new Custodial Supervisor for the district.
- Each building has their own COVID safety mitigation plan based on the logistics of the buildings.
- The district is still hiring new staff due to recent current staff resignations. There is a teacher shortage and we are struggling to find staff.

Public Comment – Open Comment for District Issues

None

Other Board Business:

Member Sosnowski stated she was glad that new staff will a bus tour of Waverly boundaries and feels it is important for all staff to know the various demographics that make up Waverly Community Schools.

Adjournment at: 7:17 PM

Respectfully submitted,

Tamia McClain, Vice Secretary/Treasurer
aml

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 20, 2021

Report #21-19

Subject: Personnel Report

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Carlos Salais	Science Teacher	Middle School	BA Step 8/\$56,674	8/24/2021
Sara Vogel	3 rd Grade Teacher	Elmwood	MA+30 Step 6.5/\$61,522	8/24/2021
Ashley Hill	Spec Ed Teacher	High School	MA+45 Step 4.5/\$56,530	8/24/2021
Tom Wagner	1 st Grade Teacher	Winans	BA Step 8.5/\$58,166	8/24/2021
Elia Meekhoff	Gr. 7-12 Choir Teacher	MS & HS	BA Step 2.5/\$42,585	8/31/2021
Cheyenne Peters	Alt Ed Math Teacher	HS	MA Step 5/\$52,272	9/13/2021
Nicole Sunderlin	Special Ed Teacher	East	BA Step 2/\$41,493	9/20/2021
Sydney Goerge	Occupational Ther	District	MA Step 2.5/\$45,512	9/20/2021
Ann Coe	Counselor	Middle School	MA+30 Step 10/\$75,127	9/27/2021

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Scott Peabody	Class C Custodian	High School	\$14.31/hr	8/26/2021
Jennifer Shaull	Class C Custodian	High School	\$14.31/hr	8/23/2021
Aundreyan Robert	Behavior Para Educator	High School	\$17.58/hr	8/24/2021
Shari McCarthy	Para Educator	Middle School	\$18.32/hr	8/24/2021
Crystal Schafer	Food Service	High School	\$12.51/hr	8/24/2021
Julie Day	FS Lunch Aide	Winans	\$12.51/hr	8/30/2021
Marti Mailand	FS Lunch Aide	Colt	\$12.51/hr	8/30/2021
Diane Smith	Food Service Worker	High School	\$12.51/hr	8/30/2021
Breana Carter	Spec Ed Para Educator	Middle School	\$15.88/hr	9/01/2021
Ryen Reynolds	FS Lunch Aide	East	\$12.51/hr	9/07/2021
Marissa VanWormer	FS Lunch Aide	East	\$12.51/hr	9/07/2021
Kaylie Clark	Behavior Para Educator	District	\$17.58/hr	9/13/2021
Dustin Sear	Class C Custodian	HS, MS & Colt	\$14.31/hr	9/15/2021
Crystal Robinson	Food Service Worker	Middle School	\$12.51/Hr	9/07/2021

C. Retirement – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Years of Service</u>	<u>Effective</u>
Bill Shelton	Bus Driver	15	8/19/2021

D. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Julie Garza	Food Service Worker	Food Service Substitute	6/11/2021

E. Termination – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Ann Mutty	Food Service	Middle School	8/21/2021
Corinthia Conner	Food Service	Elmwood	9/9/2021

F. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Randy Cusak	IRR Teacher	High School	Personal	8/24/2021
Danielle Fuller	Spec Ed Teacher	East	Personal	8/24/2021
Jessica Poke	School Social Worker	Middle School	Personal	8/20/2021
Wallace Woodman	Spec Ed Teacher	High School	Personal	8/17/2021
Kerry Rogers	Teacher	Winans Ele	Personal	8/17/2021

G. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Rosa Contreras	Para Educator	Elmwood	Personal	8/24/2021
Rebecca Renfro	Para Educator	Middle School	Personal	8/17/2021

