

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 November 20, 2023, beginning at 6:00 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 Alicia Guevara Warren
- II. Special Presentations
 - A. 31AA Presentation - Director of Finance, Evan Nuffer
- III. Correspondence
- IV. Public Comment for Agenda Items
- V. Board Member Comment
- VI. Approval of Agenda and Acceptance of all Reports into Discussion

Recommendation: To request a motion to approve the November 20, 2023 agenda as presented and accept all reports into discussion.

- VII. Approval of Consent Agenda Items

3

Items listed below may be approved with one motion unless a board member requests that an item or items be removed for separate action.

Regular Board Meeting Minutes - October 16, 2023
Special Board Meeting Minutes - October 23, 2023
Special Board Closed Session Meeting Minutes - October 23, 2023
Report #23-27, HR Personnel Recommendations
Report #23-28, Finance Report

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

VIII. Committee Meetings

IX. Presentation of Reports

A. Finance & Facilities

1. For Action - Report #23-29, Greater Lansing Regional Committee ("GLRC") Membership 20

Recommendation: To adopt the resolution for membership in GLRC.

B. Personnel and Policy

1. For Action - Report #23-30, Membership in Western Michigan Health Insurance Pool ("WMHIP"). 30

Recommendation: To authorize membership in the WMHIP.

C. Teaching & Learning

1. For Action - Report #23-31, E3 Interagency Agreement 34

Recommendation: To approve the interagency agreement with Expanding, Enhancing Emotional Health (E3).

X. Superintendent's Report

XI. Public Comment - Open Comment for District Related Items

XII. Other Board Business

XIII. Adjournment

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The regular monthly meeting of the Waverly Community Schools Board of Education was held on Monday, October 16, 2023 in the Waverly Board of Education Meeting Room, located at 515 Snow Rd., Lansing, MI 48917. President Guevara Warren called the meeting to order at 6:02 PM. The pledge to the flag was led by Secretary Vince Perkins.

Members Present: Alicia Guevara Warren
 Vince Perkins
 Deborah Lopez
 Cathy Pike
 Mary Ann Martin
 Amy Krause

Members Absent: Holly Nester

Staff Present: Kelly Blake, Superintendent
 Evan Nuffer, Director of Finance & Facilities
 Shawn Lewis, Director of School Culture
 Chris Huff, Director of Teaching & Learning
 Jon Harpst, Director of IT
 Tiffany Wright, Director of Student Services
 Ann Marie Lindsay
 Tony Terranova
 Allison Orwat
 Susan Ruegsegger

Correspondence:

Secretary Perkins stated the Board of Education members received email correspondence regarding the construction at Waverly High School.

Public Comment for Agenda Items:

None

Special Presentations

2022-23 Audit Presentation - Plante & Moran representatives, Tiffany Stacey and Mattie Thompson, gave a presentation of the 2022-23 audit, citing the district had a clean audit for the 5th year in a row.

National Principal's Month - October is National Principal's month and Superintendent Blake honored all Waverly Principals, thanking them for their daily dedication to Waverly Community Schools and continued support of our students.

E3 Grant - In-House Mental Health Support Staff – Child and Families Charities representatives Anna Piazza and Kelly Haynie provided an overview of the mental health services they offer Waverly students and hope that these services will continue. The Board of Education will take action at the November 2023 regular board meeting to decide to continue with this service.

Board Member Comment:

Member Krause:

- Congratulated Evan Nuffer on another successful school audit.

Member Pike:

- Also congratulated Mr. Nuffer on the 2022-23 audit.
- Thanked IT Director, Jon Harpst, for providing assistance in helping a district parent locate a device for their student.
- Thanked High School Principal, Tony Terranova, for having additional tutoring opportunities from MSU students after school for our Waverly students.

Member Perkins:

- Wished the principals “Happy Principal’s Month” and thanked them for their continuous hard work.

Member Martin:

- Thanked staff for their continued hard work in the district.

Member Guevara Warren:

- Grateful for our principals who set great tone and culture in the buildings for our students, staff and visitors.
- Supports the decision to suspend work on HS roof, but disappointed it will not be completed as scheduled.
- Reminded board members to complete the self-assessment in order to prepare for the November 13th Board Professional Development session.
- Asked that board members please submit any working norms/agreements for recommended implementation.

Approval of Agenda and Acceptance of Reports

A motion was presented by Member Martin and supported by Member Perkins to adopt the October 16, 2023 agenda as presented and accept all reports into discussion.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent – 1 Member Nester

Approval Consent Agenda Items

A motion was presented by Member Krause and supported by Member Lopez to approve the consent agenda as presented.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent –1 Member Nester

Committee Meetings

Teaching & Learning Advisory Committee

Member Lopez provided a summary of the meeting:

- Reviewed the current TSI plan in place in the Middle School, which is focusing on student engagement.
- A Culture reassessment evaluation will be conducted at the Middle School.
- The new special ed reporting system MIPS implementation has not been as smooth as anticipated.
- Reviewing discipline monitoring in our special education population.
- Reviewed standards based grading.
- Discussed a new K-12 math curriculum to be implemented as the current is being phased out by the publisher.
- A Sex Ed Advisory Board is reviewing rubrics to review current and potential curriculum.
- District-wide K-4 literacy plan to review data points and react to findings.
- Building leadership will present instructional highlights of their buildings to the board at future meetings.
- Reviewed the E-3 grant and proposed Letter of Agreement to be presented to the Board at the November regular meeting.

