



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, November 10, 2008 7:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular meeting of the Board of Education of Waverly Community Schools will be held November 10, 2008, 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
  - A. Pledge - Luke Bunge, WHS Student Representative
  
- II. Special Presentations
  - A. Freshman Focus - Dave Percival, Waverly High School
  
- 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. Facility and Policy
    - 1. Recommendation to approve Report #08-26, Policy (2nd Reading) 11
  - B. Finance and Personnel
    - 1. \*\*\*Recommendation to approve Report #08-27, Financial Recommendation 12
    - 2. \*\*\*Recommendation to approve Report #08-28, Summer Tax Collection Resolution 15

3.	Recommendation to approve Report #08-29, 403(b) Tax Sheltered Plan	18
4.	Recommendation to approve Report #08-30, 403(b) Third Party Administrator (TPA)	25
5.	Recommendation to approve Report #08-31, Master Agreement Ratification - Waverly Administrators Education Association	29
6.	Recommendation to approve Report #08-32, Personnel Recommendations	30
C.	Other	
1.	For Information - Strategic Plan Ad Hoc Committee Report	
X.	Superintendent's Report	
XI.	Public Comments	
XII.	Other Board Business	
XIII.	Adjournment	
XIV.	***Consent Agenda	

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 13, 2008**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:30 p.m. in 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  
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer  
Mrs. Mary Ann Martin, Trustee  
Mrs. Kim Smith, Trustee

***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  
Michelle Frederick  
Vickie Tisdale  
Vince Perkins  
Gloria Gonzalez  
Heather Lewis  
Rhonda Sosnowski  
MaShaun Trossel  
Becky McQuillan  
Diane Flanagan  
Gretchen Mikula  
Rebecca Pease

***Others Present:***

Luke Bunge, Student Representative  
Ian Frederick  
Daniel Dumont  
Mercedes Mitchell  
Ali Bennett  
Jordan Nelson  
Lauren Wey  
Mary Jo White  
Ryan Boeskool

***Pledge***

The pledge of allegiance was led by Middle School Student Council officers Mercedes Mitchell, Jordan Nelson, and Ali Bennett. Mercedes is the Vice President of the Student Council. She is actively involved in the youth ministry at her church and participated in choir. She is also a member of the National Junior Honor Society and was nominated as an All-American Scholar. Jordan is the Secretary of the Middle School Student Council. She is involved in cheerleading and is on a competitive dance team which placed 2<sup>nd</sup> in the nation last year. She also teaches dance. Ali is the Treasurer of the Student Council. She participates in the middle school choir, is a member of the National Junior Honor Society and is always busy with chores at home.

***Special Presentations***

The first special presentation featured recognition of bus driver Mashaun Trossel. Ms. Trossel, a regular bus driver since September, 1999, was nominated for the recognition by Transportation Supervisor Rhonda Sosnowski for going beyond the call of duty. Ms. Sosnowski stated Mashaun relates well with students of all ages, has taught them bus procedures, and has developed a safety poster contest, as well as other fun activities. Fifth grader Lauren Wey said Ms. T made the bus fun and kept the students safe. Windemere View Principal Vickie Tisdale noted Ms. Trossel's bus is like a classroom; students know what is expected and feel loved. Ms. Trossel described the poster contest she developed and stated she has shared the concept with other drivers. Ms. Sosnowski presented a crystal block with the inscription "You are making a difference" to Mashaun.

The second special presentation featured Middle School English teacher Heather Lewis and two of her students, who demonstrated "googledocs", a free internet program that allows students to share the work they do with their teacher. Mrs. Lewis can edit the document online and make suggestions to her students, who can then work on another draft of the paper. Work can be done in the school's computer center or at home through the internet site. Since about 30% of the students do not have at-home internet access, Ms. Lewis is more flexible with due dates, allowing three days in the computer lab. Ian Frederick demonstrated the program by accessing one of his papers and showing the comments and critique of his teacher. Daniel Dumont explained some of the additional features of the "googledocs" program.

Dr. Pillar presented the district's 2007-2008 annual report in compliance with state law. Each Board member received a printed copy of the report. The annual report will appear on the district's website. A hard copy will be provided upon request.

***Correspondence***

None

***Public Comment***

None

***Student Representative Report***

Student Representative Luke Bunge reported that Homecoming was a success and Parent-Teacher Conferences went well at the high school.

***Board Member Comment***

Member Martin stated the Homecoming parade was wonderful. She noted it was fun to see the court and the high school and middle school bands sounded great. Member Martin reported she attended the Ingham School Officers Association (ISOA) meeting at which Don Wotruba, MASB Director of State Legislative Affairs, discussed House Joint Resolution (HJR iii), which passed the House 101-0 without public hearings. The bill is the biggest rewrite of Proposal A resulting in a significant decrease in property tax revenues for schools and other local units of government. The resolution states that in any year that property values are static or decline, local taxing units couldn't increase property tax by the inflationary factor allowed under Proposal A. Member Martin stated it is important we let our Representatives and Senators know that we oppose this legislation. MASB sent out an emergency email encouraging Board members to contact their legislators. She indicated MASB can track responses. Member Martin suggested if Board members are going to contact their legislators in addition to email that it is done by calling their offices.

Member Martin reported Dr. Brent Knight, President of Lansing Community College, attended the Superintendent's Round Table meeting on September 17, 2008 and discussed his vision and goals for LCC. Each ISOA representative was asked to share something about his/her district. Member Martin shared information about Ombudsman and AdvancEd accreditation.

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

Member Brewer-Williams stated she was unable to attend the Homecoming game, but did stop by the Homecoming dance on Saturday night. She said there was structure and the kids were orderly and having fun. Member Brewer-Williams attended the Delta Community Awards Reception at the Sheraton on Wednesday, October 8<sup>th</sup>. She acknowledged the work of one of the featured artists, Paul Simon, a Waverly graduate. Member Brewer-Williams congratulated all award winners and thanked Member Jones for his work as a committee member for the event. She also acknowledged Dorothy Blackwell for the MEAP video on the Waverly website.

Member Suttles congratulated Mashaun Trossel, featured staff person, for what she does for kids. She commented on how beautiful it was to have student Lauren Wey share her thoughts about Ms. Trossel. Member Suttles stated she was unable to attend Homecoming and was grateful for the beautiful pictures of the court and students in the parade featured in the *Delta-Waverly Community News*. She stated she looks forward to seeing more pictures on WAVE TV. Member Suttles reported she attended the Ingham School Officers Association's candidate forum, which she described as very interesting. The question of collaboration between local districts and the ISD was raised. Ingham ISD was able to pass out a two-page document showing that kind of collaboration. Member Suttles reported there was a nice spot on the Channel 10 news featuring Dorothy Blackwell, Principal Vickie Tisdale and Mrs. McNeilly's third grade classroom preparing for the MEAP. Member Suttles thanked Mrs. Lewis for her love of students and her enthusiasm.

