



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, November 12, 2007 7:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

---

A Regular meeting of the Board of Education of Waverly Community Schools will be held November 12, 2007, beginning at 7:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President John Broughton
- II. Special Presentations
  - A. Windemere View Students Showcase Book Release - Vickie Tisdale
  - B. Presentation of 2006-2007 Annual Report - Dr. Pillar
- III. Correspondence - Secretary Edith Suttles
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. \*\*\*Approval of Minutes 4
- IX. Presentation of Reports
  - A. Curriculum
    - 1. \*\*\*For Information - Extended Field Trips 15
  - B. Facilities and Policy
    - 1. Recommendation to approve Report #07-31, Policy (First Reading) 16

C.	Finance and Personnel	
1.	***Recommendation to approve Report #07-32, Financial Recommendation	17
2.	***Recommendation to approve Report #07-33, Summer Tax Collection Resolution	20
3.	Recommendation to approve Report #07-34, Personnel Report	23
X.	Superintendent's Report	
XI.	Public Comment	
XII.	Other Board Business	
XIII.	Adjournment	

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 8, 2007**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:32 p.m. in the Little Theatre of the Waverly Middle School, 620 Snow Road, Lansing, Michigan.

***Members Present:***

Mr. John Broughton, President  
Mr. Britt Slocum, Vice President  
Mr. Calvin Jones, Treasurer  
Mr. Don Knechtel, Vice Secretary-Treasurer  
Mrs. Mary Ann Martin, Trustee  
Mrs. Fonda Brewer-Williams, Trustee

***Member Absent:***

Mrs. Edith Suttles, Secretary

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mr. Bruce Johnson, Director of Operations and Student Services  
Mrs. Dorothy Blackwell, Director of Curriculum  
Mr. Rob Spagnuolo, Business Manager  
Karen Burgess  
Gretchen Mikula  
Susan Bissonnette  
Alex Drachman  
Susan Ellsworth  
Amber Butler  
Judy Harwood  
Elizabeth Tembras-Gardner  
Laura Smith  
Susan Stahly  
Annita Larson  
Patty Rienstra  
Edric Haleen  
Debbie Nixon  
Michelle Oppenheim  
Jack Vogel  
Matt Oppenheim  
Gini Larson  
Rhonda Berns  
Susan Burm  
Ruth Lamb  
Bill Davis  
Tony Terranova  
Denise Kehren  
Beth Kaiser  
Robert Lurie  
Nancy Breen  
Vince Perkins  
Rebecca Pease

***Others Present:***

Andrew Fritz, Student Representative  
Jim Sturdevant

***Others Present: (cont)*** Frankie Crowell  
Cathy Lashbrook  
Pat Cole  
Cathy Hileman  
Carrie Hileman  
Jessica Hileman  
Mary Jo White  
Kirt Gundry

***Pledge***  
Member Brewer-Williams led the pledge of allegiance to the flag.

***Special Presentation***  
Rob Spagnuolo, Business Manager, presented a count day enrollment report and provided a 10-year history. Mr. Spagnuolo answered Board member questions related to the report.

***Correspondence***  
None

***Public Comment***  
Addressing the Board during Public Comment were Jim Sturdevant and Kirt Gundry.

***Student Representative Report***  
Student Representative Andrew Fritz reported the Varsity football team lost 41-45 on Homecoming against the Ann Arbor-Huron River Rats. Matthew Slater and Julia Hernandez were crowned Homecoming King and Queen. The sophomore class took second place in the high school float-building competition, behind Colt Elementary School. Some of the more popular spirit week activities included a Dance Revolution dance-off and a Pac Man-style eating contest. Andrew further reported the Waverly Marching Band performed last Wednesday in the Grand Ledge Invitational. They will be performing in a Marching Band Festival in a few weeks. The Reflections, Advanced Chorale and the Visions were invited to sing in the MSU Choral Invitational. Students in French classes have begun preparations for their annual French week.

***Board Member Comment***  
Member Martin thanked everyone for their thoughts for her family this past week.

Member Knechtel extended his condolences to the Martin family in the loss of Tom Martin's father. He remarked the Homecoming parade was great, the band was great, and the football team kept the game close.

Member Jones announced the Delta Charter Township 45<sup>th</sup> Anniversary Celebration is Tuesday, October 9<sup>th</sup> at the Sheraton Lansing Hotel. Tickets are still available. Member Jones thanked everyone who contacted the state's legislators regarding the state budget. He stated a lot of work still needs to be done and encouraged the public to stay on top of what is happening in the legislature. Member Jones reported Lansing Community College is hosting a Fad, Fashion and Music Lip Sync Contest on Sunday, October 14<sup>th</sup> at 6:00 p.m. at Dart Auditorium to raise scholarship funds. He also announced the NAACP Freedom Fund Dinner will be held at the Holiday Inn South on October 19<sup>th</sup> with dinner beginning at 6:00 p.m.