H. Tenure

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Stephanie Brokstad	Counselor	High School	6/30/2021
Nicole Hall	3 rd Grade Teacher	Elmwood	6/30/2021
Nick Sauve	Technology Teacher	Colt & Elmwood	6/30/2021
Angela Cheritt	5 th Grade Teacher	East	6/30/2021
Michelle Wanbaugh	Kindergarten Teacher	Colt	6/30/2021
Nealie Holmes	Kindergarten Teacher	Colt	6/30/2021
Jacklyn Paris	1 st Grade Teacher	Elmwood	6/30/2021
Heather Salais	Spec Ed Teacher	Middle School	6/30/2021

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 20, 2021**

Report #21-20

FOR ACTION***

Subject:

Finance Report

Recommendation:

The Superintendent recommends the Board of Education review and approve the following report:

Financial Report:

The cash balance as of July 31, 2021 was \$6,626,365.46. Receipts during August, consisting of State Aid, property taxes, and other revenues in the amount of \$3,164,710.51 minus disbursements during August of \$3,208,038.92, left the district with a General Fund cash balance, as of August 31, 2021, of \$6,583,037.05, including \$1,500,000.00 from the issuance of a State Aid Note.

2021-22 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$2,126,371. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2021-22 Student Activity Fund revenues exceed expenditures by \$14,769. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2021-22 Sinking Fund revenues exceed expenditures by \$59,206. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2021-22 Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$292,855. 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 \$60,565 of accrued interest and proceeds from the sale of surplus equipment, is \$4,873. A summary of life to date activity is included in the supporting documentation

The balance of the 2021 Building and Site, Series IV Bonds remaining to be allocated, including \$185 of accrued interest, is \$881,755. A summary of life to date activity is included in the supporting documentation

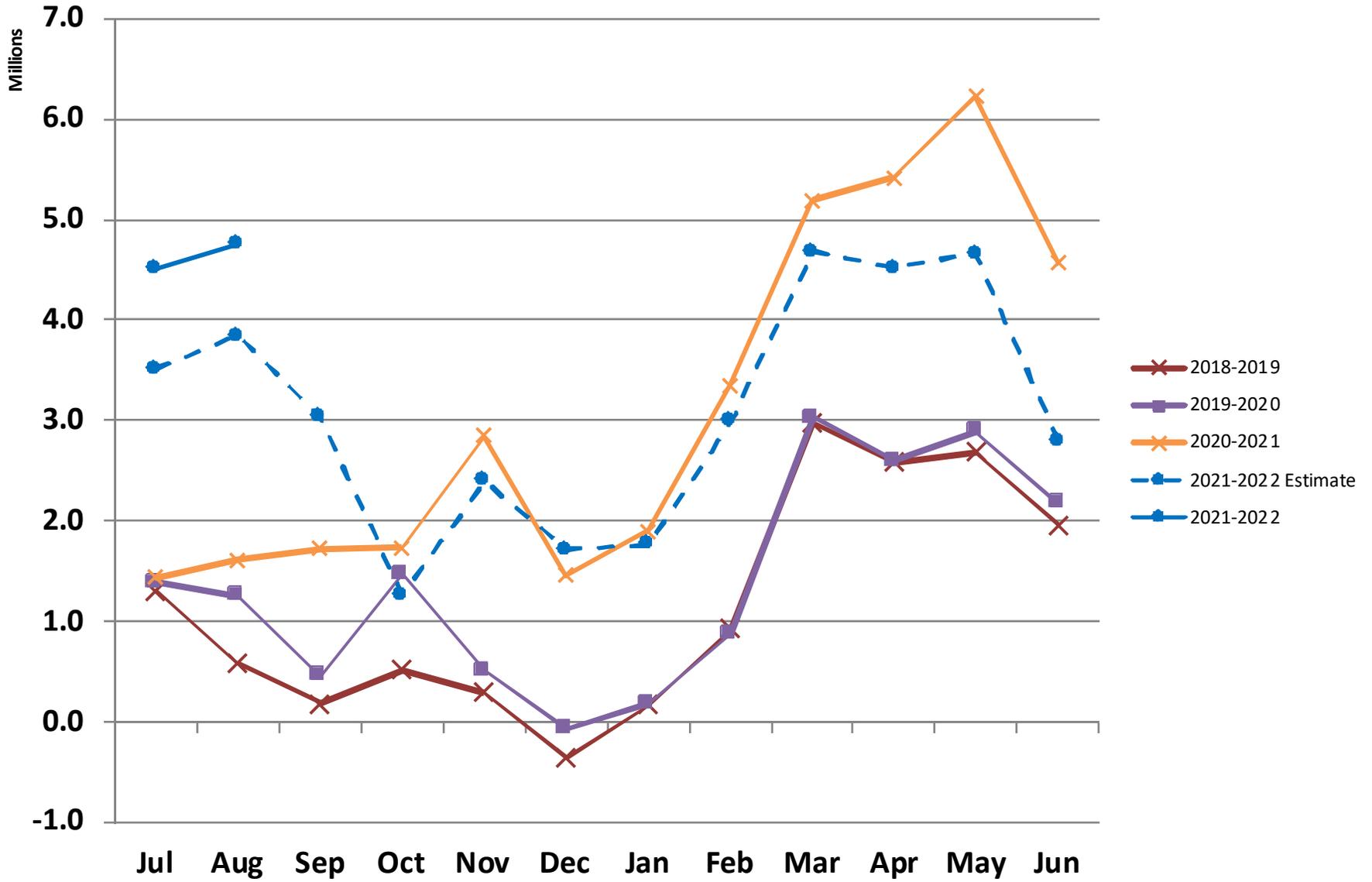
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended August 31, 2021