Member Slocum expressed his displeasure of MASB tracking Board members' emails.

Member Jones thanked Waverly students Peter Allison and Theo Alexander for attending a recent Rotary meeting. They had the opportunity to hear people talking about the upcoming election. Member Jones stated the Delta Community Awards Reception went very well. He acknowledged Waverly musicians Julia McLane, Arica Nelson, and Olivia Panessidi for participating in the event. Member Jones stated the committee has discovered the need to recognize the youth of our community just as much as adult citizens. Member Jones announced the Delta Waverly Rotary Club is holding its annual Bookie Event on Friday, October 31<sup>st</sup> at Carabba's Restaurant. Forty celebrities, including Dr. Pillar, will be servers at the luncheon. All proceeds will go to the Delta District Library. Member Jones suggested having a meeting with the Delta Township Board, following the upcoming election, to see how things are going and what is coming up in the future.

Member Smith reported Homecoming was awesome as usual. She stated she had the opportunity to view a SmartBoard in use at Colt Elementary and called it technology of the future.

***Adoption of Agenda***

A motion was presented by Member Martin and supported by Member Brewer-Williams. MOTION: The Board of Education adopt the meeting agenda as presented. Member Slocum asked that the minutes be removed from the consent agenda.

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

***Approval of Minutes***

A motion was presented by Member Slocum and supported by Member Smith. MOTION: The minutes of the regular meeting of September 22, 2008 be approved as presented. Member Slocum asked that the following correction be made to the third paragraph under Board Member Comment on Page 2: Member Slocum stated he *loved* ~~loves~~ *the* testimonials and thanked Mrs. Hailey for her efforts.

The minutes were approved as corrected. VOTE: AYES - 7; NAYS – 0.

***Policy – First Reading – For Discussion***

The Board reviewed and discussed updates for the following policies at first reading: -142.4 Oath; 0151/0152 Organizational Meeting/Officers; 3430.01/4430.01 FMLA; 5460 Graduation Requirements; 6520 Payroll Deductions; 7230 Gifts, Grants, Bequests; 7250 Commemoration of School Facilities; 8210 School Calendar; 8900 Anti-Fraud; and 9500 Relations with Educational Institutions and Organizations.

The policies, with suggested changes, will be presented at second reading for approval at the November 10<sup>th</sup> meeting.

***\*\*\*Financial Recommendation – Report # 08-23 - For Action***

The treasurer's report was approved as presented.

***Acceptance of 2007-2008 Audit Report- Report #08-24 – For Action***

A motion was presented by Member Slocum and supported by Member Jones. MOTION: The Board of Education approve and accept the annual audit report from Plante & Moran, PLLC for the 2007-2008 fiscal year in order to comply with State and Federal regulations.

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

***403(b) Tax Sheltered Plan – For Discussion***

Jacklin Blodgett, Assistant Superintendent for Finance & Personnel, discussed a 403(b) resolution which authorizes the Superintendent to oversee the Waverly Community Schools 403(b) Tax Shelter Annuity plan on behalf of the District and in consortium with the Michigan Retirement Investment Consortium (MRIC). The District must adopt a plan document for all employees by January 1, 2009 in order to comply with new 403(b) regulations required by the Internal Revenue Service. Over 260 school districts in Michigan are considering adopting the MRIC-developed plan and joining a consortium using the same Tax Shelter Annuity (TSA) provider.

***Personnel Report – For Information***

The Personnel Report included the following information: employment of non-certified staff; the resignation of non-certified staff; high school and middle school coaching assignments; extra-curricular Schedule B stipends; and extra-curricular stipends for the high school musical.

***Rescheduling Board Advisory Committee Meetings – Report #08-25 – For Action***

A motion was presented by Member Martin and supported by Member Brewer-Williams. MOTION: The Board of Education reschedule Board Advisory Committee meetings at 6:00 p.m. prior to the first meeting of the month when there is a second meeting of the month, with committee reports being presented at the second meeting of the month.

The new committee structure would be as follows:

November 10, 2008	Advisory Committee meetings held at 6:00 p.m.
November 24, 2008	Committee reports presented at regular meeting
February 9, 2009	Advisory Committee meetings held at 6:00 p.m.
February 23, 2009	Committee reports presented at regular meeting
May 11, 2009	Advisory Committee meetings held at 6:00 p.m.
May 26, 2009	Committee reports presented at regular meeting
June 8, 2009	Advisory Committee meetings held at 6:00 p.m.
June 22, 2009	Committee reports presented at regular meeting

***Rescheduling Board Advisory Committee Meetings – Report #08-25 – For Action***

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

***Superintendent's Report***

Dr. Pillar reported MEAP testing starts tomorrow. District personnel are very careful about testing procedures. There is a video on WAVE TV narrated by Dorothy Blackwell on how to prepare for the MEAP. There was also a report on the Channel 10 featuring students at Windemere View Elementary.

Dr. Pillar announced he will be a server at the Rotary Bookie Event on Friday, October 31<sup>st</sup>. He noted six of his closest friends have reserved a table in his section.

Dr. Pillar reported he will be making two presentations at the MASB Fall Conference at the Grand Traverse Resort. One is on managing construction once the bond is passed and the other is CBA 297, Effective Board Meetings.

Dr. Pillar reported he is attending Delta Government Relations meetings now that he no longer has a commitment to attend ISOA meetings. He and Rob Spagnuolo both attend and report at these very productive meetings.

Dr. Pillar announced Parent-Teacher Conferences were well attended. They were held earlier in the year than usual to allow time for young people to improve if need be. One day of conferences landed on a religious holiday, which will be discussed when planning next year.

Dr. Pillar asked Board members to save the date of November 19<sup>th</sup> for the Celebration of Public Education to be held at the Kellogg Center. The Waverly Reflections will be providing some of the entertainment.

Dr. Pillar reported the Waverly Education Foundation's Gala is being held on Monday, December 8<sup>th</sup>, a scheduled Board meeting night. He asked the Board to consider moving this meeting to the following Monday, December 15<sup>th</sup>. There was consensus of the Board to do so. The meeting will be posted as a special meeting.

Dr. Pillar reported administration is talking with Delta Township about hosting Greener Delta which will be held in April.

Dr. Pillar referenced Member Smith's comments about SmartBoards. He stated this technology is happening in other places in the district, and we are trying to expand when we can. Elmos, computerized projectors, are also being added.

***Public Comment***

Addressing the Board during Public Comment was Ryan Boeskool.

***Other Board Business***

Member Suttles reported the Career Connections Advisory Board is meeting at Beckham America in Williamston on October 16<sup>th</sup> from 7:30-9:00 a.m. The focus of the meeting is apprenticeship programs. Anyone interested in attending should contact her.