Member Brewer-Williams extended her condolences to the Martin family and continued prayers for the Suttles family. She reported she attended the ISOA meeting in Member Martin's absence. The program *Partners in Education*, which provides a three-year professional development session in arts education, was discussed. The program, in collaboration with the Wharton Center, will offer a series of sessions over the coming months.

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

Member Brewer-Williams extended congratulations to Member Jones for his promotion to Manager of Government Relations with the Lansing Board of Water & Light. He will have responsibility over 40 employees. Member Brewer-Williams stated the Homecoming game was like a ping-pong match. She described the game as awesome and said the team did not give up. Member Brewer-Williams stated she had the opportunity to stop by the Homecoming dance on Saturday night. She stated the venue was beautiful and the students looked lovely and behaved lovely.

***Adoption of Agenda***

A motion was presented by Member Knechtel and supported by Member Slocum. MOTION: The Board of Education adopt the meeting agenda as presented with the removal of Report #07-26 (Financial Recommendation) from the consent agenda.

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Suttles absent).

***Approval of Minutes***

The minutes of the special meeting of September 10, 2007, the regular meeting of September 24, 2007, and the special meeting of September 24, 2007 were approved as presented.

***\*\*\*Extended Field Trip – For Information***

David Rosin, high school orchestra director, has received permission to plan an extended field trip for orchestra students in grades 9-12. The trip for approximately 40 students is scheduled for May 23-26, 2008. Students will travel to Chicago by charter bus. They will have a performance opportunity, participate in the ETI Clinic at Northwestern University, and attend performances of the Chicago Symphony Orchestra, the Blue Man Group, and Wicked. Students will also have opportunities for shopping and enjoying the city. Each individual will be responsible for the cost of the trip; fundraising opportunities will be available to help defray expenses. Students will be away from the traditional classroom setting one day.

***Financial Recommendation – Report #07-26 - For Action***

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approve the treasurer's report as presented in Report #07-26.

Member Knechtel referred to the General Fund cash balance of \$3,281,763.39 as of September 30, 2007. He asked when the district expects a state aid payment. Rob Spagnuolo and Jacklin Blodgett indicated a check for approximately \$1.7 million would be received from the state on October 22<sup>nd</sup>. The district received a \$2.6 million tax check from Delta Township in early October. The state legislature's adoption of the budget on October 1, 2007 allowed state aid payments to be made on time in October.

Motion carried. VOTE: AYES – 6; NAYS -0 (Member Suttles absent).

***Acceptance of 2006-2007 Audit Report***

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education approve and accept the annual audit report from Plante & Moran, PLLC, for the 2006-2007 fiscal year in order to comply with State and Federal regulations.

Motion carried. VOTE: AYES – 6; NAYS -0 (Member Suttles absent).

***Special Education Transportation Services Cooperative Agreement – Report #07-28 – For Action***

A motion was presented by Member Brewer-Williams and supported by Member Jones. MOTION: The Board of Education authorize the Superintendent to sign the resolution approving participation in the

***Special Education Transportation Services Cooperative Agreement – Report #07-28 – For Action (cont.)***  
cooperative agreement between the Ingham Intermediate School District (IISD) and Dean Transportation for Special Education Transportation Services.

Motion carried. VOTE: AYES – 6; NAYS -0 (Member Suttles absent).

***Master Agreement Ratification – Bus Drivers (International Union of Operating Engineers Local 547 AFL-CIO) – Report #07-29 – For Action***

A motion was presented by Member Slocum and supported by Member Jones. MOTION: The Board of Education approve the tentative agreement as negotiated between the International Union of Operating Engineers Local 547, AFL-CIO, representing the District's transportation department and the Board of Education as presented. This agreement is a 1.5% increase for the 2007-2008 school year and an off-schedule payment of .5%. Parties will meet if the foundation allowance for 2007-2008 nets \$75 or more to negotiate any further increase.

Dr. Pillar reported the union ratified the tentative agreement on September 27, 2007.

Motion carried. VOTE: AYES – 6; NAYS -0 (Member Suttles absent).

***Master Agreement Ratification – Custodians (Teamsters & Chauffeurs Union No. 580) – Report #07-30 – For Action***

A motion was presented by Member Jones and supported by Member Brewer-Williams. MOTION: The Board of Education approve the tentative agreement as negotiated between the Teamsters & Chauffeurs Union No. 580 and the Board of Education. This agreement is a 1.5% increase for the 2007-2008 school year and an off-schedule payment of .5%.

Motion carried. VOTE: AYES – 6; NAYS -0 (Member Suttles absent).

***Personnel Report – For Information***

A report was presented detailing employment of non-certified staff; the recall from lay-off of a non-certified employee; coaching assignments for high school coaching staff; extra-curricular Schedule B stipends; and extra-curricular 8.8 stipends.

***Staffing 2007-2008***

Total Full Time Equivalent (FTE) for the 2006-2007 school year was 209.50. The total FTE for certified staff for the 2007-2008 school year is 194.8. Student enrollment blended count for the 2006-2007 school year was 3,247. A total K-12 unaudited blended count for the 2007-2008 school year as of the 4<sup>th</sup> Wednesday is 3,183.