Balance on Hand July 31, 2021	6,626,365.46
Revenues	
State Aid	2,167,628.07
Taxes	456,871.69
Other Revenue	540,210.75
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>3,164,710.51</u>
Disbursements	
Payroll and Related Liabilities	(2,503,665.90)
Other Expenditures	(698,847.18)
State Aid Repayment	-
	<u>(3,202,513.08)</u>
Prior Month Adjustments During August 2021	(5,525.84)
Balance on Hand August 31, 2021	<u><u>6,583,037.05</u></u>
PNC Bank - General	6,452,313.37
MILAF	7,837.98
PNC Bank - Payroll	122,885.70
Comerica - Checking	-
	<u><u>6,583,037.05</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2021

	Revised Budget	Original Budget	Actual	Over (Under) Budget	% Available
Revenue					
Local sources	10,037,007	10,037,007	641,817	(9,395,190)	93.6%
State sources	22,834,724	22,644,265	(8,116)	(22,652,381)	100.0%
Federal sources	2,330,239	2,330,239	8,116	(2,322,123)	99.7%
Intergovernmental	3,512,224	3,512,224	5,743	(3,506,481)	99.8%
Transfers In	90,000	90,000	-	(90,000)	100.0%
Total revenue	38,804,194	38,613,735	647,560	(37,966,175)	97.8%
Expenditures					
Current:					
Instruction:					
Basic program	15,764,832	16,021,254	751,683	(15,269,571)	95.3%
Added needs	6,297,601	6,470,790	294,951	(6,175,840)	95.4%
Total instruction	22,062,433	22,492,044	1,046,634	(21,445,410)	95.3%
Support Services:					
Pupil	4,464,335	4,189,394	195,150	(3,994,244)	95.3%
Instructional staff	2,394,519	2,206,836	230,841	(1,975,995)	89.5%
General administration	386,092	379,147	106,210	(272,937)	72.0%
School administration	2,488,185	2,530,852	412,781	(2,118,070)	83.7%
Business	548,681	551,640	76,451	(475,189)	86.1%
Operations and maintenance	3,720,575	3,806,430	427,312	(3,379,118)	88.8%
Pupil transportation services	1,187,722	1,214,289	81,711	(1,132,578)	93.3%
Central	622,338	595,995	107,158	(488,837)	82.0%
Other	92,060	70,216	17,095	(53,121)	75.7%
Total support services	15,904,506	15,544,798	1,654,708	(13,890,089)	89.4%
Athletics	707,910	669,863	52,083	(617,780)	92.2%
Community services	-	-	-	-	0.0%
Non Publics	10,304	10,304	-	(10,304)	100.0%
Facility Acquisition	-	-	-	-	0.0%
Debt service:					
Principal	140,000	140,000	-	(140,000)	100.0%
Interest	3,500	3,500	-	(3,500)	100.0%
Capital outlay	27,318	4,720	19,975	15,255	-323.2%
Payments to other public schools	1,097,643	1,097,643	531	(1,097,111)	100.0%
Total expenditures	39,953,614	39,962,871	2,773,931	(37,188,940)	93.1%
Excess of Revenue (Under)Over Expenditures	(1,149,420)	(1,349,136)	(2,126,371)	(777,235)	
Transfers Out	350,000	350,000	-	(350,000)	100.0%
Change in Fund Balance	(1,499,420)	(1,699,136)	(2,126,371)	(427,235)	
Favorable Expenditure Variance (1.5%)	599,304	599,443			
Projected Change in Fund Balance	(900,116)	(1,099,693)			
Fund Balance - Beginning of year	7,637,365	7,637,365			
Fund Balance - End of year	6,737,249	6,537,672			
	16.9%	16.4%			