Member Jones reported the initial meeting of the Board of Water & Light's First Step program was held recently at Dart Auditorium. They are pleased with the number of high school seniors who attended looking for job and scholarship opportunities. The program has really taken off and a number of other businesses have contacted the Board of Water & Light to discuss the process.

***Other Board Business (cont.)***

Member Martin reported the ISOA sent a questionnaire to all candidates running for office. She encouraged Board members to check the Ingham Intermediate School District's website to read the candidates' responses before voting.

Dr. Pillar stated that a Waverly Middle School student met Senator Barack Obama while he was in Michigan campaigning. There is a picture and news article on Waverly's website.

***Adjournment***

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

\*\*\*Consent Agenda  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
October 27, 2008**

***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 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 (arrived at 9:05 a.m.)  
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer  
Mrs. Mary Ann Martin, Trustee  
Mrs. Kim Smith, Trustee (left at 3:10 p.m.)

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent (arrived at 9:30 a.m.)  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mrs. Dorothy Blackwell, Director of Curriculum  
Mr. Bruce Johnson, Director of Student Services & Operations  
Mr. Rob Spagnuolo, Business Manager  
Mr. Eldon McGraw, Communications Supervisor  
Mr. Steve Beckholt, Athletic Director  
Dr. Peggy Baldwin, Principal, Colt Elementary  
Mrs. Vickie Tisdale, Principal, Windemere View Elementary  
Mrs. Valerie Hendrickson-Carr, Principal, Elmwood Elementary  
Mrs. Shawn Talifarro, Principal, Winans Elementary  
Mrs. Gloria Gonzalez, Principal, East Intermediate  
Mr. Vince Perkins, Principal, Waverly Middle School  
Mr. Tracy Thomas, Deputy Principal, Waverly High School  
Mr. Dave Percival, Principal, Waverly High School

***Others Present:***

Mr. Tom Klein, Sideliners  
Mr. Peter Spadafore, Michigan Association of School Boards

***Purpose***

The purpose of the meeting was a scheduled Board work/study session.

***Adjournment***

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 10, 2008**

**Report #08-26**

**FOR ACTION**

**Subject:** Policy – Second Reading

**Recommendation:**

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

0142.4 Oath  
0151/0152 Organizational Meeting/Officers  
3430.01/4430.01 FMLA  
5460 Graduation Requirements  
6520 Payroll Deductions  
7230 Gifts, Grants, Bequests  
7250 Commemoration of School Facilities  
8210 School Calendar  
8900 Anti-Fraud  
9500 Relations with Educational Institutions and Organizations

**Statement of Purpose:**

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

**Budget Impact:**

None

**Historical Perspective:**

NEOLA provides updates 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.

**Discussion of Options:**

The Board can refer policies to the Advisory Committee for further review.

**Rationale for Proposal:**

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

**Strategic Plan Reference:**

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 10, 2008**

**Report #08-27**

**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, 2008 has been reviewed and it is recommended that the Report be approved. The cash balance as of September 30, 2008 was \$5,201,296.44. Receipts during October 2008 consist of current taxes and other revenues in the amount of \$2,545,833.12 less disbursements during October of \$2,641,305.93 left the district with a General Fund cash balance as of October 31, 2008 of \$5,105,823.63.

Waverly Community Schools  
Budget Status Report as of 10/31/08  
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	9,798,225.00	3,915,770.65	5,882,454.35	60.04
MAJOR CLASS 119 TOTALS	Delinquent Taxes	50,000.00	2,362.21	47,637.79	95.28
MAJOR CLASS 131 TOTALS	Tuition	7,000.00	19,298.00	(12,298.00)	(175.69) %
MAJOR CLASS 151 TOTALS	Interest On Investments	260,000.00	39,192.43	220,807.57	84.93
MAJOR CLASS 191 TOTALS	Rental on Buildings	20,000.00	8,060.90	11,939.10	59.70
MAJOR CLASS 199 TOTALS	Miscellaneous	25,000.00	26,895.53	(1,895.53)	(7.58) **
MAJOR CLASS 311 TOTALS	State Revenue	18,623,094.00	1,848,816.30	16,774,277.70	90.07
MAJOR CLASS 413 TOTALS	Direct Federal Grants	20,769.00	0.00	20,769.00	100.00
MAJOR CLASS 414 TOTALS	Federal Grants	534,238.00	91,824.00	442,414.00	82.81
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	522,618.00	0.00	522,618.00	100.00
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	17,000.00	4,977.56	12,022.44	70.72
MAJOR CLASS 519 TOTALS	IISD Reimbursements	1,765,000.00	291,569.73	1,473,430.27	83.48
MAJOR CLASS 592 TOTALS	Proceeds from Long-term Loan	0.00	453,627.00	(453,627.00)	0.00 #
	Total For Revenues	31,642,944.00	6,702,394.31	24,940,549.69	78.82

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

\*\* - Reflects actual revenue from sale of busses. Budget increase to this line item will be recommended during amendment.

# - Reflects proceeds from installment purchase agreement for purchase of 600 student computers. Budget increase to this revenue line will be recommended during amendment.