Through the staffing process, the leadership team made recommendations that resulted in a total of 14.7 certified FTE staff reductions. In addition to the reduction of certified positions through attrition, there were a total of 5.8 reductions in WESPA, 2.0 in administration, and 2.0 in custodial staffing.

***Superintendent's Report***

Dr. Pillar announced that Cabinet will attend the Delta Charter Township 45<sup>th</sup> anniversary and community awards celebration on Tuesday.

Dr. Pillar reminded Board members of the MASB Fall Conference on November 1-4 in Grand Rapids. This year's theme is *Lead Strong!*. If interested, Board members should contact Becky as soon as possible to make arrangements.

***Superintendent's Report (cont.)***

Dr. Pillar reported district leaders met with representatives of AdvancEd to begin the process of District-wide accreditation. Based on the meeting, he believes Waverly will receive candidacy status.

Dr. Pillar reported the District's annual report will be launched in a week or two. It will be available online, with hard copies available upon request.

Dr. Pillar announced MEAP testing has begun, so staff and students will be working hard and under a bit of pressure and stress. Our schools will work with parents to insure students are ready for testing and will do their best.

Dr. Pillar reported we now have an automated email system. Parents or citizens can subscribe to the system (free) and automatically receive press releases and other information.

Dr. Pillar told Board members to watch for the next episode of the *Waverly Connection* featuring East Intermediate principal, Gloria Gonzalez.

Dr. Pillar reported our secondary staff continues to get acclimated to PowerSchool. We hope to open the parent portal in the next few weeks.

Dr. Pillar reported a new air conditioning system for our server room has been installed. The system that was installed several years ago is not adequate to keep the servers cool. As a result, there were system crashes. This is a big problem when we are asking our faculty to enter information in PowerSchool. Hopefully, the new air conditioning system will reduce or eliminate server failures due to overheating.

Dr. Pillar thanked staff, students, parents and citizens who participated in last weekend's Homecoming events. It was beautiful weather and everyone seemed to have a good time.

Dr. Pillar announced the high school academic breakfast is on Tuesday, October 9<sup>th</sup> at 7:30 a.m. in the high school cafeteria. This is a great opportunity for parents, students, and staff to celebrate academic achievement.

***Public Comment***

None

***Other Board Business***

Member Knechtel asked if the Finance Advisory Committee could discuss unfunded liability at its next meeting. Member Knechtel had some concerns about the implementation of PowerSchool.

Member Martin thanked everyone for their condolences. She expressed regret in missing Homecoming activities.

Member Jones stated he missed Homecoming because he was attending his daughter's graduation from Specs Howard University. Member Jones encouraged everyone to keep the legislature engaged with continued dialogue. He indicated he would like to work with Dr. Pillar to set up a legislative breakfast.

***Adjournment***

The meeting adjourned at 8:30 p.m.

Page 6  
October 8, 2007

Respectfully submitted,

Donald P. Knechtel, Vice Secretary-Treasurer

rlp  
\*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
October 22, 2007**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 9:00 a.m. in Room 34 of East Intermediate School, 3131 W. Michigan Avenue, Lansing, Michigan.

***Members Present:***

Mr. John Broughton, President  
Mr. Britt Slocum, Vice President  
Mrs. Edith Suttles, Secretary  
Mr. Calvin Jones, Treasurer  
Mr. Don Knechtel, Vice Secretary-Treasurer (left at 2:40 p.m.)  
Mrs. Mary Ann Martin, Trustee  
Mrs. Fonda Brewer-Williams, Trustee

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mrs. Dorothy Blackwell, Director of Curriculum  
Mr. Bruce Johnson, Director of Operations & Student Services  
Cheri Arning  
Connie Hamilton  
Dave Percival  
Tracy Thomas

***Others Present:***

Dr. Dan Wertz  
Dr. Catherine Ash  
Marty Couretas  
Ana Ramirez-Saenz

***Purpose***

The purpose of the meeting was Board professional development.

***Adjournment***

The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
October 23, 2007**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 6:10 p.m. the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan

***Members Present:***

Mr. John Broughton, President  
Mr. Britt Slocum, Vice President  
Mrs. Edith Suttles, Secretary  
Mr. Calvin Jones, Treasurer  
Mr. Don Knechtel, Vice Secretary-Treasurer  
Mrs. Fonda Brewer-Williams, Trustee

***Member Absent:***

Mary Ann Martin, Trustee

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mr. Bruce Johnson, Director of Operations & Student Services  
Dave Percival  
Tracy Thomas

***Purpose***

The purpose of the meeting was a student discipline hearing for a Waverly High School student.

***Motion to Close Meeting***

The parent arrived late and chose not to attend the meeting. The parent previously had requested closed session. A motion was presented by Member Jones and supported by Member Brewer-Williams. MOTION: The Board of Education close the meeting, on behalf of the parent, to discuss the incident resulting in the discipline hearing.

Motion carried. Roll call vote: AYES – Members Knechtel, Suttles, Slocum, Broughton, Jones, and Brewer-Williams. NAYS – None. ABSENT: Member Martin

***Discussion***

The Board and administration discussed the disciplinary incident involving the student.