Finance & Facilities Advisory Committee

Member Pike provided a summary of the meeting:

- Discussed budget revisions and the limitations due to unknown legislation.
- Discussed the bond, as well as current and upcoming district construction.
- Reviewed the elementary designs that were presented to the board previously

PRESENTATION OF REPORTS

Finance and Facilities

For Action – Report #23-23, Summer Tax Resolution

A motion was presented by Members Guevara Warren and Martin and supported by Member Krause to adopt the annual summer resolution.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Absent –1 Member Nester

For Action – Report #23-24, 2022 Building and Site, Series I Change Order Recommendation
A motion was presented by Member Perkins and supported by Member Pike to approve the change order for SC Technologies as presented.

Motion PASSED
Vote: Ayes – 6; Nays – 0; Absent –1 Member Nester

For Action – Report #23-25, Altria Settlement
A motion was presented by Member Martin and supported by Member Krause to accept the proposed settlement with Altria Group, Inc. as presented.

Motion PASSED
Vote: Ayes – 6; Nays – 0; Absent –1 Member Nester

For Action – Report #23-26, Out of State Field Trip to Cedar Point
A motion was presented by Member Lopez and supported by Member Guevara Warren to approve the one-day Senior Class Field Trip to Cedar Point in May 2024.

Motion PASSED
Vote: Ayes – 6; Nays – 0; Absent –1 Member Nester

Superintendent’s Report:

Superintendent Blake:

- Reviewed the suspension of the high school roof project until no students are in session (spring break 2024).
- Met with Delta Township regarding the vision of the Multi-generational center (Colt ECEC).
- Reminded the board of the November 13th professional development session from 4-7 pm.
- Confirmed that all construction staff have an ID badge visible on their hard hats.
- High School door 3 is surrounded by construction fence and barricaded, allowing for no entry or exit.

Public Comment – Open Comment for District Issues

None

Other Board Business:

None

The meeting adjourned at 6:57 pm.

Respectfully submitted,

Vincent Perkins, Secretary
aml

Minutes of Special Meeting (Student Discipline)

The Board of Trustees Waverly Community Schools

A Special (Student Discipline) meeting of the Waverly Community Schools Board of Education was held Monday, October 23, 2023 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917.

Members Present: Alicia Guevara Warren
Amy Krause
Cathy Pike
Vince Perkins
Debbie Lopez

Members Absent: Holly Nester
Mary Ann Martin

Staff Present: Chris Huff, Interim Director of Teaching & Learning
Shawn Lewis, Director of School Culture
Anthony Terranova, High School Principal
Ann Marie Lindsay

Others Present: Student and Parents

The meeting was called to order at 3:00 pm by President Guevara Warren. President Guevara Warren asked if the parents of Student A wanted a closed or opened session for the purpose of a student discipline hearing. Parent A requested a closed session.

A motion was presented by Member Perkins and supported by Member Pike to meet in closed session under section 8(e) of the Open Meetings Act, for the purpose of a student disciplinary hearing.

Roll Call Vote: A. Krause – Yes
C. Pike – Yes
V. Perkins – Yes
A. Guevara Warren - Yes
D. Lopez - Yes

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2 – Member Nester, Member Martin

The Board entered into closed session at 3:01 pm.
The Board reconvened to open session at 4:13 pm.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
November 20, 2023

Report #23-27

Subject: Personnel Report

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Kimberly Fiero	Registered Nurse	District	\$70,000	12/4/2023
Cynthia Kolberg	6 th Grade Math Teacher	East Intermediate	BA Step 10/\$64,895	11/2023

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Chantel Trew	GSRP Associate Para Educator	Colt ECEC	\$18.50/hr	10/13/2023
Jennifer Bisel-Raby	GSRP Care Giver/Child Care	Colt ECEC	\$15.53/hr	10/12/2023
Elizabeth Klaiss	Para Educator	Colt ECEC	\$17.02/hr	10/23/2023
Amanda Bridenbaker	2 nd Shift Class C Custodian	Elm/Winans/East	\$15.00/hr	10/23/2023
Nick Resseguie	Para Educator	East Intermediate	\$17.02/hr	10/25/2023
Sarah Kristofferson	SE Para Educator	Colt ECEC	\$17.02/hr	10/31/2023
Shannon Doolittle	FS3 Food Service Lunch Aide	East Intermediate	\$13.40/hr	11/8/2023
Chloe Jackson	GSRP 3 rd Para Educator	Colt ECEC	\$17.02/hr	11/27/2023

C. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
-------------	-----------------	-----------------	------------------

D. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Julie Garza	Food Service FS3	East Intermediate	10/12/2023
Carmen Olger	Para Educator	Colt ECEC	11/21/2023
David Smith Jr.	Para Educator	High School	11/24/2023

E. Staff Transfer

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Amanda Smith	Colt Preschool Para Educator	Colt SE Para Educator	10/2/2023
Najeema Thomas	High School 1:1 SE Para Educator	Winans SE Para Educator	10/9/2023
Melody Clough	Colt SE Para Educator	Colt Preschool Para Educator	10/2/2023
Jackie Hernandez	MS 2 nd Shift Class C Custodian	MS 2 nd Shift Class B Cust	10/30/2023
Mary Whittet	Non-Certified Preschool Teacher	4 Yr Old Preschool Teacher	10/09/2023

F. Retirement– Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Todd Stiles	2 nd Shift Custodian	Middle School	10/13/2023
Christina Lounds	2 nd Grade Teacher	Winans Elementary	6/30/2024

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 20, 2023**

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 September 30, 2023, was \$5,870,425.32. Receipts during October, consisting of State aid, property taxes and other revenues/transfers-in in the amount of \$6,827,389.60 minus disbursements during October of \$7,079,636.04, left the district with a General Fund cash balance, as of October 31, 2023, of \$5,618,178.88.

