



Waverly Community Schools

Organizational Meeting Meeting

Monday, July 9, 2012 6:00 PM

Agenda of Organizational Meeting Meeting

The Board of Education Waverly Community Schools

A Organizational Meeting meeting of the Board of Education of Waverly Community Schools will be held July 9, 2012, beginning at 6:00 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.

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Pledge

In support of the Waverly Community Schools' Strategic Plan and with the deepest sense of responsibility and conviction we, the members of the Waverly Community Schools Board of Education, pledge the following:

- To understand our authority exists only when acting collectively with fellow board members.
- That our authority is derived from and obliged to serve the interests of our entire community.
- To exemplify ethical behavior and conduct that is above reproach.
- To engage in an ongoing process of board development and education and continuous improvement.
- To be prepared to participate in open, honest, and civil deliberation with and among my colleagues.
- To vote my conscience for the good of the school district and the community, and to support the decisions and policies we make.
- To honor the division of responsibility between the board, the superintendent and staff.
- To contribute in creating a spirit of true cooperation and mutually supportive relationships within our community.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
PUBLIC HEARING
June 11, 2012**

Opening of Meeting

The Public Hearing of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 7:05 p.m. in the Board Room of the Waverly Community Schools Administrative Office, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer
Mrs. Kimberly Smith, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee
Mr. David Percival, Trustee

Staff Present:

Mrs. Dorothy Blackwell, Interim Superintendent
Mr. Evan Nuffer, Business Manager
Bill Davis
Todd Stiles
Deb Baur
Matt Oppenheim
Bruce McConnell
Patty Little
Beth D'Mello
Rebecca Pease

Others Present:

Mark Baur

Purpose:

The purpose of the meeting was a Public Hearing for the 2012-13 Budget and Proposed Tax Millage.

Evan Nuffer, Business Manager, presented information regarding the proposed 2012-2013 budget.

Public Comment

None

Adjournment

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 11, 2012**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 7:30 p.m. in the Board Room of the Waverly Community Schools Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer
Mrs. Kimberly Smith, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee
Mr. David Percival, Trustee

Staff Present:

Mrs. Dorothy Blackwell, Interim Superintendent
Mr. Evan Nuffer, Business Manager
Mr. Eldon McGraw, Director of Communications
Bill Davis
Patty Little
Beth D'Mello
Deb Baur
Bruce McConnell
Mike Moreno
Vickie Tisdale
Peggy Baldwin
Shawn Talifarro
Tim Lyman
Matt Oppenheim
Todd Stiles
Michelle Berry
Rhonda Sosnowski
Gretchen Mikula
Michelle Frederick
Rebecca Pease

Others Present:

Mark Baur
Randal Talifarro
Arnold Weinfeld
Vince Berry

Pledge

Beth D'Mello led the pledge of allegiance.

Special Presentation

Interim Superintendent Blackwell recognized Michelle Berry, who has been named a finalist in the Michigan Association for Pupil Transportation School Bus Driver of the Year competition. To be nominated for Driver of the Year, the supervisor writes a letter of recommendation, including a driver evaluation; the driver writes a letter telling about her experience; and the supervisor and driver fill out forms telling how long the driver has driven a school bus, community service, driving record, extra training and participation in driving championships. Michelle has been a finalist for this award one other time. Michelle and a guest will be invited to a luncheon for the announcement of the results of the competition.

Correspondence

None

Public Comment

Addressing the Board during Public Comment were Shawn Talifarro Arnold Weinfeld, and Bruce McConnell.

Student Representative Report

None

Board Member Comment

Member Martin congratulated Michelle Berry, noting she appreciates all she does for the District. She also thanked Rhonda Sosnowski, Director of Transportation, for nominating Michelle for bus driver of the year. Member Martin thanked Evan Nuffer, Business Manager, for all his work on preparing the 2012-2013 budget, stating it is a tough job. Member Martin acknowledged Linda Vanner for providing skirting for the Board table. Member Martin reported she was able to attend the underclassmen awards, Spanish Honor Society induction, Senior Honors Night and Commencement, noting all four events were great and very meaningful. She thanked Marie Papciak for serving on the Delta Township Library Board, representing Waverly Community Schools.