***Motion to Expel***

The Board returned to open session at 6:45 p.m. A motion was presented by Member Knechtel and supported by Member Jones. MOTION: The Board of Education accept administration's recommendation to expel the student for the remainder of the school year. Prior to re-admission to Waverly, a review will take place with the Board of Education.

***Adjournment***

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
November 5, 2007**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Britt Slocum at 4:10 p.m. the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan

***Members Present:***

Mr. Britt Slocum, Vice President  
Mrs. Edith Suttles, Secretary  
Mr. Calvin Jones, Treasurer  
Mrs. Fonda Brewer-Williams, Trustee  
Mrs. Mary Ann Martin, Trustee

***Member Absent:***

Mr. John Broughton, President  
Mr. Don Knechtel, Vice Secretary-Treasurer

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mr. Bruce Johnson, Director of Operations & Student Services  
Mr. Dave Percival

***Others Present:***

Lisa Swem, Board Attorney  
Jack Vogl, Family Attorney  
Parents  
Student A

***Purpose***

The purpose of the meeting was a student discipline hearing for a Waverly High School student.

***Motion to Close Meeting***

A motion was presented by Member Martin and supported by Member Jones. MOTION: The Board of Education close the meeting, at the request of the parents, to discuss the incident resulting in the discipline hearing.

Motion carried. Roll call vote: AYES – Members Martin, Suttles, Slocum, Jones, and Brewer-Williams. NAYS – None. ABSENT: Members Broughton and Knechtel.

***Discussion***

The Board, administration, student, parents and parent representative discussed the disciplinary incident involving the student.

***Motion to Expel***

The Board returned to open session at 6:30 p.m. A motion was presented by Member Brewer-Williams and supported by Member Martin. MOTION: The Board of Education adopt the resolution to suspend the student from the Waverly Community Schools for 46 days.

Motion carried. VOTE: AYES – 5; NAYS – 0; (Members Broughton and Knechtel absent).

***Adjournment***

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
November 5, 2007**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Britt Slocum at 6:55 p.m. the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan

***Members Present:***

Mr. Britt Slocum, Vice President  
Mrs. Edith Suttles, Secretary  
Mr. Calvin Jones, Treasurer  
Mrs. Fonda Brewer-Williams, Trustee  
Mrs. Mary Ann Martin, Trustee

***Member Absent:***

Mr. John Broughton, President  
Mr. Don Knechtel, Vice Secretary-Treasurer

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mr. Bruce Johnson, Director of Operations & Student Services  
Mr. Dave Percival

***Others Present:***

Lisa Swem, Board Attorney  
Vince Green, Family Attorney  
Parent  
Student B

***Purpose***

The purpose of the meeting was a student discipline hearing for a Waverly High School student.

***Motion to Close Meeting***

A motion was presented by Member Jones and supported by Member Brewer-Williams. MOTION: The Board of Education close the meeting, at the request of the parent, to discuss the incident resulting in the discipline hearing.

Motion carried. Roll call vote: AYES – Members Martin, Suttles, Slocum, Jones, and Brewer-Williams. NAYS – None. ABSENT: Members Broughton and Knechtel.

***Discussion***

The Board, administration, student, parent, and parent representative discussed the disciplinary incident involving the student.

***Motion to Expel***

The Board returned to open session at 8:10 p.m. A motion was presented by Member Brewer-Williams and supported by Member Martin. MOTION: The Board of Education adopt the resolution to expel the student from the Waverly Community Schools.

***Adjournment***

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 12, 2007**

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

**Subject:           Extended Field Trips**

**Extended Field Proposal**

David Rosin, David Gorbe, and Benjamin Knapp have planned an extended field trip for 7<sup>th</sup> and 8<sup>th</sup> grade band, orchestra, and choir students to Cedar Point. The trip serves as a year-end reward for students in these programs. Approximately 150 students and 15 chaperones will accompany the staff advisors to Cedar Point on Friday, May 30, 2008. They will travel by charter buses. The estimated cost of the trip per student is \$70.00. Students are responsible for providing the funds for their trip. Fundraising opportunities will be made available to help defray the cost. Students will be away from the traditional classroom setting one day.

David Rosin, high school orchestra teacher, has planned an extended field trip for orchestra students in grades 9-12 with good grades and behavior. It is estimated 40-43 students accompanied by 7-9 chaperones will travel to Chicago May 23-26, 2008 by charter bus and will stay at the Doubletree Hotel. They will have a performance opportunity, participate in the ETI Clinic at Northwestern University, and attend performances of the Chicago Symphony Orchestra, the Blue Man Group, and Wicked. Students will also have opportunities for shopping and enjoying the city. Cost of the trip is estimated at \$530.00 per individual. Students will be responsible for the cost of the trip; fundraising opportunities will be available to help defray expenses. Students will be away from the traditional classroom setting one day.