2023-24 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$2,550,584. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2023-24 Student Activity Fund revenues/transfers-in exceed expenditures/transfers-out by \$720. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2023-24 Sinking Fund revenues exceed expenditures by \$454,140. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2023-24 Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$336,662. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2021 Building and Site, Series IV Bonds remaining to be allocated, including \$37,167 of accrued interest, is \$159,475. A summary of life to date activity is included in the supporting documentation

The balance of the 2022 Building and Site, Series I Bonds remaining to be allocated, including \$1,890,132 of accrued interest/change in market value, is \$0. A summary of life to date activity is included in the supporting documentation

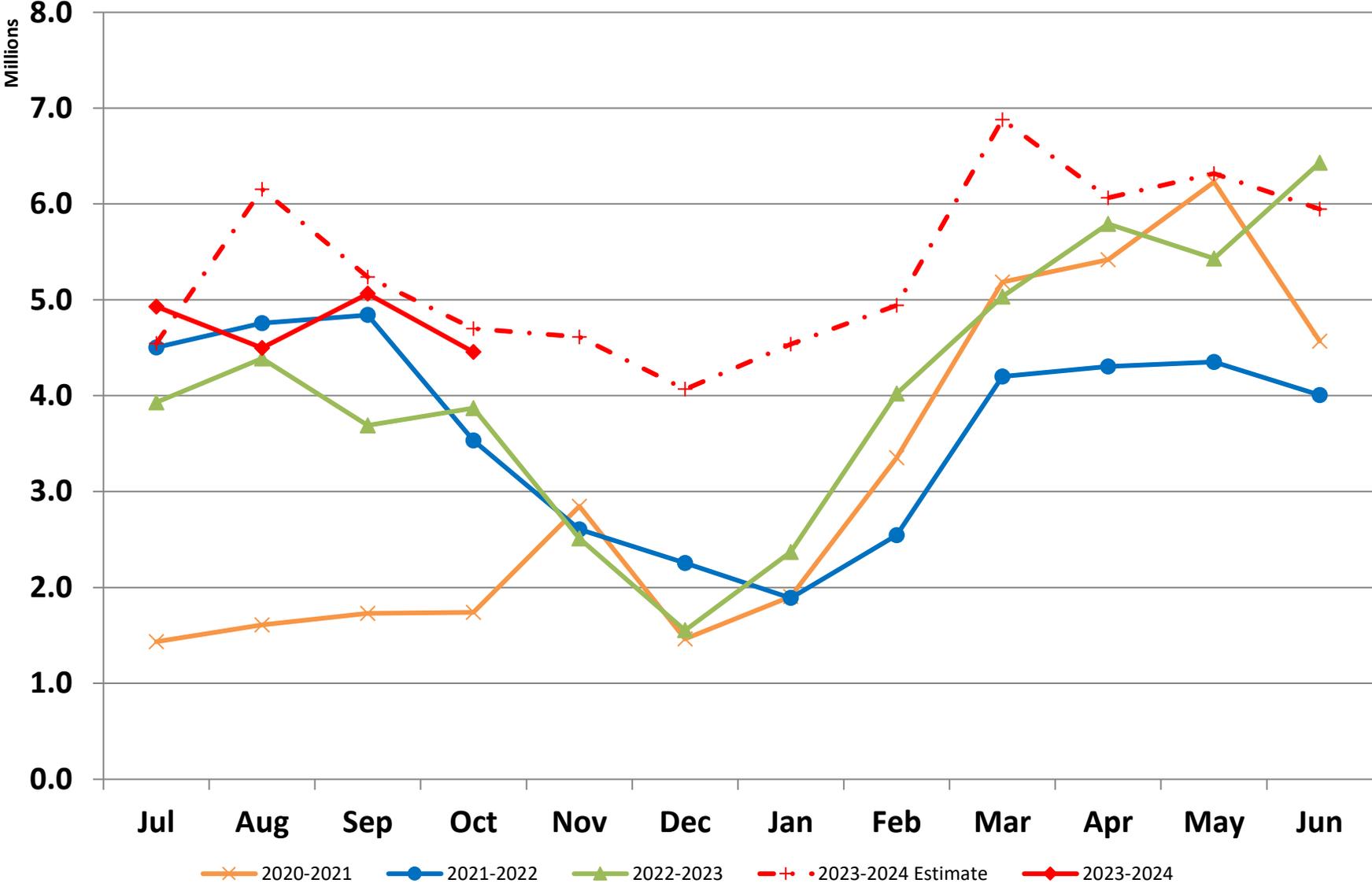
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended October 31, 2023

Balance on Hand September 30, 2023	5,870,425.32
Revenues	
State Aid	2,218,841.77
Taxes	157,414.90
Other Revenue	1,051,132.93
Interfund Transfers In	3,400,000.00
State Aid Note Proceeds	-
	<u>6,827,389.60</u>
Disbursements	
Payroll and Related Liabilities	(2,939,726.66)
Other Expenditures	(4,139,909.38)
State Aid Repayment	-
	<u>(7,079,636.04)</u>
Prior Month Adjustments - October 2023	-
Balance on Hand October 31, 2023	<u><u>5,618,178.88</u></u>
PNC Bank - General	2,818,983.65
MILAF	2,609,545.63
PNC Bank - Payroll	189,649.60
Comerica - Checking	-
	<u><u>5,618,178.88</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2023

