



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Special Meeting

Monday, July 21, 2014 6:30 PM

Agenda of Special Meeting

The Board of Education Waverly Community Schools

A Special meeting of the Board of Education of Waverly Community Schools will be held July 21, 2014, beginning at 6:30 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 Slocum
- II. Correspondence
- III. Public Comment
- IV. Student Representative Report
- V. Board Member Comment
- VI. Adoption of Meeting Agenda
- VII. ***Approval of Minutes 4
- VIII. Presentation of Reports
 - A. Finance & Personnel
 - 1. Recommendation to approve Report #14-14, Approval of Plow/Salt Truck 8
 - 2. Recommendation to approve Report #14-15, Approval of Middle School Furniture (SIG) 10
 - 3. Recommendation to approve report #14-16, Approval of Printers/Maintenance 11
 - 4. Recommendation to approve Report #14-17, Approval of Personnel Report 12
 - 5. Recommendation to approve Report #14-18, Master Agreement Ratification - Waverly Administrators Education Association 13
 - 6. Recommendation to approve Report #14-19, Master Agreement Ratification - International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America 14
 - B. Other

1. Recommendation to approve Rerpot # 14-20, Sale of Windemere View Elementary School Building 15

IX. Superintendent's Report

X. Public Comment

XI. Other Board Business

XII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Opening of Meeting

The organizational meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:04 p.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
Mr. Alan Wright, Treasurer
Mrs. Melissa Sherry, Vice Secretary-Treasurer
Mr. Calvin Jones, Trustee
Mr. Joe Chahine, Trustee

Member Absent:

Mrs. Mary Ann Martin, Secretary

Staff Present:

Mr. Terry Urquhart, Superintendent
Mr. Evan Nuffer, Director of Finance
Mr. Vincent C. Perkins, Director of Human Services
Mrs. Gloria Gonzalez, Student Services Administrator
Rebecca Pease

Others Present:

Jennifer Blum
Nina Blum
Brian Gallup
Betsy Gallup
Ann Berardo
Jim Sturdevant
Mary Jo White

Pledge

Member Jones led the Pledge of Allegiance.

Board Pledge

The Board recited the Board Member Pledge in unison.

Correspondence

None

Board Member Comment

President Slocum stated there will be no closed session this evening. He reported he had a long talk with Tiffany Duntley of Plante Moran who noted we are being fiduciary responsible and she sees no problems with our annual audit. President Slocum announced the Waverly Education Foundation annual golf outing is scheduled for September 10 at Hawk Hollow. He urged Board members to enter a team or provide support in some other way. He stated the MASB delegate assembly will be held on November 6 at 7:30 p.m. at the Amway Grand in Grand Rapids. The Board has voting delegates who will participate, but stated the entire Board is invited to attend and join in on the discussion.

Member Sherry stated the Board had approved a trip for students to go to Europe at the end of the school year. She stated the students and chaperones had a wonderful time taking advantage of this great opportunity. She thanked the teachers and parents for their support.

Member Wright congratulated Robert Lurie for being named the girls track and field coach of the year.

Adoption of Agenda

President Slocum announced an opportunity for Public Comment will follow the adoption of the agenda as there are citizens in attendance who wish to address the future of the Windemere View Elementary School property. A motion was presented by Member Sherry and supported by Member Jones MOTION: The Board of Education adopts the meeting agenda as revised.

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

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

The minutes of the June 9, 2014 regular meeting were approved as presented.

Public Comment

Addressing the Board during Public Comment were Jennifer Blum, Jim Sturdevant, Brian Gallup, Ann Berardo, Nina Blum, and Betsy Gallup.

******Designation of Date, Time, and Location of Board Meetings – Report #14-01 – For Action***

The Board of Education established its meeting calendar as follows:

<u>2014</u>	<u>2015</u>
August 18	January 19
September 15	February 2 (Work Study)
September 29 (Work Study)	February 16
October 20	March 16
November 17	April 20
December 15	May 18
	June 15

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center’s Board Room.

A special organizational meeting of the Board of Education for the 2015-2016 school year will be held on Monday, July 6, 2015 at 6:00 p.m.

******Annual Designation of School Depositories – Report #14-02 – For Action***

The Board of Education designated the depositories for Waverly Community Schools’ monies and banking transactions for the 2014-2015 school year as presented in Report #14-02.

******Designation of Professional Service Consultants – Attorneys – Report #14-03 – For Action***

The Board of Education approved retaining Thrun Law Firm, P.C., to address legal issues of the school district.

******Designation of Audit Firm for 2013-2014 – Report #14-04 – For Action***

The Board of Education designated Plante & Moran, PLLC, Certified Public Accountants, to audit the district’s financial records for year ending June 30, 2015.

*****Annual Designation of Authorized Signatories – Report #14-05 – For Action**

The Board of Education designated the signatories for Waverly Community Schools' banking and investment transactions for the 2014-2015 fiscal year, as presented in Report #14-05.

*****Designation of Electronic Transfer Officer – Report #14-06 – For Action**

The Board of Education designated the Treasurer and the Director of Finance as the Electronic Transfer Officers (ETO) for the 2014-2015 school year.

*****Designation of Person to Post Meetings – Report #14-07 – For Action**

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

*****Designation of Charitable Giving Fiscal Agents – Report #14-08 – For Action**

The Board of Education selected the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2014-2015 school year.

*****Membership Resolution – Michigan High School Athletic Association – Report #14-09 – For Action**

The Board of Education adopted the resolution to continue its membership and relationship with the Michigan High School Athletic Association for the year August 1, 2014 through July 31, 2015.