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	203,280	26,027	(177,253)	87.2%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	203,280	26,027	(177,253)	87.2%
Expenditures				
Student Activities	138,854	7,101	(131,753)	94.9%
Athletics	80,953	4,157	(76,796)	94.9%
Total expenditures	219,806	11,258	(208,549)	94.9%
Excess of Revenue (Under)Over Expenditures	(16,526)	14,769	31,296	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(16,526)	14,769	31,296	
Fund Balance - Beginning of year	208,965			
Fund Balance - End of year	192,439			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	856,196	59,206	(796,991)	93.1%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	856,196	59,206	(796,991)	93.1%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	-	-	0.0%
Excess of Revenue (Under)Over Expenditures	856,196	59,206	(796,991)	
Transfers Out	-	-	-	
Net Change in Fund Balance	856,196	59,206	(796,991)	
Fund Balance - Beginning of year	1,257,398			
Fund Balance - End of year	2,113,594			

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended August 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	200	11	(189)	94.5%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
Total revenue	350,200	11	(350,189)	100.0%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	-	-	-	0.0%
Support Services - Transportation	292,866	292,866	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	292,866	292,866	-	0.0%
Excess of Revenue (Under)Over Expenditures	57,334	(292,855)	(350,189)	
Transfers Out	-	-	-	
Net Change in Fund Balance	57,334	(292,855)	(350,189)	
Fund Balance - Beginning of year	649,156	649,156		
Fund Balance - End of year	706,490	356,301		

Waverly Community Schools
2019 Building and Site Bonds, Series III
Budget Summary
As of August 31, 2021

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	-	-	-	-
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	-	-	-	-
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	22,277	-	(22,277)
Wireless Network	-	77,590	-	(77,590)
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	99,867	-	(99,867)
Technology Equipment - Owner PO				
Computers/Mobile Devices	901,471	505,187	(0)	396,284
Servers/Backend Systems	-	-	-	-
Printers	81,929	82,404	775	(1,250)
AV Equipment	-	10,201	-	(10,201)
Non-Instructional Equipment (from FFE)	-	35,930	-	(35,930)
Tech Equipment Owner PO Subtotal	983,400	633,723	775	348,902
District				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	295,927	-	(295,927)
Tech Design/Construction Mgr	-	-	-	-
District Subtotal	13,600	318,327	-	(304,727)
Totals	997,000	1,051,917	775	(55,692)
Bank Interest/Proceeds				60,565
Total Available				4,873

Waverly Community Schools
2021 Building and Site Bonds, Series IV
Budget Summary
As of August 31, 2021