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,538,439	4,088,463	(5,449,976)	57.1%
State sources	31,467,600	3,052,744	(28,414,856)	90.3%
Federal sources	2,571,666	16,513	(2,555,153)	99.4%
Intergovernmental	4,057,720	620,592	(3,437,128)	84.7%
Transfers In	125,000	-	(125,000)	100.0%
Total revenue	47,760,425	7,778,312	(39,982,113)	83.7%
Expenditures				
Current:				
Instruction:				
Basic program	18,246,155	3,577,896	(14,668,259)	80.4%
Added needs	8,044,082	1,636,839	(6,407,244)	79.7%
Total instruction	26,290,238	5,214,734	(21,075,503)	80.2%
Support Services:				
Pupil	5,259,270	845,493	(4,413,778)	83.9%
Instructional staff	2,978,182	757,540	(2,220,642)	74.6%
General administration	445,529	199,251	(246,278)	55.3%
School administration	2,996,981	922,310	(2,074,671)	69.2%
Business	591,575	163,712	(427,863)	72.3%
Operations and maintenance	4,239,857	1,129,872	(3,109,985)	73.4%
Pupil transportation services	1,319,128	311,471	(1,007,657)	76.4%
Central	996,662	361,896	(634,766)	63.7%
Other	307,004	72,695	(234,309)	76.3%
Total support services	19,134,188	4,764,240	(14,369,948)	75.1%
Athletics	721,373	199,114	(522,259)	72.4%
Community services	-	-	-	0.0%
Welfare Activities	-	194	194	0.0%
Non Publics	4,665	-	(4,665)	100.0%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	-	-	-	0.0%
Interest	-	-	-	0.0%
Capital outlay	7,500	15,271	7,771	-103.6%
Payments to other public schools	1,462,424	135,342	(1,327,082)	90.7%
Total expenditures	47,620,388	10,328,895	(37,291,493)	78.3%
Excess of Revenue (Under)Over Expenditures	140,037	(2,550,584)	(2,690,621)	
Transfers Out	1,100,000	-	(1,100,000)	100.0%
Change in Fund Balance	(959,963)	(2,550,584)	(1,590,621)	
Favorable Expenditure Variance (1.5%)	714,306			
Projected Change in Fund Balance	(245,657)			
Fund Balance - Beginning of year	8,140,837			
Fund Balance - End of year	7,895,180			
	16.6%			

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2023

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	172,456	50,013	(122,444)	71.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	1,000	1,000	0.0%
Transfers In	-	-	-	0.0%
Total revenue	172,456	51,013	(121,444)	70.4%
Expenditures				
Student Activities	108,104	19,203	(88,901)	82.2%
Athletics	58,298	31,090	(27,208)	46.7%
Total expenditures	166,401	50,293	(116,108)	69.8%
Excess of Revenue (Under)Over Expenditures	6,055	720	(5,335)	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	6,055	720	(5,335)	
Fund Balance - Beginning of year	300,246			
Fund Balance - End of year	306,301			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2023

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	1,053,282	454,210	(599,072)	56.9%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	1,053,282	454,210	(599,072)	56.9%
Expenditures				
Current:				
Support Services - Business	-	70	70	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	-	70	70	0.0%
Excess of Revenue (Under)Over Expenditures	1,053,282	454,140	(599,142)	
Transfers Out	-	-	-	
Net Change in Fund Balance	1,053,282	454,140	(599,142)	
Fund Balance - Beginning of year	3,114,928			
Fund Balance - End of year	4,168,210			

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2023

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	50,000	17,518	(32,482)	65.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	1,100,000	-	-	0.0%
Total revenue	1,150,000	17,518	(32,482)	2.8%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	-	-	-	0.0%
Support Services - Transportation	-	354,180	-	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	-	354,180	-	0.0%
Excess of Revenue (Under)Over Expenditures	1,150,000	(336,662)	-	
Transfers Out	-	-	-	
Net Change in Fund Balance	1,150,000	(336,662)	-	
Fund Balance - Beginning of year	2,068,613	2,068,613		
Fund Balance - End of year	3,218,613	1,731,951		

Waverly Community Schools

2021 Building and Site Bonds, Series IV

Budget Summary

As of October 31, 2023

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	2,625,538	2,312,157	152,985	160,397
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	2,625,538	2,312,157	152,985	160,397
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	663	-	(663)
Wireless Network	-	-	-	-
Phone System	-	750	-	(750)
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	1,413	-	(1,413)
Technology Equipment - Owner PO				
Computers/Mobile Devices	507,752	607,191	-	(99,439)
Servers/Backend Systems	-	-	-	-
Printers	-	3,455	-	(3,455)
AV Equipment	-	27,264	-	(27,264)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	507,752	637,909	-	(130,157)
District				
Loose Equipment (Furniture & Transportation)	-	5,436	-	(5,436)
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	155,116	36,211	-	118,905
Field General Conditions	-	-	-	-
Architect	-	19,988	-	(19,988)
Tech Design/Construction Mgr	146,594	146,594	-	-
District Subtotal	301,710	208,229	-	93,481
Totals	3,435,000	3,159,707	152,985	122,308
Bank Interest/Proceeds				37,167
Total Available				<u>159,475</u>

Waverly Community Schools
2022 Building and Site Bonds, Series I
Budget Summary
As of October 31, 2023