Holly LaPratt has planned an overnight field trip to the Impression 5 Museum for Waverly's Destination ImagiNation students. It is estimated 36-80 students and one or two parent chaperones per team will travel by car to the downtown Lansing Museum where students will have creative problem solving training and participate in "Instant Challenges" designed for the Waverly students. Participation in the overnight event will help better prepare the students to represent the district in upcoming competitions. The overnight field trip is scheduled for November 9<sup>th</sup> and 10<sup>th</sup> and will cost each participant \$20.

Benjamin Knapp, high school choir teacher, has planned an extended field trip to New York City for Waverly High School choir students in grades 9-12. Traveling by motor coaches, the group will depart on March 26 and return on March 30, 2008. While in New York, students will attend a Broadway workshop, a Broadway show, and a Gospel tour and concert, and will visit Carnegie Hall, Times Square, Ellis Island, Ground Zero, and the NBC studios. It is estimated 50-72 students, 4-7 adult chaperones, and staff members will participate in the trip. The estimated cost per student is \$684 if one bus is needed; if two buses are needed, the cost would be \$712. Each participant will be responsible for the costs associated with the trip. Fundraising opportunities will be available to help defray the cost. Students will be away from the traditional classroom setting two days.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 12, 2007**

**Report #07-31**

**FOR ACTION**

**Subject:** Policy (First Reading)

**Recommendation:**

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

Policy 2421 New:	Career and Technical Education
Policy 5460 Revision:	Graduation Requirements; note bold language
Policy 5540 Revision:	Interrogation of Students; note bold language
Policy 7230 Revision:	Gifts, Grants, and Bequests; note strikethrough/bold language
Policy 7440 Revision:	Security and Video Surveillance; note strikethrough/bold language
Policy 9211 Replacement:	District Support Organizations

**Statement of Purpose:**

These policy revisions and updates are the result of the semi-annual NEOLA update and a review by the administration and the Board Policy Committee.

**Budget Impact:**

None

**Background:**

NEOLA provides updates twice each year and then as needed to keep our policies current with applicable laws and regulations. The administration also reviews policy periodically and brings changes to the Board Policy Committee for review and consideration.

**Options/Alternatives:**

The Board can approve these policies as submitted for first reading. The Board may suggest changes to be brought back for second reading. The board may send some or all of the policies back to the committee for further review.

**Rationale for Recommendation:**

These policies were recommended to us by NEOLA and reviewed and recommended by the Policy Committee.

**Strategic Plan:**

These policies support the Waverly Community Schools mission of providing for a safe environment, rigorous curriculum, quality instruction and attention to individual needs.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
November 12, 2007**

**Report #07-32**

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

**Subject:**           **Financial Recommendation**

**Recommendation:**

It is recommended the following be approved:

**Approval of Treasurer's Report:**

The General Fund Financial Report dated October 31, 2007 has been reviewed and it is recommended that the Report be approved. The cash balance as of September 30, 2007 was \$3,281,763.39. Receipts during October 2007 consist of current taxes and other revenues in the amount of \$5,812,296.26 less disbursements during October of \$2,563,442.33 left the district with a General Fund cash balance as of October 31, 2007 of \$6,530,617.32.

Waverly Community Schools  
 Budget Status Report as of 10/31/07  
 General Fund - Revenue Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
MAJOR CLASS 111 TOTALS	Property Tax Levy	11,312,645.00	4,528,399.45	6,784,245.55	59.97
MAJOR CLASS 119 TOTALS	Delinquent Taxes	50,000.00	9,424.78	40,575.22	81.15
MAJOR CLASS 131 TOTALS	Tuition	4,000.00	6,217.00	(2,217.00)	(55.43) %
MAJOR CLASS 151 TOTALS	Interest On Investments	240,000.00	106,062.77	133,937.23	55.81
MAJOR CLASS 191 TOTALS	Rental on Buildings	10,000.00	11,165.00	(1,165.00)	(11.65) ^
MAJOR CLASS 199 TOTALS	Miscellaneous	5,000.00	33,986.20	(28,986.20)	(579.72) #
MAJOR CLASS 311 TOTALS	State Revenue	16,755,576.00	1,631,212.19	15,124,363.81	90.26
MAJOR CLASS 317 TOTALS	Categoricals	27,098.00	0.00	27,098.00	100.00
MAJOR CLASS 414 TOTALS	Federal Grants	478,290.00	48,857.00	429,433.00	89.79
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	522,059.00	62,700.38	459,358.62	87.99
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	20,000.00	7,258.76	12,741.24	63.71
MAJOR CLASS 519 TOTALS	IISD Reimbursements	1,555,767.00	349,769.70	1,205,997.30	77.52
	Total For Revenues	30,980,435.00	6,795,053.23	24,185,381.77	78.07

% - Reflects actual tuition collections to date. Budget increase to this revenue line will be recommended during amendment.

# - Reflects collection of USF funds. Budget increase to this revenue line will be recommended during amendment.

^ - Reflects actual rental charges to date. Budget increase to this revenue line will be recommended during amendment.