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,813,893	32,290	1,823,123	(41,520)
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	1,813,893	32,290	1,823,123	(41,520)
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	507,752	52,246	459,268	(3,762)
Servers/Backend Systems	-	-	-	-
Printers	-	-	-	-
AV Equipment	-	-	2,699	(2,699)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	507,752	52,246	461,967	(6,461)
District				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	966,761	36,211	-	930,550
Field General Conditions	-	-	-	-
Architect	-	999	-	(999)
Tech Design/Construction Mgr	146,594	-	146,594	-
District Subtotal	1,113,355	37,210	146,594	929,551
Totals	3,435,000	121,746	2,431,684	881,570
Bank Interest/Proceeds				185
Total Available				<u>881,755</u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 20, 2021**

Report #21-21

FOR ACTION

Subject:

Official Building Name Change - From Meryl S. Colt Elementary School to Meryl S. Colt Early Childhood Education Center

Recommendation:

The Superintendent recommends the Board of Education officially approve the change of a school building name from Meryl S. Colt Elementary School to Meryl S. Colt Early Childhood Education Center

Statement of Purpose:

The purpose of this recommendation is to be able to officially change the name with State of Michigan documents. There is no record of this change actually happening through a BOE action.

Budget Impact:

No budget impact

Historical Information:

In 2011, when Windemere View was closed, Colt became an Early Childhood Center. There is no indication that the building name change ever officially happened.

Rationale for Recommendation:

This change needs to officially occur so that we can legally make this change in records for the Michigan Department of Education and the State of Michigan.

Strategic Plan Reference:

Communication

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
AUGUST 16, 2021**

Report #21-22

FOR ACTION***

Subject:

Certification of Winter Tax Levy - REVISED

Recommendation:

The Superintendent recommends the Board of Education adopt the revised winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township. A copy of the certification (L-4029) is included in the support materials.

Statement of Purpose:

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

Budget Impact:

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

Historical Perspective:

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

A breakdown of the winter tax levy is as follows:

<u>Operating</u>	<u>Rate⁽¹⁾</u>	<u>Rate⁽²⁾</u>	<u>Expires</u>
All – Voted (Hold Harmless)	0.3065	2.4140	December 31, 2022
Commercial Personal – Voted	3.3038	8.4046	December 31, 2022
Non-Home – Voted	8.6908	15.5806	December 31, 2022
<u>2013 Building and Site Debt</u>			
All	1.3450	2.6900	December 31, 2022
<u>2016 Building and Site Debt</u>			
All	0.8750	1.7500	December 31, 2022
<u>2019 Building and Site Debt</u>			
All	0.1250	0.2500	December 31, 2022
<u>2021 Building and Site Debt</u>			
All	0.8550	1.7100	December 31, 2022
<u>2016 Sinking Fund</u>			
All	0.5000	1.0000	December 31, 2025

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

⁽²⁾ – Watertown Township and Windsor Township

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

Discussion of Options:

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

Strategic Plan Reference:

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

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Eaton County - Windsor Township	2021 Taxable Value for ALL Properties in the Unit as of 5-24-21. 32,622,319
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946		15.5806	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000		2.4140	12/2022
Extra Voted	2013 Debt DEBT-ALL	05/2013	2.6900	N/A	1.0000	N/A	1.0000	2.6900		2.6900	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	1.7500	N/A	1.0000	N/A	1.0000	1.7500		1.7500	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2500	N/A	1.0000	N/A	1.0000	0.2500		0.2500	12/2022
Extra Voted	2021 Debt DEBT-ALL	05/2013	1.7100	N/A	1.0000	N/A	1.0000	1.7100		1.7100	12/2022
Extra Voted	Sinking Fd DEBT-ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000		1.0000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 09/16/21
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

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

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.4140
For Commercial Personal	8.4086
For all Other	17.9946

*** FOR DECEMBER 1 LEVY

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Clinton County - Watertown Twp.	2021 Taxable Value for ALL Properties in the Unit as of 5-24-21. 72,339,003
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946		15.5806	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000		2.4140	12/2022
Extra Voted	2013 Debt DEBT-ALL	05/2013	2.6900	N/A	1.0000	N/A	1.0000	2.6900		2.6900	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	1.7500	N/A	1.0000	N/A	1.0000	1.7500		1.7500	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2500	N/A	1.0000	N/A	1.0000	0.2500		0.2500	12/2022
Extra Voted	2021 Debt DEBT-ALL	05/2013	1.7100	N/A	1.0000	N/A	1.0000	1.7100		1.7100	12/2022
Extra Voted	Sinking Fd DEBT-ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000		1.0000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 09/16/21
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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.4140
For Commercial Personal	8.4086
For all Other	17.9946