	Budget	Actual	Encumbered	Balance Remaining
Construction				
New Construction	-	-	-	-
Remodeling	40,421,177	9,785,136	37,731,785	(7,095,745)
Site Improvements	3,674,277	3,671,623	3,768,391	(3,765,737)
Construction Base Budget Subtotal	44,095,454	13,456,760	41,500,176	(10,861,482)
Instructional Technology				
Computers and Mobile Devices	1,468,271	833,576	6,555	628,140
Audio / Visual	1,802,135	352,270	1,154,331	295,534
Instructional Technology Subtotal	3,270,406	1,185,847	1,160,886	923,674
Loose Furnishings and Equipment				
Non-Instructional Computers and Mobile Devices	73,904	-	-	73,904
Non-Instructional Audio / Visual	-	-	-	-
Furnishings, Fixtures and Equipment (FF&E)	4,021,389	692,245	116,831	3,212,313
Loose Furnishings and Equipment Subtotal	4,095,293	692,245	116,831	3,286,217
District				
Buses	449,946	-	-	449,946
Contingency	2,526,010	38,928	2,016,748	470,334
Election/Issuance Costs	839,463	712,248	-	127,215
General Conditions	994,618	490,227	950,064	(445,673)
Architect and Engineering Fees	2,753,715	3,041,160	(287,445)	-
A/E Reimbursables	431,821	455,667	162,039	(185,885)
Technology Design	393,305	288,638	104,667	(0)
Construction Mgr	3,050,990	2,232,757	818,233	-
District Subtotal	11,439,868	7,259,625	3,764,306	415,937
Bank Interest/Proceeds	(446,265)	(1,890,132)	-	1,443,867
Totals	62,454,756	20,704,344	46,542,198	(4,791,787)

Waverly Community Schools
Building and Site Bonds - May 2021 Authorization
Budget Summary - All Series
As of October 31, 2023

	Budget	Actual	Encumbered	Balance Remaining
Construction				
New Construction	17,591,703	-	-	17,591,703
Remodeling	62,636,617	9,785,136	37,731,785	15,119,696
Site Improvements	6,478,283	3,671,623	3,768,391	(961,731)
Construction Base Budget Subtotal	86,706,603	13,456,760	41,500,176	31,749,668
Instructional Technology				
Computers and Mobile Devices	3,943,267	833,576	6,555	3,103,136
Audio / Visual	2,776,267	352,270	1,154,331	1,269,666
Instructional Technology Subtotal	6,719,534	1,185,847	1,160,886	4,372,802
Loose Furnishings and Equipment				
Non-Instructional Computers and Mobile Devices	618,614	-	-	618,614
Non-Instructional Audio / Visual	290,215	-	-	290,215
Furnishings, Fixtures and Equipment (FF&E)	6,012,398	692,245	116,831	5,203,322
Loose Furnishings and Equipment Subtotal	6,921,227	692,245	116,831	6,112,151
District				
Buses	1,124,864	-	-	1,124,864
Contingency	6,580,203	38,928	3,797,731	2,743,544
Election/Issuance Costs	1,787,689	712,248	-	1,075,441
General Conditions	2,099,386	490,227	950,064	659,095
Architect and Engineering Fees	5,643,198	3,041,160	2,602,039	-
A/E Reimbursables	913,401	455,667	233,345	224,388
Technology Design	817,208	288,638	542,120	(13,550)
Construction Mgr	6,439,865	2,232,757	4,140,471	66,637
District Subtotal	25,405,814	7,259,625	12,265,769	5,880,420
Bank Interest/Proceeds	(753,178)	(1,890,132)	-	1,136,954
Totals	125,000,000	20,704,344	55,043,662	49,251,994

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 20, 2023**

Report #23-29

FOR ACTION

Subject:

Approve resolution for continued membership in the Greater Lansing Regional Committee (the “GLRC”)

Recommendation:

The Superintendent recommends the Board of Education adopt the resolution for membership in the GLRC

Statement of Purpose:

The purpose of membership in the GLRC is to leverage assistance in meeting the requirements under the Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES Permit for Municipal Separate Storm Sewer Systems (the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds

Budget Impact:

The current annual cost of this recommendation is Eight Thousand Four Hundred Seventy-Five and 00/100 Dollars (\$8,475.00).

Background Information:

Please reference the Memorandum of Agreement (“MOA”) dated September 11, 2023 and attached to this recommendation for a history of the GLRC.

Rationale for Recommendation:

The District believes there are substantial benefits that can be derived by entering into agreement for membership in the GLRC.

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.

**GREATER LANSING AREA REGIONAL STORM WATER PROGRAM
MEMORANDUM OF AGREEMENT
WAVERLY COMMUNITY SCHOOLS**

RESOLUTION

At a regular meeting of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan (the "District") held at the Administrative Center at 515 Snow Road, Lansing, Michigan 48917, within the boundaries of the District, on the 7th day of February, 2022 at 6 o'clock in the p.m.

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS the United States Environmental Protection Agency (U.S. EPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) have required communities in the Greater Lansing tri-county region to apply for and maintain compliance with a National Pollutant Discharge Elimination System (NPDES) permit, and;

WHEREAS, the communities prepared, reviewed, and proposed a Memorandum of Agreement for adoption by all the communities and agencies to formalize and establish the Greater Lansing Regional Committee for Stormwater Management (GLRC), and;

WHEREAS, participation in the GLRC advances local efforts for responsible stewardship of our natural resources, allows for the cooperative management of the watersheds in our community and this region, and assists the participating municipalities and their departments in complying with the regulatory requirements promulgated by EGLE and the U.S. EPA Municipal Separate Storm Sewer System (MS4) stormwater discharge permits, and;

WHEREAS, the Memorandum of Agreement, which was adopted by these municipalities and agencies originally in 2008, was revised and updated and re-adopted in 2012, 2017, and 2021 and has now been prepared reflecting changes in the participating communities and activities to meet permit requirements and extending the period of the agreement to April 4, 2028, now;

THEREFORE BE IT RESOLVED, that the District approves the Greater Lansing Regional Committee for Stormwater Management Memorandum of Agreement revised by the GLRC on September 11, 2023 and authorizes payment of the appropriate annual assessment for support of the GLRC, and;

BE IT FURTHER RESOLVED, that the community's representative to the GLRC is Kyle Scripter, Supervisor of Maintenance and Operations.