Waverly Community Schools  
Budget Status Report as of 10/31/08  
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	7,648,936.00	1,596,850.56	6,052,085.44	79.12
FUNCTION 112 TOTALS	Middle School	2,382,404.00	528,609.33	1,853,794.67	77.81
FUNCTION 113 TOTALS	High School	5,610,221.00	1,108,555.32	4,501,665.68	80.24
FUNCTION 119 TOTALS	Summer School	25,211.00	7,797.32	17,413.68	69.07
FUNCTION 122 TOTALS	Special Education	3,237,303.00	608,565.33	2,628,737.67	81.20
FUNCTION 125 TOTALS	Compensatory Education	399,939.00	78,547.67	321,391.33	80.36
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	23,100.00	0.00	23,100.00	100.00
FUNCTION 212 TOTALS	Guidance Services	593,938.00	121,232.47	472,705.53	79.59
FUNCTION 215 TOTALS	Speech Pathology & Audiology	549,344.00	99,834.52	449,509.48	81.83
FUNCTION 216 TOTALS	Social Work Services	564,060.00	107,027.13	457,032.87	81.03
FUNCTION 218 TOTALS	Teacher Consultant	283,935.00	57,097.43	226,837.57	79.89
FUNCTION 219 TOTALS	Other Pupil Services	50,882.00	26,157.30	24,724.70	48.59
FUNCTION 221 TOTALS	Improvement of Instruction	546,899.00	91,362.14	455,536.86	83.29
FUNCTION 222 TOTALS	Educational Media Services	1,299,438.00	335,932.22	963,505.78	74.15
FUNCTION 226 TOTALS	Supervision & Direction	367,100.00	123,031.32	244,068.68	66.49
FUNCTION 231 TOTALS	Board of Education	97,450.00	32,175.68	65,274.32	66.98
FUNCTION 232 TOTALS	Executive Administration	317,654.00	93,497.66	224,156.34	70.57
FUNCTION 241 TOTALS	Office of the Principal	1,879,842.00	573,037.15	1,306,804.85	69.52
FUNCTION 249 TOTALS	Other School Administration	92,443.00	1,464.84	90,978.16	98.42
FUNCTION 252 TOTALS	Fiscal Services	371,432.00	121,235.99	250,196.01	67.36
FUNCTION 257 TOTALS	Internal Services	60,697.00	19,240.18	41,456.82	68.30
FUNCTION 259 TOTALS	Other Business Services	65,811.00	38,872.06	26,938.94	40.93
FUNCTION 261 TOTALS	Operating Building Services	3,704,031.00	1,020,048.88	2,683,982.12	72.46
FUNCTION 266 TOTALS	Security Services	83,309.00	14,382.90	68,926.10	82.74
FUNCTION 271 TOTALS	Pupil Transportation Services	859,513.00	199,994.81	659,518.19	76.73
FUNCTION 283 TOTALS	Staff/Personnel Services	203,506.00	60,088.96	143,417.04	70.47
FUNCTION 284 TOTALS	Information Management Services	268,529.00	94,917.64	173,611.36	64.65
FUNCTION 285 TOTALS	Other Central Services	1,000.00	(321.81)	1,321.81	132.18
FUNCTION 299 TOTALS	Other Support Services	46,359.00	5,672.00	40,687.00	87.77
FUNCTION 331 TOTALS	Communication	36,634.00	16,559.20	20,074.80	54.80
FUNCTION 511 TOTALS	Equipment Loan Principal & Interest	0.00	156,435.80	(156,435.80)	0.00 **
FUNCTION 621 TOTALS	Athletic/Activities & Child Care Support	620,027.00	169,752.22	450,274.78	72.62
Total for Expenses		32,290,947.00	7,507,654.22	24,783,292.78	76.75

\*\* - Reflects annual loan payment for 600 student computers. This amount is covered through the technology budget. Budget amendment will be recommended to move technology dollars into this account from other functions.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
November 10, 2008**

**Report #08-28**

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

**Subject: Summer Tax Collection Resolution**

**Recommendation:**

The Superintendent recommends the Board of Education adopt the Annual Summer Tax Resolution, invoking for 2009 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.

**Statement of Purpose:**

Adoption of the summer tax collection resolution will allow local units of government to collect summer property taxes for the District.

**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.

**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...".

**Discussion of Options:**

The Board may adopt the resolution as presented or reject the resolution. If the resolution is rejected the District will only levy property taxes for the winter tax levy.

**Rationale for Proposal:**

It is necessary to adopt this resolution to allow for the collection of summer property taxes, which will aid the District in cash flow.

**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 10<sup>th</sup> day of November 2008, 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 2009 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 2009 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, 2009.
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.**

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**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 10, 2008, 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).

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 10, 2008**

**Report #08-29**

**FOR ACTION**

**Subject:**     **403(b) Tax Sheltered Plan**

**Recommendation:**

The Superintendent recommends the Board of Education approve the attached 403(b) resolution which authorizes the Superintendent to oversee the Waverly Community Schools 403(b) Tax Sheltered Annuity plan on behalf of the District and in consortium with the Michigan Retirement Investment Consortium (MRIC).

**Statement of Purpose:**

The District must adopt a plan document for all employees by January 1, 2009 in order to comply with new 403(b) regulations required by the Internal Revenue Service.

**Budget Impact:**

There is no budget impact to the District. The Ingham Intermediate School District has agreed to pay current and future legal expenses in the set up of the 403(b) consortium.

**Historical Perspective:**

Over 260 school districts in Michigan are considering adopting the MRIC developed Section 403(b) plan and joining a consortium using the same Tax Shelter Annuity (TSA) provider. A copy of the Adoption Agreement is included with the attached resolution.

The Michigan Retirement Investment Consortium 43-page plan is on file and can be shared if anyone would like to review the document.

**Discussion of Options:**

The District could develop and administer its own plan at an expense.

**Rationale for Proposal:**

Participation in the MRIC will provide a wider range of investments for employees. Below are the six (6) consortium vendors. The District is allowed to have three (3) "wild card" vendors which will be chosen based on the number of participants, amount of investments, responses to bid documents and in consultation with employee groups.

The six (6) vendors include:

- AIG/Valic (10 fund families)
- MEA/Paradigin/Prudential (5 fund families)
- Plan Member (150 fund families)
- The Legend Group (1 fund family)
- Waddell & Reed (13 fund families)
- Midwest Capital Advisors (491 fund families)

The three (3) "wild card" vendors will be determined after careful consideration.

**WAVERLY COMMUNITY SCHOOLS**

**RESOLUTION OF THE BOARD OF EDUCATION**

At a duly called and convened meeting of the Board of Education of the Waverly Community Schools (the "District") where a quorum was present, the following actions were duly moved, seconded and unanimously approved:

WHEREAS, new regulations under Section 403(b) of the Internal Revenue Code require public school districts to adopt a plan document for their 403(b) tax-sheltered annuity program by no later than January 1, 2009.

WHEREAS, Kent Intermediate School District ("KISD") has developed a Section 403(b) tax-sheltered annuity plan which KISD and other public education employers can adopt to provide benefits to participating employees in accordance with the requirements of Section 403(b) of the Internal Revenue Code;

BE IT RESOLVED, that the Michigan Retirement Investment Consortium Section 403(b) Tax-Sheltered Annuity Plan (the "Plan") shall hereby be adopted as of November 10, 2008; and

BE IT FURTHER RESOLVED, that the name of the Plan shall be Waverly Community Schools Section 403(b) Tax Sheltered Annuity Plan; and

BE IT FURTHER RESOLVED, that Superintendent shall be delegated the administrative responsibility to oversee the Plan on behalf of the District; and

BE IT FURTHER RESOLVED, that management is authorized and directed to adopt any amendments that do not materially increase the cost to the District of maintaining the Plan; and

BE IT FURTHER RESOLVED, that management is authorized and directed to adopt any amendments that may be necessary to maintain the status of the Plan as a qualified plan under the Internal Revenue Code, and to take such further steps and to perform such additional acts as may be necessary and proper to effectuate the Plan.

Dated: November 10, 2008

\_\_\_\_\_  
Secretary, Board of Education

**MICHIGAN RETIREMENT INVESTMENT CONSORTIUM  
SECTION 403(b) TAX-SHELTERED ANNUITY PLAN**

**ADOPTION AGREEMENT**

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The Employer named below is adopting this Adoption Agreement and the Base Plan Document for the purpose of setting forth the terms and conditions of the tax-sheltered annuity plan the Employer makes available to its Employees under Section 403(b) of the Code.