Member Witwer congratulated Michelle Berry on her nomination as bus driver of the year, stating it is a huge honor, and thanked Rhonda Sosnowski for nominating Michelle. Member Witwer, a Waverly High School graduate, stated it was a huge honor for her to present diplomas at Commencement. She also stated she loved that former Board member Arnold Weinfeld was able to join the Board and present his daughter her diploma.

Member Jones also congratulated Michelle Berry for her nomination. He reported he was unable to attend graduation ceremonies as the Board of Water & Light was hosting 5000 people at its annual Chili Cook-off. He thanked the YMCA Achievers who assisted at the event, doing anything that was asked of them. He also thanked the Waverly families and students who participated.

Member Sherry stated this is the first time she participated in Commencement and it was very meaningful. She said she was able to present a diploma to the son of a woman she works with. Member Sherry stated Senior Honors Night was very moving and she is proud of the students and their accomplishments. She reported the football team started conditioning today. Member Sherry indicated she has heard many positive comments about the free tennis clinic that is being held this summer. She thanked those who organized the clinic, noting students are excited about it.

Adoption of Agenda

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board adopt the meeting agenda as presented.

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

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

The minutes of the regular meeting of May 29, 2012; were approved as presented.

******Financial Recommendation – Report #11-77 – For Action***

The treasurer's report was approved as presented.

*****Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township – Report #11-78 – For Action**

The Board of Education adopted the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting.

Waverly Community Schools 2012-13 Proposed General Fund Budget – Report #11-79 – For Action

A motion was presented by Member Martin and supported by Member Smith. MOTION: The Board of Education approve the resolution adopting the 2012-13 General Fund budget, showing revenues of \$28,402,675 and expenditures of \$30,159,313.

Evan Nuffer, Business Manager, stated a lot of work went into the preparation of this budget with many stakeholders involved. He reported there were sacrifices by the Teamsters union in the amount of \$140,000 in concessions.

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

Waverly Community Schools 2012-13 Proposed Special Revenue Funds Budget – Report #11-80 – For Action

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education approve the resolution adopting the 2012-14 Special Revenues Funds budget, showing revenues of \$1,214,000 and expenditures of \$1,245,949.

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

Waverly Community Schools 2012-13 Proposed Debt Retirement Fund Budget – Report #11-81 – For Action

A motion was presented by Member _____ and supported by Member _____. MOTION: The Board of Education approve the resolution adopting the 2012-13 Refunding Debt Fund Budget, showing revenues of \$4,435,303 and expenditures of \$4,470,750.

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

Michigan Finance Authority (MFA) State Aid Note Program – Report #11-82 – For Action

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education approve the resolution to borrow money for school operations and issue its notes, therefore pledging for the payment thereof moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94 as amended.

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

Personnel Summary – Report #11-83 – For Action

A motion was presented by Member Martin and supported by Member Sherry. MOTION: The Board of Education approve the retirement of Dennis Farmer (Special Education Teacher) and the resignation of Dawn Figgins (Middle School Lunch Assistant) and Mary Ann Pohl (Elmwood Lunch Assistant).

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

Public Comment

Addressing the Board during Public Comment were Arnold Weinfeld, Bruce McConnell, Vickie Tisdale, Shawn Talifarro, Peggy Baldwin, Mike Moreno, and Tim Lyman.

Superintendent's Report

There was a power outage at the Middle School on Friday. Maintenance and custodial staff worked diligently to get things up and running. We also experienced problems with the phones at the Middle School Service Building, and Administrative Center. Due to the power outage, High School summer school was relocated to the High School.

Kudos to Linda Vainner for again providing breakfast and lunch to students under the age of 18 over the summer months.

There was a meeting today for SIG grant reporting. Nate Jarvie, Mike Moreno, and Nate Stevenson from the Middle School met with the superintendent and an official from the State. The Michigan Department of Education is impressed with the work done at the Middle School.

A free tennis program is being held this summer under the leadership of Amy Ranke and Jerry Smith.

Schools of Choice enrollment is going well. Registration for this program ends May 15.