**GREATER LANSING REGIONAL COMMITTEE
for Stormwater Management**

MEMORANDUM OF AGREEMENT – DECEMBER 2, 2021

**Original Agreement – MAY 21, 2004
Revised and Adopted – DECEMBER 2, 2021
Revised and Adopted – September 11, 2023**

I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties, and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environment, Great Lakes, and Energy (EGLE) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost-effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.

II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be “an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis”.

Representatives from various communities, counties, and EGLE discussed the federal regulations for Stormwater Phase II and the EGLE’s program allowing a “Voluntary Permit Program.” Originally nine communities and three counties were listed as designated communities by EGLE.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft resolution was prepared for the establishment of the “Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee” and for each community to name a representative to serve on the Committee.

Throughout the remainder of 2000, the Committee obtained resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the “Step 1 – Permit Strategy Development” study which incorporated the Committee’s decision (April 20, 2001) to proceed as a group using the State’s Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percentage of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the Committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to EGLE. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC.

In 2007, a lawsuit filed by a Township in Kalamazoo County established that some townships no longer required an MS4 Permit from EGLE. As this case relates to the GLRC, EGLE determined that Alaiedon, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007, GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, EGLE changed the process for permit renewal, instead of issuing a general watershed-based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, EGLE will review and negotiate, with the end result being EGLE issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the GLRC.

In 2017, members reapplied for permit coverage.

In 2019/2020, members were issued MS4 permits expiring in October 2024.

In 2021, members submitted MS4 Progress Reports to EGLE.

In 2023, members submitted MS4 Progress Reports to EGLE.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

This Agreement replaces the current GLRC agreement in its entirety for the period expiring April 4, 2028. As confirmed by EGLE, expiration of the current permit is October 1, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex-officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate(s), appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement. Each full member is allowed to designate up to two alternates. Alternates may vote in place of the absent representative at any Full or Executive Committee meetings.

The associate members of the GLRC shall consist of a representative, or designated alternate(s), appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC. Each associate member is allowed to designate up to two alternates. Alternates may vote in place of the absent representative at any Full or Executive Committee meetings.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full and Executive Committees of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The GLRC Full and Executive Committees:

- Determine the rules for public participation
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC except when elected to an officer position on the Executive Committee.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of ten voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (2) the Treasurer and Secretary of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve as Chair for the meeting. The GLRC Officers shall not have an alternate serve on their behalf on the Executive Committee, but their alternate can vote in their absence.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees, or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

The Full Board of the GLRC and the GLRC Executive Committee shall comply with the Michigan Open Meetings Act. The IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings as advisory committees with no defined membership.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall be from October 1 – September 30.

Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before September 30 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post-Construction, PEP, and TMDL Committees will continue to function. Any member or

designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This may include but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River, Friends of the Red Cedar River, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed, and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.
- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.

- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

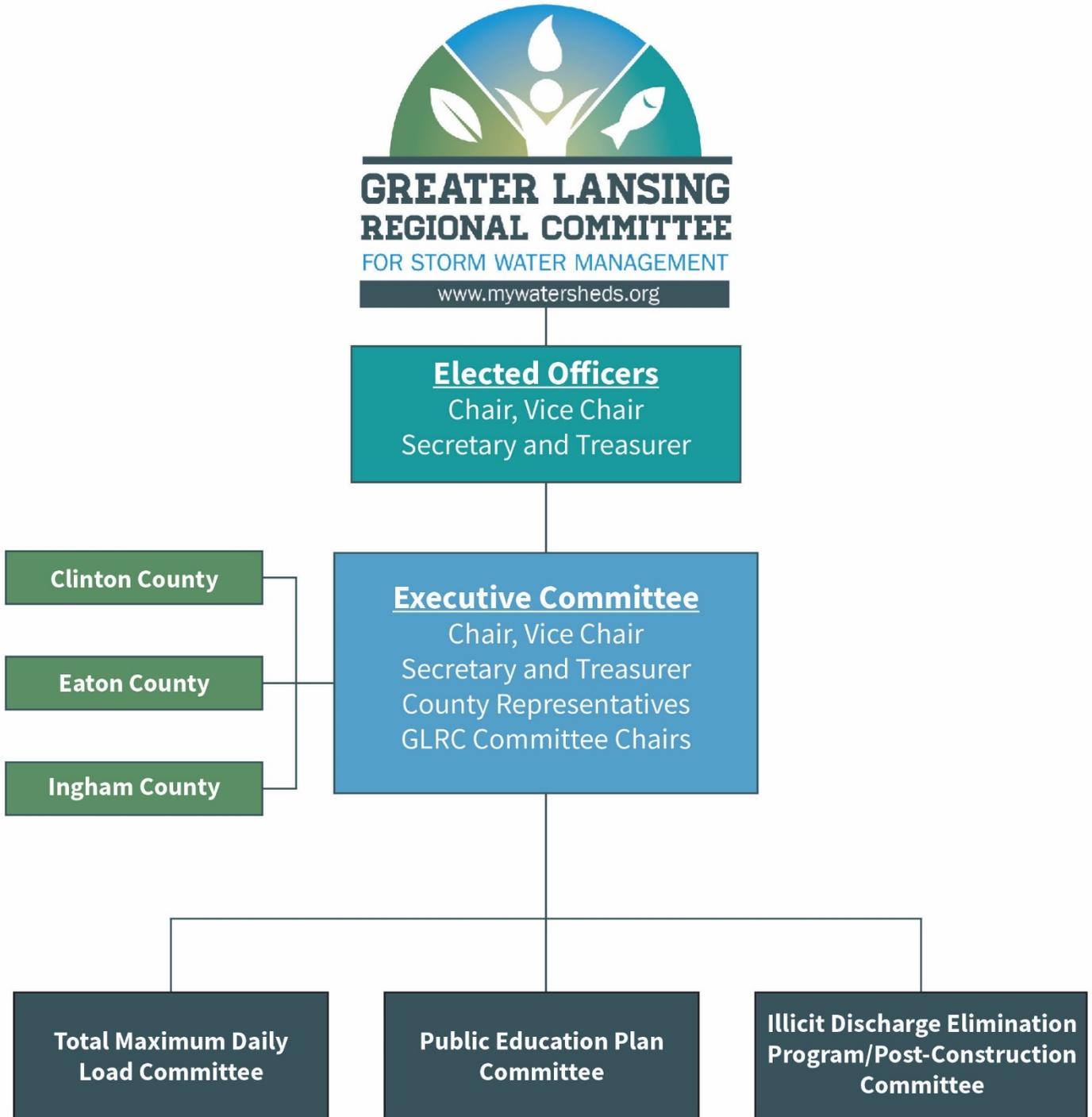
Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement. This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