**1. Adopting Employer Information**

Name, Address and Telephone \_\_\_\_\_  
Number of the Adopting Employer: \_\_\_\_\_  
\_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

Adopting Employer Contact: \_\_\_\_\_

Plan Name: \_\_\_\_\_  
\_\_\_\_\_

**2. Effective Date**

This Adoption Agreement sets forth the terms of the Plan as of:  
(Select and complete either (a) or (b).)

- (a) January 1, 2009.  
 (b) \_\_\_\_\_.

**3. Excluded Employees**

Shall Employees who normally work less than 20 hours per week be excluded from participation in the Plan? (Select "yes" or "no." If no selection is made, "no" shall apply.)

- Yes       No

**4. Minimum Deferral Amount**

The Plan permits the Employer to establish a minimum amount that may be deferred per pay period. (Select (a) or (b) below to indicate the minimum amount that may be deferred in any pay period. If no selection is made, (a) shall apply.)

- (a) No minimum shall apply.  
 (b) The minimum amount that may be deferred per pay period is \$200 divided by the number of pay periods over which Employees in the Employee's

job classification are paid during the calendar year (e.g., \$7.70 per pay period for 26 pays; \$9.53 per pay period for 21 pays).

5. **Roth 403(b) Salary Reduction Contributions** *(Select either (a) or (b). If no selection is made, (a) shall apply.)*

- (a) Roth 403(b) Salary Reduction Contributions shall NOT be permitted.
- (b) Roth 403(b) Salary Reduction Contributions shall be permitted to the extent permitted under the Investment Vehicles in which the Participant's Account is invested.

6. **Amendment of Salary Reduction Agreement**

How frequently may Participants amend their Salary Reduction Agreement? *(Select (a), (b), (c), (d) or (e). If no selection is made, (a) shall apply.)*

- (a) As of the first day of any pay period.
- (b) As of the first day of any pay period, but only one amendment is permitted in any calendar month.
- (c) As of the first day of any pay period, but only one amendment is permitted in each calendar quarter.
- (d) As of the first day of any pay period, but only one amendment is permitted in any calendar year.
- (e) Other: \_\_\_\_\_

7. **Rules for Unpaid Leave of Absence**

If a Participant is absent from work without Compensation, the following rules apply. *(Select and complete either (a), (b) or (c). If no selection is made, (a) shall apply.)*

- (a) If the Participant is absent from work without Compensation for a period of six months or less, the Participant's Salary Reduction Agreement shall remain in effect. A Participant's Compensation will again be deferred when the Participant returns to work with Compensation, unless the Participant amends or revokes the Salary Reduction Agreement as provided in Section 4.2(c) and (d) of the Base Plan Document.
- (b) If the Participant is absent from work without Compensation for a period of \_\_\_\_\_ months or less, the Participant's Salary Reduction Agreement shall remain in effect. A Participant's Compensation will again be deferred when the Participant returns to work with Compensation, unless the Participant amends or revokes the Salary Reduction Agreement as provided in Section 4.2(c) and (d) of the Base Plan Document.

- (c) If the Participant is absent from work without Compensation, the Participant's Salary Reduction Agreement shall automatically be revoked. Salary Reduction Contributions will not begin when the Participant returns to work with Compensation unless the Participant completes a new Salary Reduction Agreement as provided in Section 4.2(e) of the Base Plan Document.

**8. Special Catch-Up Contributions for Longer-Service Employees**

Shall the annual dollar limit on Salary Reduction Contributions be increased for Participants who have completed at least 15 Years of Service with Employer as provided under Section 5.2(b)(2) of the Base Plan Document? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes                       No

**9. Investment of Accounts – Current Employees**

Shall Employer have the authority to select the Investment Provider into which Employer non-elective contributions will be contributed for current Employees? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes                       No

If yes, list those groups of Employees for whom Employer has the authority to select the Investment Provider into which Employer non-elective contributions shall be made (*e.g., administrators other than the superintendent*):

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**10. Investment of Accounts – Former Employees**

Shall Employer have the authority to select the Investment Provider into which Employer non-elective contributions will be contributed for former Employees? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes                       No

If yes, list those groups of Employees for whom Employer has the authority to select the Investment Provider into which the Employer non-elective contributions shall be made (e.g., participants in the 2007 voluntary retirement incentive program):

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**11. In-Service Distributions at Age 59½**

Shall Participants who have not had a Severance from Employment be permitted to receive a distribution from the Plan upon attaining age 59½ if otherwise permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested as provided in Section 8.2 of the Base Plan Document? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes       No

**12. Hardship Withdrawals**

Shall Participants who have not had a Severance from Employment be permitted to make a withdrawal in the case of a financial hardship under Section 8.3 of the Base Plan Document if otherwise permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes       No

**13. Transfers to MPSERS**

Shall Participants be permitted to transfer all or a portion of their Accounts to a defined benefit pension plan (i.e., MPSERS) as permitted under Section 8.4 of the Base Plan Document if otherwise permitted under the Investment Vehicles in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, transfers shall be permitted.)

Yes       No

**14. Participant Loans**

Shall Participant loans be permitted as provided in Article 9 of the Base Plan Document to the extent permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes       No

If Participant loans are permitted, the number of outstanding loans a Participant may have at any time, including defaulted loans is: *(Select (a), (b), (c) or (d). If no selection is made, (a) shall apply.)*

- (a) There is no limit.
- (b) One.
- (c) Two.
- (d) \_\_\_\_\_.

Shall loans issued before December 31, 2008 be included in applying the limit on loans? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

- Yes                       No

Shall Participants be required to repay loans by after-tax payment made directly to the Investment Provider (i.e., repayment by payroll election is not permitted)? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

- Yes                       No

The Adopting Employer understands that its failure to properly complete or timely amend this Adoption Agreement to reflect changes in the operation or design of the Plan may cause the Plan to fail to satisfy the requirements of Section 403(b) of the Code. The Adopting Employer acknowledges that the Adoption Agreement and Base Plan Document are legal documents with significant tax and legal ramifications.

Name of Adopting Employer:

\_\_\_\_\_

Date: \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 10, 2008**

**Report #08-30**

**FOR ACTION**

**Subject:**     **403(b) Third Party Administrator (TPA)**

**Recommendation:**

The Superintendent recommends the Board of Education approve the attached 403(b) resolution which authorizes the Superintendent to sign the participation agreement and take further steps necessary to execute the participation agreement as part of the Michigan Retirement Investment Consortium (MRIC).

**Statement of Purpose:**

The District must adopt a plan document for all employees by January 1, 2009 in order to comply with new 403(b) regulations required by the Internal Revenue Service.

**Budget Impact:**

There is no budget impact to the District. As part of the bid process, fees associated with the TPA are to be paid by the approved six vendors and the wild card vendors.

**Historical Perspective:**

Over 260 school districts in Michigan are considering adopting the MRIC developed Section 403(b) plan and joining a consortium using the same Tax Shelter Annuity (TSA) provider. The same school districts are considering whether to participate with a Third Party Administrator.