Rhonda Sosnowski has been nominated for bus supervisor of the year. We are hoping to hear good news.

Other Board Business

It was determined there will be a special meeting of the Board of Education on Friday, June 22 at 8:00 a.m. to review the Superintendent's contract.

Member Martin, Member Witwer, and President Slocum thanked Dorothy Blackwell for her leadership.

Adjournment

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp
***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
June 22, 2012**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 8:04 a.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer
Mrs. Kim Smith, Vice Secretary/Treasurer
Mr. David Percival, Trustee

Member Absent:

Mr. Calvin Jones, Trustee

Staff Present:

Evan Nuffer, Business Manager (joined discussion at 8:40 a.m.)

Purpose

The purpose of the meeting was to discuss the Superintendent's contract and Teamsters contract negotiations.

The Board discussed the contract of Superintendent Terry Urquhart. A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education accept the Superintendent's contract with changes as discussed.

Roll call vote was taken with all members present voting aye. VOTE – AYES – 6; NAYS – 0
Present: Members Slocum, Witwer, Martin, Sherry, Smith, and Percival. Absent: Member Jones.

Evan Nuffer presented information to the Board regarding the Teamsters (Custodians) contract. A motion was presented by Member Martin and supported by Member Sherry. MOTION: The Board of Education adopt Report #11-85, the addendum to the Master Agreement for custodians.

Motion carried. AYES – 6; NAYS – 0 (Member Jones absent).

Adjournment

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-01

FOR ACTION

Subject: Designation of Date, Time, and Location of School Board Meetings

Recommendation:

In accordance with Public Act No. 267 of the Michigan Public Acts of 1976, the Superintendent recommends the Board of Education meeting calendar be established as follows:

<u>2012</u>	<u>2013</u>
August 13*	January 14*
September 10+	February 11+
September 24	February 25 (High School)
October 8*	March 11*
November 12+ (Elmwood)	April 15*
November 26	May 13+
December 10*	May 28 (Tuesday)
	June 10+
	June 24

All regular meetings will begin at 7:30 P.M. and will be held in the Administrative Center's Board Room. Meetings held on the second Monday of the month, when there are two meetings that month, will be preceded by Advisory Committee meetings beginning at 6:00 p.m.

* denotes one meeting per month

+ denotes meeting preceded at 6:00 p.m. by Advisory Committee meetings

^ denotes Tuesday night meeting due to the Memorial Day holiday

A special organizational meeting of the Board of Education for the 2012-2013 school year will be held on Monday, July 8, 2013 at 6:00 p.m.

Board work/study sessions will be held on August 27, October 22, January 28, and March 25 at a site to be determined.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 12, 2012**

Report #12-02

FOR ACTION***

Subject: Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the depositories for Waverly Community Schools' monies and banking transactions for the 2012-2013 fiscal year, as follows:

PNC Bank

General Fund – Checking

General Fund – Payroll

COMERICA BANK

Lunch – Checking and Investments

Community Services – Checking and Investments

General Fund – Checking and Investments

Debt Fund – Checking and Investments

Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Background Information/Historical Perspective:

It is necessary for the Board of Education to officially designate its banks at the beginning of each school year.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-03

FOR ACTION***

Subject: Designation of Professional Service Consultants – Attorneys

Recommendation:

The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose/Issue:

The above recommended law firm has served as counsel to the Board and their performance has been judged satisfactory. Approval of the Board's legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information/Historical Perspective:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, personnel matters, and other concerns. The retainer charged in 2011-2012 by Thrun Law Firm, P.C. was \$1,500.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-04

FOR ACTION***

Subject: **Designation of Audit Firm for 2012-2013**

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the second year of a three (3)-year proposal at a cost of \$20,000.

Background Information/Historical Perspective:

Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for over 20 years in a satisfactory manner.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-05

FOR ACTION***

Subject: Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2012-2013 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board treasurer and countersigned by the Director of Finance.