Waverly Community Schools  
 Budget Status Report as of 10/31/07  
 General Fund - Expense Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
FUNCTION 111 TOTALS	Elementary	7,469,263.00	1,373,239.38	6,096,023.62	81.61
FUNCTION 112 TOTALS	Middle School	2,346,619.00	406,713.49	1,939,905.51	82.67
FUNCTION 113 TOTALS	High School	5,573,482.00	935,213.62	4,638,268.38	83.22
FUNCTION 119 TOTALS	Summer School	4,000.00	0.00	4,000.00	100.00
FUNCTION 122 TOTALS	Special Education	2,945,108.00	547,194.40	2,397,913.60	81.42
FUNCTION 125 TOTALS	Compensatory Education	324,085.00	77,195.07	246,889.93	76.18
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	24,000.00	0.00	24,000.00	100.00
FUNCTION 212 TOTALS	Guidance Services	647,695.00	117,208.86	530,486.14	81.90
FUNCTION 215 TOTALS	Speech Pathology & Audiology	529,200.00	93,176.41	436,023.59	82.39
FUNCTION 216 TOTALS	Social Work Services	580,846.00	107,193.94	473,652.06	81.55
FUNCTION 218 TOTALS	Teacher Consultant	279,146.00	53,905.18	225,240.82	80.69
FUNCTION 219 TOTALS	Other Pupil Services	51,198.00	27,172.41	24,025.59	46.93
FUNCTION 221 TOTALS	Improvement of Instruction	452,700.00	109,984.33	342,715.67	75.70
FUNCTION 222 TOTALS	Educational Media Services	1,152,154.00	351,314.48	800,839.52	69.51
FUNCTION 226 TOTALS	Supervision & Direction	371,532.00	122,401.73	249,130.27	67.05
FUNCTION 231 TOTALS	Board of Education	91,950.00	22,488.20	69,461.80	75.54
FUNCTION 232 TOTALS	Executive Administration	317,730.00	89,327.94	228,402.06	71.89
FUNCTION 241 TOTALS	Office of the Principal	1,800,289.00	567,633.25	1,232,655.75	68.47
FUNCTION 249 TOTALS	Other School Administration	92,571.00	2,464.84	90,106.16	97.34
FUNCTION 252 TOTALS	Fiscal Services	359,939.00	116,582.03	243,356.97	67.61
FUNCTION 259 TOTALS	Other Business Services	65,811.00	32,242.67	33,568.33	51.01
FUNCTION 261 TOTALS	Operating Building Services	3,679,992.00	916,191.25	2,763,800.75	75.10
FUNCTION 266 TOTALS	Security Services	83,309.00	13,024.76	70,284.24	84.37
FUNCTION 271 TOTALS	Pupil Transportation Services	864,464.00	171,977.96	692,486.04	80.11
FUNCTION 283 TOTALS	Staff/Personnel Services	199,012.00	61,073.61	137,938.39	69.31
FUNCTION 284 TOTALS	Information Management Services	218,375.00	106,281.12	112,093.88	51.33
FUNCTION 285 TOTALS	Other Central Services	1,000.00	(235.00)	1,235.00	123.50
FUNCTION 299 TOTALS	Other Support Services	156,288.00	4,559.50	151,728.50	97.08
FUNCTION 331 TOTALS	Communication	36,634.00	11,838.55	24,795.45	67.68
FUNCTION 441 TOTALS	Payments to Other Governmental Entities	6,000.00	6,000.00	0.00	0.00
FUNCTION 621 TOTALS	Athletic/Activities & Child Care Support	590,507.00	92,949.28	497,557.72	84.26
Total for Expenses		31,314,899.00	6,536,313.26	24,778,585.74	79.13

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
November 12, 2007**

**Report #07-33**

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

**Subject: Summer Tax Collection Resolution**

**Recommendation:**

The Superintendent recommends the Board of Education adopt the Annual Summer Tax Resolution, invoking for 2008 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy will be affixed to the official minutes of this meeting.

**Budget Impact:**

If the resolution is not adopted, the district will be unable to collect summer taxes. This would create cash flow problems and require borrowing to meet the district's financial obligations as well as added expense in interest and legal fees.

**Background Information/Historical Perspective:**

By December 31<sup>st</sup> of each year, the school district is required to notify the various taxing authorities of the intention to request collection of summer taxes.

Through correspondence from the school district's legal counsel, it has been suggested that the district adopt a resolution to meet legal requirements of School Code Section 1613, more particularly, 1982 P.A. 333 (Summer Tax Collection Statute).

A Michigan Court of Appeals decision has been issued "...Where a school board has adopted an ongoing resolution establishing summer tax collection, the board is required each year, before January 1, to take official action invoking the previously adopted resolution to collect the summer tax levy by requesting each township and city to collect. The ongoing resolution eliminates the yearly need to publish notice of a public meeting to institute a summer tax levy...".

**WAVERLY COMMUNITY SCHOOLS**  
**ANNUAL SUMMER TAX RESOLUTION**

**Ingham, Eaton, and Clinton Counties, Michigan**

A regular meeting of the Board of Education of said District was held at the Educational Services and Administrative Center, 515 Snow Road, Lansing, Michigan, in said District, on the 12<sup>th</sup> day of November 2007, at 7:30 o'clock p.m.