**Discussion of Options:**

The District could administer its own plan which may involve hiring staff to oversee the options available in the plan.

**Rationale for Proposal:**

The TPA selected has a positive track record in Florida, has gone through the bid process and has been awarded the contract from the MRIC. The District is not staffed, nor does it have the resources to offer the service employees will be gaining from the TPA.

**WAVERLY COMMUNITY SCHOOLS**

**RESOLUTION OF THE BOARD OF EDUCATION**

At a duly called and convened meeting of the Board of Education of the Waverly Community Schools (the "District") where a quorum was present, the following actions were duly moved, seconded and unanimously approved:

WHEREAS, new regulations under Section 403(b) of the Internal Revenue Code impose new administrative requirements on public school authorities with respect to their 403(b) tax-sheltered annuity programs by no later than January 1, 2009;

AND WHEREAS, the Michigan Retirement Investment Consortium, a group of Michigan public school authorities, has created an Interlocal Agreement for the purpose of jointly exercising their power under the Michigan Urban Cooperation Act to negotiate and enter into a services agreement with a third party administrator for the provision of recordkeeping and other administrative services with respect to their 403(b) tax-sheltered annuity programs, to negotiate and enter into a services agreement with a registered investment advisor for the provision of advisory services regarding the investment options offered under their 403(b) tax-sheltered annuity programs and engage in other related collaborative activities;

BE IT RESOLVED, that this District shall enter into a participation agreement to become a party to the Interlocal Agreement effective as of January 1, 2009;

AND BE IT FURTHER RESOLVED, that management is authorized and directed to sign the participation agreement and to take such further steps and to perform such additional acts as may be necessary and proper to effectuate the participation agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Education

**MICHIGAN RETIREMENT INVESTMENT CONSORTIUM BOARD**  
**PARTICIPATION AGREEMENT**

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The undersigned, on behalf of the educational organization named below, agrees as follows:

1. By signing below, the educational organization named below shall become party to the Interlocal Agreement for the Creation of the Michigan Retirement Investment Consortium Board (the “**Agreement**”), effective as of January 1, 2009, and shall be bound by all the terms of the Agreement, including the obligation to pay its pro rata share of expenses incurred in the establishment and operation of the Agreement, as described in Article II of the Agreement.

2. The undersigned shall be referred to in the Agreement as a “School Authority;”

3. All notices required or permitted under the Agreement shall be mailed, faxed, or e-mailed as follows:

Michigan Retirement Investment Consortium Board  
c/o Mike Hagerty  
Kent Intermediate School District  
1655 East Beltline, N.E.  
Grand Rapids, MI 49525

Fax: (616) 364-1488  
E-mail: MikeHagerty@kentisd.org

4. With respect to the School Authority’s Section 403(b) Plan, the School Authority understands and acknowledges that the services agreement with the third party administrator shall not cover new contributions made to investment providers which are not on the Board’s approved list and which have not been disclosed by the School Authority to the Board or the third party administrator.

5. The School Authority named below             Shall             Shall Not  
participate in Agreement for the purpose of obtaining administrative services with respect to its Section 457(b) Eligible Deferred Compensation Plan (a “Section 457(b) Plan”).

6. The School Authority understands that if it maintains a Section 457(b) Plan and does not elect administrative services for its Section 457 Plan under the Agreement, it must require the vendors and any service providers for its Section 457(b) Plan to share loan balance information regarding employees who participate both in its Section 457(b) Plan and its Section 403(b) Plan with the third party administrator selected to provide administrative services for the 403(b) Plan to facilitate loan administration under its Section 403(b) Plan.

Dated: \_\_\_\_\_

Waverly Community Schools  
Name of School Authority

By: \_\_\_\_\_

Its: Superintendent

**Michigan Retirement Investment Consortium**

**Census Data Request Form**

Name of public education employer: Waverly Community Schools

Number of employees making 403(b) contributions as of June 1, 2008: \_\_\_\_\_

I certify that the above number is based upon the employer's payroll records and is true and accurate to the best of my knowledge.

Name of public education employer:

Waverly Community Schools

By: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

Please return to:

Ms. Karen Dailey  
Kent Intermediate School District  
2930 Knapp, NE  
Grand Rapids, MI 49525  
Telephone No.: (616) 365-2218  
Facsimile No.: (616) 364-1488  
Email: KarenDailey@kentisd.org

and

Mr. Stephen R. Banks  
TSA Consulting Group, Inc.  
15 Yacht Club Drive, NE  
Fort Walton Beach, FL 32548  
Telephone No.: (888) 777-5827 (Ext. 104)  
Facsimile No.: (850) 244-7308  
Email: sbanks@tsacg.com

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 10, 2008**

**Report #08-31**

**FOR ACTION**

**Subject:**           **Master Agreement Ratification – Waverly Administrators Education Association**

**Recommendation:**

The Superintendent recommends the Board approve the tentative agreement as negotiated between the Waverly Administrators Education Association and the Board of Education as presented.

**Statement of Purpose:**

The current collective bargaining agreement expired on June 30, 2008. The proposed tentative agreement is for a 1.75% salary increase for 08-09 and 1.75% salary increase for 09-10. Benefits change to \$1,262 for family which is an increase of \$50, and \$1,065 for two person and single which is an increase of \$50 for insurance coverage. Cash in lieu increased \$30 to \$530. This is a two year contract, July 1, 2008 to June 30, 2010.

**Historical Perspective:**

Negotiations were for salary and benefits, and some language issues.

**Budget Impact:**

2008-2009           \$23,817

**Discussion of Options:**

1. Ratify the tentative agreement
2. Recommend changes to the tentative agreement
3. Reject the tentative agreement

**Rationale for Recommendation:**

It is a fair agreement between the Board and the administrators and is not outside overall budgetary parameters. Agreement has been ratified by Administrators.

**Strategic Plan:**

This is a required collective bargaining agreement.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 10, 2008**

**Report #08-32**

**Subject: Personnel Summary**

**FOR ACTION**

**I. INSTRUCTION AND SUPPORT**

**A. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jeffrey Sulitis	Winans 4 <sup>th</sup> Grade Teacher	BA+20, Step 0/\$38,220	11/3/08

**B. Retirement – Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Mary Elizabeth Ross	HS French Teacher	30.5	12/31/08

**FOR INFORMATION**

**A. Transfer – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Patty Roost	From: View Title 1 Parapro	11/\$15.72	10/29/08
	To: Elmwood Head Secretary	A/\$17.18	

**B. Employment – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Megan David	Colt Child Care Instructor/Asst.	\$7.50/Hour	10/20/08
Willa Martin-Buckner	MS Lunch Server	G/\$9.34	11/3/08

**C. Resignation – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Jessica Dunn	Colt Breakfast Food Leader	Personal	10/21/08
Elizabeth Suoranta	Elmwood Secretary	Personal	10/24/08
Mistie Schwartzfisher	View Lunch Assistant	Personal	11/7/08

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

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Kaley Conarton	Destination Imagination Co-Advisor	1/2 of 1	\$918.50	08-09 Sch. Yr.
Sherry Haueter	Destination Imagination Co-Advisor	1/2 of 1	\$918.50	08-09 Sch. Yr.
Emily Davis	Flag Corp Advisor	Step 1	\$1,376	08-09 Sch. Yr.