**General Fund
Trust & Agency Fund
Waverly Community Services Fund
Lunch Fund
Debt Fund**

The Director of Finance will be authorized to transfer funds from the authorized trust and savings accounts to authorized checking accounts in the following funds:

**General Fund
Trust & Agency Fund
Waverly Community Services Fund
Lunch Fund
Debt Fund**

The Director of Finance will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

Background Information/Historical Perspective:

It is necessary for the Board of Education to officially designate its authorized signatories at the beginning of each school year.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-06

FOR ACTION***

Subject: Designation of Person to Post Meetings

Recommendation:

The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-07

FOR ACTION***

Subject: Designation of Charitable Giving Fiscal Agents

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education select the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2012-2013 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Capital Area United Way and the Waverly Education Foundation as the only two agencies having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaigns for the 2012-2013 school year.

Background Information/Historical Perspective:

In past years, the Capital Area United Way was named the fiscal agent as an umbrella, under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:

It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agents in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

Report #12-08

FOR ACTION***

Subject: Membership Resolution -- Michigan High School Athletic Association

Recommendation:

The superintendent recommends the Waverly Community School District continue its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2012 through July 31, 2013.

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current Handbook and qualifications as published in the Bulletin as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2012 and shall remain effective until July 31, 2013, during which the authorization may not be revoked.

Background Information/Historical Perspective:

Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of the Board."

Rationale for Recommendation:

Action is necessary to prevent a lapse in membership, and enable the district to participate in league activities.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
July 9, 2012**

Report #12-9

FOR ACTION***

Subject: Financial Recommendation

Recommendation:

It is recommended the following be approved:

Approval of Treasurer's Report:

The cash balance as of May 31, 2012 was \$3,134,071.59. Receipts during June, consisting of delinquent taxes, state aid and other revenues in the amount of \$2,891,515.26, minus disbursements during June of \$2,925,860.34, left the district with a General Fund cash balance as of June 30, 2012 of \$3,099,726.51.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
July 9, 2012**

Report #12-10

FOR ACTION

Subject:

Service Contract Award for Technical and Energy Assessment

Recommendation:

The Finance Committee recommends the Board of Education award a service contract to Millenium Energy for a comprehensive Technical and Energy Assessment of Waverly Community Schools.

Statement of Purpose:

It is anticipated that the District could reduce current operating costs through the implementation of a comprehensive energy plan to maximize energy efficiency and upgrade systems to the most current technology to reduce overall energy consumption.

Background Information:

Average operating expenditures for the last five years for gas and electric costs are approximately \$1.26/sq ft. or \$850,000. New technology is available to help reduce operating expenditures. An energy assessment is the first step in identifying to what extent Waverly could benefit by upgrading systems.

Budget Impact:

The general fund impact of the Technical and Energy Assessment is \$6,500. This cost could later be recouped if an energy project is initiated. One outcome of the energy assessment is to provide a projection for the annual budget savings due to the recommended upgrades.

Discussion of Options:

The Board may entertain a motion to award the service contract, reject the service contract, or table the recommendation for further review.

Strategic Plan Reference:

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

May 08, 2012

Proposal for Technical Services Waverly Community Schools District Technical and Energy Assessment

Proposal #: WCS050812

DESCRIPTION OF SERVICES:

Millenium Energy Company is pleased to provide our proposal for a comprehensive **Technical and Energy Assessment** of the Waverly Community Schools. We will assist the Waverly Community Schools in assessing the opportunities for energy, cost savings, and utility cash rebates from the renovation and upgrade of boilers, HVAC control systems, and other energy consuming systems. We will also assess the opportunities for utilizing the energy and operating cost savings to help finance the construction and implementation of the equipment upgrades and modifications.

1. SCOPE OF WORK:

The specific scope of work covered by this proposal will include an Energy Cost Reduction analysis for the Waverly Community Schools buildings.