The meeting was called to order by President, John Broughton.

**PRESENT:     Members**

**ABSENT:     Members**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS**, this Board of Education by resolution of January 26, 1983, determined to impose a summer property tax levy to collect one-half (1/2) of school property taxes, including debt services, upon property located within the School District, beginning with 1983 and continuing from year to year until specifically revoked by the Board of Education.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1.     This Board of Education, pursuant to 1976 PA 451, as amended, hereby invokes for 2008 its previously adopted ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes, including debt service, beginning with 1983, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this District is located to collect those summer taxes.
2.     The Superintendent or his designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2008 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2008.
3.     The Superintendent or his designee is authorized and directed to negotiate on behalf of this District, with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such property agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same are hereby rescinded.

**Ayes: Members**

**Nays: Members**

**Absent: Members**

**RESOLUTION DECLARED ADOPTED.**

---

**Edith J. Suttles, Secretary  
Waverly Community Schools  
Board of Education**

The undersigned, duly qualified Secretary of the Board of Education of Waverly Community Schools of Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 12, 2007, the original of which is part of the Board's official minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

---

**Edith J. Suttles, Secretary  
Waverly Community Schools  
Board of Education**

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 12, 2007**

**Report #07-34**

**I. INSTRUCTION AND SUPPORT**

**FOR ACTION**

**Subject: Personnel Summary**

**A. Employment - Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Christel Benjamin	Winans 1 <sup>st</sup> Grade Teacher	BA+0, Step 0/\$35,298	10/15/07
Nathaniel Jarvie	.9 HS Social Studies Teacher	BA+0, Step 0/\$31,768.20	10/15/07

**B. Resignation - Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Brittany Wilson	HS Special Education Teacher	Personal	11/9/07

**FOR INFORMATION**

**A. Employment – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Andrea Magnotta	Elmwood Child Care	\$7.50/Hour	9/17/07
Stephanie Walls	View Lunch Assistant	Class G/\$9.00	10/22/07
Johnny Sorrells	Bus Driver	\$12.80/Hour	10/31/07

**B. Retirement – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Karen Hicks	Bus Driver	34 Years	10/31/07

**C. Resignation – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alka Badhwar	View Lunch Assistant	Personal	10/1/07
Lisa Winters	Colt Lunch Assistant	Personal	10/10/07
Rebecca Berry	Laid Off Secretary	Personal	10/26/07
Darlene Robertson	Back Up Bus Driver	Personal	10/29/07

**D. Coaching – High School/Middle School**

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Les Midgett	7 <sup>th</sup> Grade Girls Basketball Coach	3	\$2,731	Fall Season

**E. Extra-Curricular Schedule B Stipends**

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Benjamin Knapp	HS Theater Director	1	\$2,256	Fall Season
David Gorbe	MS Band Director	3	\$2,578	2007-08 Sch. Yr.
Benjamin Knapp	MS Choir Director	3	\$1,539	2007-08 Sch. Yr.
David Rosin	MS Orchestra Director	3	\$1,539	2007-08 Sch. Yr.
Yolanda Harris	MS Junior Honor Society Advisor	3	\$1,723	2007-08 Sch. Yr.
Ruth Lamb	MS School Improvement Co-Chair	3	\$308.60	2007-08 Sch. Yr.
Kerry Biladeau	MS School Improvement Co-Chair	3	\$308.60	2007-08 Sch. Yr.
Michelle DeBrabander	MS School Improvement Co-Chair	3	\$308.60	2007-08 Sch. Yr.
Kathy Jenkins	MS School Improvement Co-Chair	3	\$308.60	2007-08 Sch. Yr.
Laurel Trombly	MS School Improvement Co-Chair	3	\$308.60	2007-08 Sch. Yr.
Kathie McDaniel	MS Student Council Advisor	3	\$1,723	2007-08 Sch. Yr.

Michelle DeBrabander	MS Yearbook Advisor	3	\$1,660	2007-08 Sch. Yr.
Nancy Breen	East Yearbook Advisor	3	\$1,660	2007-08 Sch. Yr.
Paula Fedewa	East Student Council Advisor	3	\$1,723	2007-08 Sch. Yr.
Susan Stahly	East School Improvement Co-Chair	½ of 2	\$716.50	2007-08 Sch. Yr.
Kate Tonnos	East School Improvement Co-Chair	½ of 1	\$661.50	2007-08 Sch. Yr.
Holly LaPratt	Destination Imagination Advisor	3	\$2,764	2007-08 Sch. Yr.