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

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Amanda Eakin	Elmwood School Improvement Co-Chair	1/3 of 1	\$441	08-09 Sch. Yr.
Lynn Moule	Elmwood School Improvement Co-Chair	1/3 of 3	\$514.33	08-09 Sch. Yr.
Donna Wells	Elmwood School Improvement Co-Chair	1/3 of 3	\$514.33	08-09 Sch. Yr.
Martha Coates	Winans Safety Patrol Co-Advisor	1/3 of 3	\$554	08-09 Sch. Yr.
Carmon Mobley	Winans Safety Patrol Co-Advisor	1/3 of 1	\$367.67	08-09 Sch. Yr.
Rebecca Parker	Winans Safety Patrol Co-Advisor	1/3 of 1	\$367.67	08-09 Sch. Yr.
Duff Schad	East Future Problem Solving Chair	Step 2	\$488	08-09 Sch. Yr.

F. Extra-Curricular 8.8 Stipends

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
Michael Pixley	HS Art Department Chair	\$362.82	2008-09 Sch. Yr.
Gini Larson	HS Tech Department Co-Chair	\$704.74	2008-09 Sch. Yr.
Erin Tembras	HS English Department Chair	\$1,632.81	2008-09 Sch. Yr.
Renee Gutierrez	HS World Language Department Chair	\$753.59	2008-09 Sch. Yr.
Kathy Bauer	HS Life Management Department Chair	\$362.82	2008-09 Sch. Yr.
Eric Anderson	HS Math Department Co-Chair	\$783.84	2008-09 Sch. Yr.
Ginny Hager	HS Math Department Co-Chair	\$783.84	2008-09 Sch. Yr.
David Larzelere	HS Music Department Chair	\$623.33	2008-09 Sch. Yr.
Beth Kaiser	HS Physical Education Department Co-Chair	\$688.46	2008-09 Sch. Yr.
Thom Glasovatz	HS Science Department Co-Chair	\$832.69	2008-09 Sch. Yr.
Chris Barrera	HS Science Department Co-Chair	\$832.69	2008-09 Sch. Yr.
Dennis Farmer	HS Special Services Department Chair	\$832.69	2008-09 Sch. Yr.
Kellie Charron	HS Special Services Department Co-Chair	\$832.96	2008-09 Sch. Yr.
Robert Lurie	HS Social Studies Department Co-Chair	\$848.97	2008-09 Sch. Yr.
Renee Sarafin	HS Social Studies Department Co-Chair	\$848.97	2008-09 Sch. Yr.
Leslie Johnson	HS Counseling Department Chair	\$1,185.06	2008-09 Sch. Yr.
Kathie McDaniel	MS Art Chair	\$215	2008-09 Sch. Yr.
Ruth Lamb	MS Counseling Chair	\$315	2008-09 Sch. Yr.
Elizabeth Gardner	MS Language Arts Co-Chair	\$395	2008-09 Sch. Yr.
Heather Lewis	MS Language Arts Co-Chair	\$395	2008-09 Sch. Yr.
Gary Wilson	MS Library/Media Chair	\$275	2008-09 Sch. Yr.
Yolanda Harris	MS Life Management Chair	\$255	2008-09 Sch. Yr.
Cassandra Hailey	MS Mathematics Co-Chair	\$895	2008-09 Sch. Yr.
David Gorbe	MS Music Chair	\$255	2008-09 Sch. Yr.
Michelle DeBrabander	MS PE/Health Co-Chair	\$175	2008-09 Sch. Yr.
Gary Wilson	MS PE/Health Co-Chair	\$175	2008-09 Sch. Yr.
Debbie Quinn	MS Science Co-Chair	\$415	2008-09 Sch. Yr.
LuAnn Stuibler	MS Science Co-Chair	\$415	2008-09 Sch. Yr.
Debbie Nixon	MS Social Studies Co-Chair	\$435	2008-09 Sch. Yr.
Sam Sicilia	MS Social Studies Co-Chair	\$435	2008-09 Sch. Yr.
Kathy Jenkins	MS Special Education Co-Chair	\$555	2008-09 Sch. Yr.
Anne Mazner	MS Special Education Co-Chair	\$555	2008-09 Sch. Yr.
Kathy Jenkins	MS Parapro Advisor Chair	\$180	2008-09 Sch. Yr.
Bill Cecil	East 5 <sup>th</sup> Grade Chair	\$500	2008-09 Sch. Yr.
Nancy Breen	East 6 <sup>th</sup> Grade Chair	\$500	2008-09 Sch. Yr.
MaryBeth Chasse	East Special Education Chair	\$400	2008-09 Sch. Yr.
Tonya May	East 5 <sup>th</sup> Grade Language Arts Chair	\$400	2008-09 Sch. Yr.
Patricia Rowden	East 6 <sup>th</sup> Grade Language Arts Chair	\$400	2008-09 Sch. Yr.
Shelly McGee	East Science Chair	\$400	2008-09 Sch. Yr.
Jeff Wood	East 5 <sup>th</sup> Grade Social Studies Chair	\$400	2008-09 Sch. Yr.
Susan Ellsworth	East 6 <sup>th</sup> Grade Social Studies Chair	\$400	2008-09 Sch. Yr.
Laura Smith	East 5 <sup>th</sup> Grade Mathematics Chair	\$400	2008-09 Sch. Yr.
Denise Kehren	East 6 <sup>th</sup> Grade Mathematics Chair	\$400	2008-09 Sch. Yr.
Rachel Goodman	East Links Goal Co-Chair	\$200	2008-09 Sch. Yr.
MaryBeth Chasse	East Links Goal Co-Chair	\$200	2008-09 Sch. Yr.
Kate Tonnos	East Big Brother/Big Sister Co-Chair	\$190	2008-09 Sch. Yr.
Susan Stahly	East Big Brother/Big Sister Co-Chair	\$190	2008-09 Sch. Yr.
Tonya May	East Language Arts Goal Co-Chair	\$150	2008-09 Sch. Yr.
Patricia Rowden	East Language Arts Goal Co-Chair	\$150	2008-09 Sch. Yr.
Susan Bissonnette	East Math Goal Chair	\$300	2008-09 Sch. Yr.
Susan Stahly	East Science Goal Co-Chair	\$150	2008-09 Sch. Yr.
Kate Tonnos	East Science Goal Co-Chair	\$150	2008-09 Sch. Yr.