A. General Scope:

- 1) Perform a district-wide (see Attachment B) analysis of all energy consuming systems, including: fan units and ventilation systems, air conditioning systems, boilers and heating systems, pumps, energy management system, lighting, and metering systems, to determine existing condition, operability, and energy efficiency of each system.
- 2) Review and tabulate the energy cost and consumption for each of the buildings in the Waverly School District, and the relative energy efficiency of each building.
- 3) Provide recommendations for the modification or replacement of energy consuming systems in each building.
- 4) Provide an energy use analysis for each building, and calculate the estimated total energy costs savings available for Waverly Public School's buildings.
- 5) Utilize the energy assessment, energy data, and energy efficiency recommendations to continue development of a **comprehensive energy plan** to maximize energy efficiency and upgrade systems to the most current energy technology in order to reduce current operating costs, and position the Waverly Schools for maintaining efficient operations as energy costs continue to rise.

B. Energy Systems

1) Boilers and Heating Systems

- (a) Review the operational efficiencies of the existing boilers and heating systems in each building.
- (b) Review alternatives for modification or replacement of existing boiler/heating systems in each building.

2) Energy Management System (EMS):

- (a) Review the existing control systems that are installed in some of the buildings in the Waverly school buildings.
- (b) Review need for upgrade of automated HVAC controls to the most current technology for maximum efficiency operations and cost savings.

3) Variable Speed Motors

- (a) Review application of variable speed motor technology for each hot water heating and cooling system;
- (b) Review application of variable speed motor technology for each heating and ventilating system;

4) Mechanical Systems: Ventilation and cooling fans, including rooftop fan units

- (a) Review energy efficiency of mechanical systems in each building.
- (b) Provide recommendations for energy efficiency improvements.

5) Lighting systems

- (a) Perform lighting assessment to determine energy efficiency of existing lighting systems.
- (b) Make recommendations for energy efficiency modifications.

2. Schedule:

Final schedule will be determined subject to any and all project timing constraints. Work can begin within 7 days from your notice to proceed, and we anticipate taking approximately 30-45 days to complete the analysis.

3. Project Cost:

The project cost includes:

A. Fees:

We are proposing a fixed fee of **\$ 6,500.00** for the **Initial Assessment of all buildings in the Waverly School District.**

- B. An initial payment of 25% of the total Project cost will be invoiced at the beginning of the project. Thereafter, progress payments for this Project shall be invoiced and paid on a monthly basis.

**Waverly Community Schools
Technical and Energy Assessment
05-08-12
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4. General Terms and Conditions: See Attachment A

Millenium Energy Company



Vytas K. Virskus M.E., J. D.
Principal

Acceptance of this Proposal:

Waverly PS

By: _____

Date: _____

Title: _____

P.O. or Authorization No. _____

General Terms and Conditions

- 1 **Scope of Work:** MILLENIUM will furnish all labor, materials, tools, equipment, supplies, and services for the Client according to the Scope of Work set out in the proposal (Proposal) incorporated by reference in the Agreement.
- 2 **Contract Price:** The contract price shall be the Total Purchase Price or Fee stated in the Agreement and shall include all taxes, fees, and licenses necessary to complete the Scope of Work.
- 3 **Payment:** Payment terms shall be the Payment Terms stated in the Agreement.
- 4 **Payment of Subcontractors:** MILLENIUM will promptly pay all subcontractors and suppliers, if any.
- 5 **Time of Completion and Schedule:** MILLENIUM will work with the Client to schedule all work.
- 6 **Force Majeure:** MILLENIUM is not liable for any delay in the performance of work resulting from acts or circumstances beyond MILLENIUM's control, including, but not limited to, acts of God, fire, acts of civil or military authorities, governmental priorities, strikes, floods, war or riot, conditions of the premises, acts or omissions of the Client or other contractors, or delays not caused by MILLENIUM.
- 7 **Changes in Work:** MILLENIUM will not make any changes in the Scope of Work unless approved in writing by the Client. MILLENIUM will make any changes or alterations to the Scope of Work required by the Client. These changes shall be reduced to writing prior to the beginning of any change to the Scope of Work. If any change causes an increase or decrease in MILLENIUM's cost or time required for performance of the Scope of Work, an equitable adjustment shall be made to the Total Fees.
- 8 **Compliance with Laws:** MILLENIUM will comply with all federal, state, and local laws and regulations and shall obtain any necessary permits and licenses required for the Scope of Work.
- 9 **Indemnification:** The parties agree to indemnify each other from any and all liabilities, claims, losses, damages, or expenses, including attorney's fees, which may arise in connection with the execution of the Scope of Work identified in this Agreement and which are caused, in whole or in part, by the negligent act or omission of the indemnifying party.
- 10 **Insurance:** MILLENIUM's subcontractor(s) will carry all required worker's compensation insurance and comprehensive general liability insurance coverage in amounts generally carried by contractors performing the type of work done by the subcontractor.
- 11 **Limitation of Liability:** MILLENIUM and its subcontractor(s) shall not be liable to the Client, nor shall the Client be liable to MILLENIUM or its subcontractor(s) for any special, indirect, or consequential damages of any kind, including, but not limited to, loss of business, loss of profits, loss of use of or underutilization of the Client's labor, facilities or equipment, or extra expenses of any kind, arising in any manner from the equipment or material furnished or the performance of the Scope of Work pursuant to this Agreement.
- 12 **Limitation of Remedy:** The Client's sole and exclusive remedy for failure of the retrofits or modifications to perform as stated in the Proposal is to have MILLENIUM re-perform the work so as to conform the Proposal.
- 13 **Termination for Default:** This Agreement may be terminated by either party only upon un-remedied default of the other party. The non-defaulting party shall give the defaulting party written notice of the default. In the case of a bankruptcy filing of any kind, the party subject to defaulting party shall give the defaulting party written notice of the default. In the case of a bankruptcy filing of any kind, the party subject to the bankruptcy shall have the absolute right to remedy the default within five (5) days. For any other default the defaulting party shall have the right to remedy the default within thirty (30) days after written notice from the non-defaulting party. For the second or subsequent non-bankruptcy-related default the defaulting party shall have the right to remedy the default within fifteen (15) days after written notice from the non-defaulting party.
- 14 **Non-waiver:** None of the conditions of this Agreement shall be considered waived by either party unless the waiver is given in writing by that party. No waiver shall be a waiver of any past or future default, breach, or modification of any of the conditions of this Agreement unless expressly stated in the waiver.
- 15 **Notices:** Any notices provided for in this Agreement shall be in writing and shall be sent registered mail to the respective address on the Agreement or to such addresses as may have been changed by written notice.
- 16 **Interpretation:** If there is a conflict between the language in the main body of these Terms and Conditions and the language of an attachment to this Agreement, the language in the attachment shall control. If there is a conflict between the language in the Agreement and the language of any other part of this Agreement, the language in the Agreement shall control. If MILLENIUM subcontracts the installation of the retrofits or modifications, and it is obvious that a provision of these Terms and Conditions which refers to a right or obligation of MILLENIUM should apply to the subcontractor, then these Terms and Conditions shall apply to the subcontractor.
- 17 **Independent Contractors:** MILLENIUM is, and shall remain, an independent contractor.
- 18 **Entire Agreement:** This Agreement, including attachments, constitutes the entire Agreement between MILLENIUM and the Client, superseding all prior agreements or understandings, oral or written, not expressly incorporated in this Agreement. No changes or modifications to this Agreement are binding upon the parties unless agreed to in writing by the parties.
- 19 **Governing Law:** This Agreement shall be governed by the laws of the State of Michigan.
- 20 **Headings:** The paragraph headings are used for convenience and explanation only, are not a part of this Agreement, and shall not enter into the interpretation of this Agreement.

Waverly Community Schools

Buildings

Building	Total Square Ft.
High School	243,508
Middle School	125,500
East Intermediate	115,632
Colt	47,472
Elmwood	31,200
Winans	45,172
Windemere	34,605
ES&AC	11,958
Transportation	6,635
Total	661,682

Waverly Community Schools Proposed Energy Initiative

Overview

The **Technical and Energy Assessment** is a comprehensive review of the energy consuming systems in the three buildings on the Waverly Community Schools campus which include: chillers, boilers and hot water heating systems, the energy management system and HVAC controls, and energy supply. All effective energy efficiency and energy cost reduction modifications will be identified, preliminary savings will be estimated, and a proposed implementation plan developed that would best serve the interests of the Waverly Community Schools (WCS).