APPENDIX A

STRUCTURE OF THE
GREATER LANSING REGIONAL COMMITTEE FOR STORMWATER MANAGEMENT



**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 20, 2023**

Report #23-30

FOR ACTION

Subject:

Approve resolution for membership in the Western Michigan Health Insurance Pool (the “WMHIP”)

Recommendation:

The Superintendent recommends the Board of Education adopt the resolution for membership in the WMHIP

Statement of Purpose:

The purpose of membership in the WMHIP is to leverage the resources of 145 member organizations representing over 101 school districts in providing access to high quality healthcare benefits at a lower cost to employees and their families.

Budget Impact:

There is no cost for membership in WMHIP. Member organizations must continue participation in the WMHIP for a minimum of three full years under the Public Employer Pooled Plan.

Background Information:

WMHIP was created in 2005 when eight West Michigan school districts pooled their resources together to form The Pool to reduce their health insurance costs by managing their own benefit plans. The Pool expanded to include not only schools, but public service organizations like counties, cities and mental health providers all over Michigan, covering more than 30,000 lives.

Ingham County districts participating in the Pool include Holt Public Schools, Ingham Intermediate School District, Lansing Community College, Mason Public Schools and Okemos Public Schools.

Rationale for Recommendation:

When reviewing medical benefit plan bids as a result of McLaren Health Plan phasing out its employer group business, the District believes the WMHIP offers employees the highest quality healthcare benefits at the lowest cost to employees.

Strategic Plan Reference:

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

BOARD OF _____ OF

(the "Public Entity")

**RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP
IN THE WEST MICHIGAN HEALTH INSURANCE POOL ("WMHIP") FOR A MINIMUM
THREE-YEAR PERIOD**

PREMISES

A. The Western Michigan Health Insurance Pool ("WMHIP") is a Public Employer Pooled Plan ("PEPP") that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007.

B. WMHIP has received from the Michigan Department of Insurance and Financial Services ("DIFS") a certificate of registration authorizing establishment of the PEPP.

C. The Board has had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and has carefully reviewed the WMHIP Amended Trust Agreement and Bylaws.

D. The Board desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years.

NOW, THEREFORE, the Board of the Public Entity hereby resolves:

1. The Board approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan.

2. The Superintendent, Manager, or CFO of the Public Entity or, with their approval, the person appointed by the Board as WMHIP Trustee or Alternate Trustee, is hereby authorized to

execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP plan.

3. The Board hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

[Insert Trustee's Name]

[Insert Alternate Trustee's Name]

As required by law, neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the Board. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the Board, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

4. The Public Entity shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of _____ of the _____ Public Entity, _____ County(ies), State of Michigan, at a _____ meeting held on _____, 20___, and that this meeting was conducted and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

_____ and that the following Members were absent _____.

I further certify that the foregoing resolution was moved by Member _____ and seconded by Member _____.

I further certify that the following Members voted for adoption of the foregoing resolution:

_____ and that the following Members voted against adoption of this resolution:

_____.

Secretary



4287 Five Oaks Dr.
Lansing, MI 48911
Phone: (517) 882-4000
www.childandfamily.org

Expanding, Enhancing Emotional Health (E3) INTERAGENCY AGREEMENT

This Interagency Agreement (the "Agreement") is made by and between **Child and Family Charities**, a nonprofit corporation ("CFC"), and **Waverly Community Schools** ("WCS"), a public-school district.

PURPOSE

Whereas, the parties share the following characteristics, among others:

- A history of participation and collaboration through Eaton RESA, Department of Health and Human Services, and the Ingham County Health Department.
- A commitment to best practices and highest quality services; and
- A commitment to provide the best possible outcomes for children and youth.

Therefore, for good and valuable consideration, including the covenants and agreements set forth herein, the parties agree that CFC will initiate mental health services in Waverly High School through MDHHS E3 funding. This includes, but is not limited to, the responsibilities listed below.