#### F. Extra-Curricular 8.8 Stipends

<u>Name</u>	<u>Assignment</u>		<u>Stipend</u>	<u>Effective</u>
Kathie McDaniel	MS Art Chair		\$200	2007-08 Sch. Yr.
Ruth Lamb	MS Counseling Chair		\$300	2007-08 Sch. Yr.
Elizabeth Gardner	MS Language Arts Co-Chair		\$400	2007-08 Sch. Yr.
Heather Lewis	MS Language Arts Co-Chair		\$400	2007-08 Sch. Yr.
Gary Wilson	MS Library/Media Chair		\$220	2007-08 Sch. Yr.
Yolanda Harris	MS Life Management Chair		\$240	2007-08 Sch. Yr.
Cassandra Hailey	MS Mathematics Co-Chair		\$420	2007-08 Sch. Yr.
Nick Niederquell	MS Mathematics Co-Chair		\$420	2007-08 Sch. Yr.
David Gorbe	MS Music Chair		\$240	2007-08 Sch. Yr.
Michelle DeBrabander	MS PE/Health Co-Chair		\$160	2007-08 Sch. Yr.
Gary Wilson	MS PE/Health Co-Chair		\$160	2007-08 Sch. Yr.
Debbie Quinn	MS Science Co-Chair		\$400	2007-08 Sch. Yr.
LuAnn Stuitable	MS Science Co-Chair		\$400	2007-08 Sch. Yr.
Debbie Nixon	MS Social Studies Chair		\$880	2007-08 Sch. Yr.
Kathy Jenkins	MS Special Education Co-Chair		\$540	2007-08 Sch. Yr.
Anne Mazner	MS Special Education Co-Chair		\$540	2007-08 Sch. Yr.
Kathy Jenkins	MS Parapro Advisor Chair		\$180	2007-08 Sch. Yr.
Bill Cecil	East 5 <sup>th</sup> Grade Chair		\$500	2007-08 Sch. Yr.
Nancy Breen	East 6 <sup>th</sup> Grade Chair		\$500	2007-08 Sch. Yr.
MaryBeth Chasse	East Special Education Chair		\$400	2007-08 Sch. Yr.
Tonya May	East 5 <sup>th</sup> Grade Language Arts Chair		\$400	2007-08 Sch. Yr.
Patricia Rowden	East 6 <sup>th</sup> Grade Language Arts Chair		\$400	2007-08 Sch. Yr.
Shelly McGee	East Science Chair		\$580	2007-08 Sch. Yr.
Jeff Wood	East 5 <sup>th</sup> Grade Social Studies Chair		\$400	2007-08 Sch. Yr.
Seth Berg	East 6 <sup>th</sup> Grade Social Studies Chair		\$400	2007-08 Sch. Yr.
Laura Smith	East 5 <sup>th</sup> Grade Mathematics Chair		\$400	2007-08 Sch. Yr.
Denise Kehren	East 6 <sup>th</sup> Grade Mathematics Chair		\$400	2007-08 Sch. Yr.
Bridget Kelly	East Links Goal Co-Chair		\$200	2007-08 Sch. Yr.
MaryBeth Chasse	East Links Goal Co-Chair		\$200	2007-08 Sch. Yr.
Tonya May	East Language Arts Goal Co-Chair		\$150	2007-08 Sch. Yr.
Patricia Rowden	East Language Arts Goal Co-Chair		\$150	2007-08 Sch. Yr.
Susan Bissonnette	East Math Goal Chair		\$300	2007-08 Sch. Yr.
Susan Stahly	East Science Goal Chair		\$300	2007-08 Sch. Yr.
Jeff Wood	East Social Studies Goal Chair		\$300	2007-08 Sch. Yr.
Rhonda Berns	Elmwood PTO Representative		\$198	2007-08 Sch. Yr.
Becky McQuillan	Elmwood Field Day Chair		\$299	2007-08 Sch. Yr.
Rhonda Berns	Elmwood Reading Co-Chair		\$99	2007-08 Sch. Yr.
Michelle Huffer	Elmwood Reading Co-Chair		\$99	2007-08 Sch. Yr.
Arden LaMere	Elmwood Reading Co-Chair		\$99	2007-08 Sch. Yr.
Cathy Mosher	Elmwood Habitat Co-Chair		\$199	2007-08 Sch. Yr.
Lynn Moule	Elmwood Habitat Co-Chair		\$199	2007-08 Sch. Yr.
Cathy Mosher	Elmwood Aerobics Chair		\$149	2007-08 Sch. Yr.
Kristin Kochheiser	Elmwood Newspaper Editor		\$198	2007-08 Sch. Yr.
Brenda Hinds	Elmwood School Improvement Math Chair		\$169	2007-08 Sch. Yr.
Michelle Huffer	Elmwood School Improvement Language Arts Chair		\$169	2007-08 Sch. Yr.
Steve Wood	Elmwood School Improvement Assets Chair		\$169	2007-08 Sch. Yr.

G. Extra-Curricular HS Musical

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
Tricia Harrell	Choreographer/Co-Director	\$2,500	Fall Season
James Geer	Vocal Director/Accompanist	\$1,350	Fall Season
Rita Deibler	Technical Director/Set Design	\$1,000	Fall Season
Ellen Jackson	Costume Designer	\$500	Fall Season
Jenna Erbele	Promotions	\$400	Fall Season
David Gorbe	Pit Band Director	\$750	Fall Season
Katie Ranaldi Smith	Music Director	\$250	Fall Season