This is an opportunity for the WCS to review the application of advancements in technology to reduce cost and improve the building environment. At a time when budgets are strained due to the national, state, and local economies, these infrastructure improvements can be implemented because they pay for themselves. This is accomplished by diverting money that is already being paid to energy providers for energy that is being wasted due to old or inefficient energy consuming equipment. Once the energy systems are upgraded with more efficient equipment, the cost savings are often so substantial that they can be used to pay for the improvements.

This project presents an opportunity to also upgrade other energy consuming systems with current technology, and to use the energy cost savings to pay for all of the energy improvements. The replacement and upgrade of other outdated equipment that has exceeded its useful life, and reconfiguration of control systems to meet current operating standards, can have a dramatic effect on lowering the operating cost of the entire system. The upgrade of the WCS energy and comfort control systems with the most current cooling, heating, and control technology will insure the safe, efficient, and lowest cost, operation of all of WCS buildings now, and into the future.

Step I – The Technical and Energy Assessment

This includes:

- **Analysis** of the current cost and energy efficiency.
- **Identification and quantification** of the most cost-effective *Energy Cost Reduction Measures (ECRM's)*.

The systems that will be subject to the review include:

1. Boilers

Review which of the boiler systems are in need of replacement, or are old, and inefficient technology. While older boiler units are only 70 to 75% efficient on a seasonal basis, the new technology boilers have efficiencies of 93 to 95%. This can reduce the cost of heating buildings by as much as 25%. Due to the currently high fuel costs, installing new boilers now can have a relatively short rapid payback because they are far smaller than the old massive type units, they are modular, and often do not require extensive piping and infrastructure replacement. The boiler systems in all buildings will be reviewed to determine the estimated cost of replacing or upgrading the existing systems, as well as the estimated savings and payback associated with implementing the changes.

2. Energy Management and Control System (EMCS)

The existing energy management systems will be reviewed for upgrade and expansion to all buildings. Current technology now makes it possible to operate building HVAC systems based on the specific energy demands of each building, and the occupancy of each space within the building served by a large fan system. This is in contrast to systems that were being installed only a few years ago. Now energy and cost savings can often substantiate, and pay for the upgrades.

3. Lighting System

Under the scope of this preliminary review, the existing lighting systems will be reviewed to determine the feasibility of retro-fitting or replacing fixtures with new technologies, such as new generation T-8 lighting, LED's, etc. Lighting upgrades provide some of the most rapid returns on investment.

4. HVAC System

The primary HVAC units, will be reviewed for conversion to a modified variable volume system utilizing variable speed drives (VSD's). This would allow the heating and ventilation system to be operated at part capacity during partial occupancy which will reduce energy consumption and generate large energy savings. Some other systems will be reviewed for similar modification, or re-commissioning with newer, more energy efficient control algorithms.

5. Energy Metering

The increasing cost of energy and utility deregulation has placed new emphasis on the metering and tracking of energy cost and consumption. Digital metering technology, integrated with today's energy management system technology, allows real time tracking of gas and electricity, real time viewing of electric demand, and access to totalized information at the end of each month. Real time access to energy use information provides the capability of immediate intervention when the level of consumption exceeds preset parameters – this is true *energy management*.

Electric, gas, and water meters for each building will be identified and tabulated.

6. Variable Speed Drives

Some HVAC units, and most of the pumps in the buildings operate at constant speed. Since the motors operate at constant speed, they consume roughly the same amount of energy at all times during normal operation. "Smart motors", or motors equipped with Variable Speed Drives (VSD's) allow the motor speed to vary based on the requirements of the system, or even occupancy of the building. Energy use can be reduced to a minimum in an HVAC fan unit, for example, when the weather is mild and heating or cooling requirements are minimal, or when the buildings are at partial occupancy. Building controls will be reviewed for occupancy-based operation.