Jeff Wood	East Social Studies Goal Chair	\$300	2008-09 Sch. Yr.
Kristen Hood	Colt Extended Learning & Community Outreach	\$400	2008-09 Sch. Yr.
Andrea Waddell	Colt Family Council Co-Representative	\$256.25	2008-09 Sch. Yr.
Doug Trickey	Colt Family Council Co-Representative	\$256.25	2008-09 Sch. Yr.
Diana Oldham	Colt March is Reading Month Co-Chair	\$130	2008-09 Sch. Yr.
Andrea Waddell	Colt March is Reading Month Co-Chair	\$130	2008-09 Sch. Yr.
Jamie Holland	Colt March is Reading Month Co-Chair	\$130	2008-09 Sch. Yr.
Jodi Thelen	Colt March is Reading Month Co-Chair	\$130	2008-09 Sch. Yr.
Marilyn Hobrla	Colt March is Reading Month Co-Chair	\$130	2008-09 Sch. Yr.
Becky Greisinger	Colt Girls on the Run Committee Co-Chair	\$250	2008-09 Sch. Yr.
Kelly Blake	Colt Girls on the Run Committee Co-Chair	\$250	2008-09 Sch. Yr.
Amanda Nemeth	Colt Girls on the Run Committee Co-Chair	\$250	2008-09 Sch. Yr.
Dani Gimm	Colt Beautification Committee Co-Chair	\$200	2008-09 Sch. Yr.
Jodi Thelen	Colt Beautification Committee Co-Chair	\$200	2008-09 Sch. Yr.
Kristen Hood	Colt Beautification Committee Co-Chair	\$200	2008-09 Sch. Yr.
Karen Burgess	Colt Enrichment Committee Co-Chair	\$225	2008-09 Sch. Yr.
Amanda Nemeth	Colt Enrichment Committee Co-Chair	\$225	2008-09 Sch. Yr.
Leo Blundell	Colt Enrichment Committee Co-Chair	\$225	2008-09 Sch. Yr.
Rhonda Berns	Elmwood PTO Representative	\$200	2008-09 Sch. Yr.
Becky McQuillan	Elmwood Field Day Chair	\$300	2008-09 Sch. Yr.
Rhonda Berns	Elmwood Reading Co-Chair	\$50	2008-09 Sch. Yr.
Michelle Huffer	Elmwood Reading Co-Chair	\$50	2008-09 Sch. Yr.
Arden LaMere	Elmwood Reading Co-Chair	\$50	2008-09 Sch. Yr.
Cathy Mosher	Elmwood Habitat Co-Chair	\$100	2008-09 Sch. Yr.
Lynn Moule	Elmwood Habitat Co-Chair	\$100	2008-09 Sch. Yr.
Ashley Beech	Elmwood Music Chair	\$250	2008-09 Sch. Yr.
Kristin Kochheiser	Elmwood Newspaper Editor	\$350	2008-09 Sch. Yr.
Brenda Hinds	Elmwood School Improvement Math Chair	\$144	2008-09 Sch. Yr.
Michelle Huffer	Elmwood School Improvement Language Arts Chair	\$144	2008-09 Sch. Yr.
Steve Wood	Elmwood School Improvement Assets Chair	\$144	2008-09 Sch. Yr.
Rhonda Berns	Elmwood Math Prep Chair	\$300	2008-09 Sch. Yr.
Carmon Mobley	Winans Student Support Committee Chair	\$341.07	2008-09 Sch. Yr.
Johanna Germain	Winans Kindergarten Grade Level Chair	\$100	2008-09 Sch. Yr.
Christel Benjamin	Winans First Grade Chair	\$100	2008-09 Sch. Yr.
Karen Berry	Winans Second Grade Chair	\$100	2008-09 Sch. Yr.
Nate Stevenson	Winans Third Grade Chair	\$100	2008-09 Sch. Yr.
Barb Knighton	Winans Fourth Grade Chair	\$100	2008-09 Sch. Yr.
Barb Knighton	Winans Literacy Promotion Co-Chair	\$170.53	2008-09 Sch. Yr.
Christel Benjamin	Winans Literacy Promotion Co-Chair	\$170.53	2008-09 Sch. Yr.
Carrie Baker	Winans On-Track Co-Chair	\$341.07	2008-09 Sch. Yr.
Karen Berry	Winans On-Track Co-Chair	\$341.07	2008-09 Sch. Yr.
Kysha Crenshaw	Winans On-Track Co-Chair	\$341.07	2008-09 Sch. Yr.
Christina Lounds	Winans Fitness Committee Chair	\$341.07	2008-09 Sch. Yr.
Kysha Crenshaw	Winans Diversity Chair	\$341.07	2008-09 Sch. Yr.
Tamara Pepper	View Affective Building Chair	\$100	2008-09 Sch. Yr.
Susan Burm	View Extended Learning Performance Chair	\$280	2008-09 Sch. Yr.
Margot Bensinger	View PTO Representative	\$200	2008-09 Sch. Yr.
Susan Burm	View Music Extended Learning Chair	\$100	2008-09 Sch. Yr.
Lisa Hamilton	View On-Track Chair	\$220	2008-09 Sch. Yr.
Pam Hawkins	View School Improvement Literacy Chair	\$200	2008-09 Sch. Yr.
Lisa Hamilton	View School Improvement Math Chair	\$200	2008-09 Sch. Yr.
Annita Larson	View School Improvement Science Chair	\$100	2008-09 Sch. Yr.
Pam Hawkins	View Before School Math Chair	\$582.50	2008-09 Sch. Yr.
Ingrid Schwab	View Science Habitat Chair	\$100	2008-09 Sch. Yr.
Cindy VanderSteen	View Yearbook Coordinator	\$150	2008-09 Sch. Yr.
Bevin Francis	View Special Olympic Coordinator	\$50	2008-09 Sch. Yr.

# *Waverly Community Schools*

## **Personnel Office**

### **STAFF APPOINTMENTS**

**2008-09**

<b>NAME:</b>	Jeffrey Sulitis
<b>POSITION:</b>	4 <sup>th</sup> Grade Teacher
<b>SALARY:</b>	BA+20, Step 0
<b>START DATE:</b>	November 3, 2008
<b>NUMBER INTERVIEWED:</b>	13 Candidates
<b>DEMO INTERVIEW NUMBER:</b>	7 Candidates
<b>DISTRICT SUBSTITUTE:</b>	No
<b>STUDENT TEACHER:</b>	No
<b>CERTIFICATION:</b>	Elementary K-8 Social Studies
<b>COLLEGE:</b>	Grand Valley State University
<b>OTHER:</b>	Formerly worked as a Boarder Patrol Agent Most recently was a long term substitute teacher for Perry Public Schools teaching Spanish and Science