RESPONSIBILITIES

Child and Family Charities will:

- Provide mental health services for students identified by Waverly Community Schools, with a minimum caseload of 50 unduplicated clients per year.
- Bill third-party payors for services rendered. Any revenue generated will be used to sustain the E3 program and its services in WCS. A sliding fee scale will be established and implemented.
- Implement policies and procedures regarding proper notification of parents, school officials, and/or health care providers when additional care is needed or when further evaluation is recommended. Policies and procedures regarding notification and exchange of information shall comply with all applicable laws (e.e. HIPAA, FERPA, and Michigan statutes governing minors' rights to access care).
- Implement a quality assurance plan, including conducting an ongoing records review by peers at least semi-annually and a client satisfaction survey/assessment at least annually.
- Follow the Michigan Minor Consent Law and provide mental health services to minors age 14 and older without parental consent, at the request of the client, for up to 12

sessions.

- Communicate a plan for after-hours and weekend care.

Waverly Community Schools will:

- Provide space and equipment at Waverly High School that is adequate for private counseling, secure storage of supplies and equipment, and secure paper and electronic client records.
- Ensure that the E3 program is open during hours accessible to its students.
- Communicate with its students and their families about the E3 program, including a plan for after- hours and weekend care.
- Administer health surveys to Waverly High School students at least annually.
- Share student data when appropriate and in adherence with FERPA guidelines.
- Ensure that E3 services do not supplant existing school services.
- Approve of the parent and minor consent E3 policies

TERM OF AGREEMENT

This Agreement is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this Agreement. In the event that this agreement is discontinued or expires, a plan will be developed to transfer E3 clients and/or caseloads to other providers.

SIGNATURES

The parties have signed this Agreement as of the dates indicated below. They certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.



October 10, 2023

Julie Thomasma, Chief Executive Officer
Child and Family Charities

Date



October 11, 2023

Kelly Blake, Superintendent
Waverly Community Schools

Date

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 20, 2023**

Report #23-31

FOR ACTION

Subject:

Expanding, Enhancing Emotional Health (E3) Interagency Agreement

Recommendation:

The Superintendent recommends the Board of Education approve the Interagency Agreement between Waverly Community Schools and Child and Family Charities to continue to provide mental health supports to Waverly students.

Statement of Purpose:

The purpose of the agreement is to communicate the obligations that Waverly Community Schools has in placing a Mental Health Specialist at Waverly High School and the services to be provided on behalf of Child and Family Charities.

Budget Impact:

There is no budget impact. These services are secured through the E3 Grant.

Background Information:

Waverly Community Schools was awarded the E3 Grant in 2019. Child and Family Charities has executed the services provided since 2020. This agreement is an annual renewal to the commitment to continue these services.

Rationale for Recommendation:

The District believes that student wellness is a contributing factor to academic, social, and emotional success. Having a Mental Health Specialist on campus has proven to be a well-accessed resource.

Strategic Plan Reference:

Waverly Community Schools Strategy Plan Strategy Goal 1: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially, and emotionally.



4287 Five Oaks Dr.
Lansing, MI 48911
Phone: (517) 882-4000
www.childandfamily.org

Expanding, Enhancing Emotional Health (E3) INTERAGENCY AGREEMENT

This Interagency Agreement (the "Agreement") is made by and between **Child and Family Charities**, a nonprofit corporation ("CFC"), and **Waverly Community Schools** ("WCS"), a public-school district.

PURPOSE

Whereas, the parties share the following characteristics, among others:

- A history of participation and collaboration through Eaton RESA, Department of Health and Human Services, and the Ingham County Health Department.
- A commitment to best practices and highest quality services; and
- A commitment to provide the best possible outcomes for children and youth.

Therefore, for good and valuable consideration, including the covenants and agreements set forth herein, the parties agree that CFC will initiate mental health services in Waverly High School through MDHHS E3 funding. This includes, but is not limited to, the responsibilities listed below.

RESPONSIBILITIES

Child and Family Charities will:

- Provide mental health services for students identified by Waverly Community Schools, with a minimum caseload of 50 unduplicated clients per year.
- Bill third-party payors for services rendered. Any revenue generated will be used to sustain the E3 program and its services in WCS. A sliding fee scale will be established and implemented.
- Implement policies and procedures regarding proper notification of parents, school officials, and/or health care providers when additional care is needed or when further evaluation is recommended. Policies and procedures regarding notification and exchange of information shall comply with all applicable laws (e.e. HIPAA, FERPA, and Michigan statutes governing minors' rights to access care).
- Implement a quality assurance plan, including conducting an ongoing records review by peers at least semi-annually and a client satisfaction survey/assessment at least annually.
- Follow the Michigan Minor Consent Law and provide mental health services to minors age 14 and older without parental consent, at the request of the client, for up to 12

sessions.

- Communicate a plan for after-hours and weekend care.

Waverly Community Schools will:

- Provide space and equipment at Waverly High School that is adequate for private counseling, secure storage of supplies and equipment, and secure paper and electronic client records.
- Ensure that the E3 program is open during hours accessible to its students.
- Communicate with its students and their families about the E3 program, including a plan for after- hours and weekend care.
- Administer health surveys to Waverly High School students at least annually.
- Share student data when appropriate and in adherence with FERPA guidelines.
- Ensure that E3 services do not supplant existing school services.
- Approve of the parent and minor consent E3 policies

TERM OF AGREEMENT

This Agreement is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this Agreement. In the event that this agreement is discontinued or expires, a plan will be developed to transfer E3 clients and/or caseloads to other providers.

SIGNATURES

The parties have signed this Agreement as of the dates indicated below. They certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.



October 10, 2023

Julie Thomasma, Chief Executive Officer
Child and Family Charities

Date



October 11, 2023

Kelly Blake, Superintendent
Waverly Community Schools

Date