*** FOR DECEMBER 1 LEVY

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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County(ies) Where the Local Government Unit Levies Taxes Ingham County - Lansing Township	2021 Taxable Value for ALL Properties in the Unit as of 5-24-21. 126,963,145
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.8898	8.6908	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1075	0.3065	12/2022
Extra Voted	2013 Debt DEBT-ALL	05/2013	2.6900	N/A	1.0000	N/A	1.0000	2.6900	1.3450	1.3450	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	1.7500	N/A	1.0000	N/A	1.0000	1.7500	0.8750	0.8750	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2500	N/A	1.0000	N/A	1.0000	0.2500	0.1250	0.1250	12/2022
Extra Voted	2021 Debt DEBT-ALL	05/2013	1.7100	N/A	1.0000	N/A	1.0000	1.7100	0.8550	0.8550	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 09/16/21
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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.

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

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.3065
For Commercial Personal	3.3038
For all Other	8.9973

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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

***** FOR DECEMBER 1 LEVY**

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing	2021 Taxable Value for ALL Properties in the Unit as of 5-24-21. 2,271,643
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

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(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.8898	8.6908	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1075	0.3065	12/2022
Extra Voted	2013 Debt DEBT-ALL	05/2013	2.6900	N/A	1.0000	N/A	1.0000	2.6900	1.3450	1.3450	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	1.7500	N/A	1.0000	N/A	1.0000	1.7500	0.8750	0.8750	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2500	N/A	1.0000	N/A	1.0000	0.2500	0.1250	0.1250	12/2022
Extra Voted	2021 Debt DEBT-ALL	05/2013	1.7100	N/A	1.0000	N/A	1.0000	1.7100	0.8550	0.8550	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 09/16/21
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<input checked="" type="checkbox"/> Secretary			
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<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.3065
For Commercial Personal	3.3038
For all Other	8.9973

*** **FOR DECEMBER 1 LEVY**

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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County(ies) Where the Local Government Unit Levies Taxes Eaton County - Delta Township	2021 Taxable Value for ALL Properties in the Unit as of 5-24-21. 644,343,790
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

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(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	17.9946	1.0000	17.9946	1.0000	17.9946	6.8898	8.6908	12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1075	0.3065	12/2022
Extra Voted	2013 Debt DEBT-ALL	05/2013	2.6900	N/A	1.0000	N/A	1.0000	2.6900	1.3450	1.3450	12/2022
Extra Voted	2016 Debt DEBT-ALL	05/2013	1.7500	N/A	1.0000	N/A	1.0000	1.7500	0.8750	0.8750	12/2022
Extra Voted	2019 Debt DEBT-ALL	05/2013	0.2500	N/A	1.0000	N/A	1.0000	0.2500	0.1250	0.1250	12/2022
Extra Voted	2021 Debt DEBT-ALL	05/2013	1.7100	N/A	1.0000	N/A	1.0000	1.7100	0.8550	0.8550	12/2022
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000	0.5000	12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Accountant, Business Office, Ingham ISD	Date 09/16/21
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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.3065
For Commercial Personal	3.3038
For all Other	8.9973

***** FOR DECEMBER 1 LEVY**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
September 20, 2021**

Report #21-23

FOR ACTION

Subject:

District Emergency Operations Plan

Recommendation:

The Superintendent recommends the Board of Education approve the District Emergency Operations Plan as presented.

Statement of Purpose:

The purpose of this recommendation is to adopt an Emergency Operations Plan as dictated by State of Michigan statute PA 436.

Budget Impact:

No budget impact

Strategic Plan Reference:

Strategic Plan Goal #2 Safe Learning Environment