The Technical and Energy Assessment Deliverables:

- a) Compilation of energy bills for cost and consumption of energy over 1 full year.
- b) Develop a baseline energy utilization index to determine the relative efficiency of the heating/cooling plant, and the estimated energy and cost savings that can be achieved.
- c) Summary of all the equipment in the buildings.
- d) Estimated cost of replacement of inefficient equipment.
- e) A conceptual plan and schedule for the replacement of the equipment with more efficient systems for maximizing energy efficiency and building comfort, and minimizing operating cost.
- f) A **Strategic Energy Plan** for the implementation of the ECRM's *utilizing the energy cost savings* to pay for the upgrades and improvements.

Step II – Engineering Design And Implementation

Once the Technical and Energy Assessment is complete, the next step is the implementation of the recommended upgrades and improvements. In this step a detailed engineering design is completed to itemize the implementation parameters for each system piece of equipment. Also, specifications and drawings are created which are necessary for solicitation of competitive bids, permit applications, and for the construction and implementation of the project. A separate proposal will be offered for the *implementation phase*, if WCS decides to proceed with an Energy Project, to provide all the specifications, the necessary drawings and technical documents, project management services, and project commissioning to insure that the systems operate as designed in order to achieve the expected energy savings.

- **Engineering design and implementation** of the best options based on physical, energy, financial, and regulatory requirements. In this stage,
 - 1) All design drawings are completed.
 - 2) The detailed cost analysis is completed based on the final design parameters and drawings.
 - 3) Detailed technical specifications are developed for each system or equipment that is to be upgraded or replaced.
 - 4) Final savings are calculated based on the final equipment chosen and configuration of the completed systems.
 - 5) A budget for the project is established based on the annual energy savings, and the term of years for the financing (i.e. term of the energy bonds issued).
 - 6) Funds are allocated or financing is arranged based on the savings that will be generated. This can be done by School Board approval, and the issuance of State of Michigan authorized **Energy Bonds**. Note also that all engineering, design, and project management fees are covered by the energy bond issue.
 - 7) A final implementation schedule is defined.

The process for developing the implementation plan is outlined below:

- 1) Develop specific goals and objectives based on the Technical and Energy Assessment
- 2) Perform a full engineering audit of each building, creating a database of equipment. for each building, including chillers, boilers, pumps, fans, meters, etc.
- 3) Create a database for all gas, electric, and water meters in each building.
- 4) Develop a priority list of Energy Cost Reduction Measures (ECRM's) or system upgrades. Identify sources of funding for specific projects for which the cost and payback have been identified.
- 5) Develop plan and schedule for implementation
- 6) Create bid/specification documents or RFP's based on the database that was created.
- 7) Solicit bids on specific ECRM's.
- 8) Award contracts to successful bidders, and develop schedule for completion.
- 9) Start-up and commissioning the systems to insure they function properly, and deliver the expected savings.
- 10) Follow up after one full year of operation to review progress, and confirm that the energy savings and all collateral objectives, are being met.

Summary

The implementation plan will be formulated based on the results of the preliminary review, system study, and operational review. The results will be used to develop a plan of implementation to insure the efficient operation of all energy consuming systems in the present so that energy and dollars are spent wisely, and that the Project stays within budget parameters. The plan will lay out a number of options and strategies for consideration. It is a team approach, and we will work with the WCS staff to prioritize goals and objectives, and map out a plan for attaining them as time and resources allow. The Project will also set the stage for continued effective use of resources, continued commitment to environmental awareness and stewardship, and cost consciousness as energy costs continue to increase.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 9, 2012**

Report #12-11

FOR ACTION

Subject: Personnel Recommendations

A. Resignation –Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Elizabeth Williams	HS Lunch Assistant	Personal	6/8/12

B. Transfer –Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Pay</u>	<u>Effective</u>
Dean Sunderlin	From: HS Head Custodian To: Skilled Maintenance	AA/\$17.97	7/30/12

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 9, 2012**

FOR INFORMATION***

Subject: Extended Field Trip

Recommendation:

An extended field trip request submitted by Varsity Football Coach Anthony Walker has been approved. The Varsity Football team will travel by bus to Sauk Valley Resort in Brooklyn, Michigan, departing August 5, 2012, and returning August 8, 2012. Coach Walker and his football staff will be accompanying the team. Approximately 50-60 students will be attending. The estimated cost per students is \$150. It is planned that each student's room and board will be paid for through fundraising.