State Aid Note Program Borrowing Resolution – Report #14-10 – For Action

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

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

Building and Site, Series I Change Order Recommendations – Report #14-11 – For Action

A motion was presented by Member Wright and supported by Member Witwer. MOTION: The Board of Education approves the following change orders: 1) addition of interactive whiteboards at the Middle School; 2) addition of clock replacement for the High School, Middle School, Administrative Center, Colt and Winans; and 3) addition of A/V equipment for the High School Training Center and Administration Training Room.

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

*****Finance Report – Report #14-12 – For Action**

The Finance report was approved as presented.

*****Personnel Report – Report #14-13 – For Action**

The Board of Education approved the employment of Anthony Terranova as High School Assistant Principal; and the transfer of Kim Walker (from Curriculum Secretary to Human Resources Administrative Assistant; Jaclyn Sewell from Colt Secretary to Secretary for Enrollment/Registrar/Students Services; and Melissa Finegan from Colt ELMS to Middle School Assistant Secretary.

Superintendent's Report

No Report

Public Comment

None

Other Board Business

President Slocum requested a 10 minute recess at 6:30 p.m.

Return to Open Session

The Board returned to Open Session at 6:40 p.m. Superintendent Urquhart addressed a language issue with non-union contracts. The language addresses two types of severance packages: resignation (leaving the District) and retirement (leaving employment from the Michigan Public Schools Employee Retirement System (MPERS)). The language is confusing and can be interpreted in different ways. Advice has been given to the District by its attorneys to change the language to make contracts stable in the future. Board members expressed they would like to review the contracts, and change the language so it makes sense. They also supported grandfathering the language for those employees who have had it in their contracts for a number of years.

Adjournment

The meeting adjourned at 7:22 p.m.

Respectfully submitted,

Melissa Sherry, Vice Secretary/Treasurer

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
July 21, 2014**

Report #14-14

FOR ACTION

Subject:

Recommendation to Approve Salt/Plow Truck

Recommendation:

The Superintendent recommends the Board of Education approves the purchase of a 1 Ton Salt/Plow Truck to the lowest cost bidder per Board Policy 6320 (Purchasing)

Statement of Purpose:

The purpose of this recommendation is to replace a 1999 Salt/Plow Truck.

Background Information:

On June 10, 2014 the District issued a Request for Proposal (RFP) for a 1 Ton Salt/Plow Truck. Proposals were due June 25, 2014 at which time they were publically opened. A copy of the bid tabulation is included in the attachments. The budget approved by the Board of Education on June 13, 2014 included the replacement of the current salt/plow truck during the 2014-15 fiscal year.

Budget Impact:

A summary of all the bids received is attached. The lowest cost bidder was LaFontaine Ford of Lansing at a total cost of \$35,197.80.

Discussion of Options:

The Board may entertain a motion to approve the purchase of a Salt/Plow Truck from LaFontaine Ford, table the recommendation until a future date, or deny the recommendation to purchase a Salt/Plow Truck

Rationale for Recommendation:

Waverly Community Schools recognizes the benefits of replacing its aging fleet of vehicles and buses. The 1999 Ford Truck has been fully depreciated and has no remaining book value. Additionally, the truck has mechanical issues and the body has deteriorated. The truck is overdue for replacement, having far exceeded its expected useful life.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
July 21, 2014**

Report #14-15

FOR ACTION

Subject:

Recommendation to Approve Furniture Purchase for the Middle School

Recommendation:

The Superintendent recommends the Board of Education accept the unit price of Ninety-Five and 00/100 dollars (\$95.00) from Great Lakes Furniture Supply, Inc. for the purchase of Four Hundred Fifty (450) V/S PantoSwing Lupo Student Chairs and accept the unit price of Three Hundred Eighty-Five and 65/100 dollars (\$385.65) from Custer Furnishings for the purchase of Two Hundred Forty (240) Steelcase Chevron Verb Tables for Two.

Statement of Purpose:

The purpose of this recommendation is to create new flexible/movable student workstations to create simple transitions for multimodal teaching and learning styles. Research shows that static furniture can create a barrier to communication, limit movement and discourage collaboration which detracts from the learning experience. The new workstations will align with the goals of the School Improvement Grant by creating a change in the way instruction is delivered.

Background Information:

The Middle School has applied for and received grant funding, through the School Improvement Grant (SIG) to purchase new student workstations to accomplish the above purpose. The District previously issued a furniture bid as part of the 2013 Building and Site, Series I bond implementation and the unit pricing will be applied to this purchase order. It would be cost prohibitive to issue another furniture bid for this recommendation.

Budget Impact:

The total cost of this recommendation is not to exceed One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00), including installation. This purchase will be funded entirely by the School Improvement Grant (SIG).

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the recommendation, as presented
- 2) Table the recommendation for a future meeting
- 3) Reject the recommendation

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
July 21, 2014**

Report #14-16

FOR ACTION

Subject:

Recommendation to Authorize the Purchase of Printing and Copying Devices

Recommendation:

The Superintendent recommends the Board of Education authorizes the Superintendent, or his designee, to enter into a purchase agreement for printers, copiers and a print management solution at a cost not to exceed Five Hundred Thousand and 00/100 dollars (\$500,000.00). In accordance with board policy 6320 (Purchasing) the Superintendent shall award the purchase agreement to the lowest responsible bidder.

Statement of Purpose:

The District conducted a review of the current devices and maintenance costs associated with the existing printing and copying equipment. We currently have printing devices from 6 different manufacturers with 20 different models. Ink and toner purchases and service calls are currently decentralized which is an opportunity loss for volume discount pricing. Lastly, we do not have print tracking or secure printing established. As a result of this review, we identified a need to replace our existing equipment and add a fully managed print solution. This would include the purchase of 55 black and white printers, 15 color printers and 20 copiers.

Background Information:

A bid package was issued on June 20, 2014 with responses due on July 8, 2014. Five vendors responded and the Director of Technology has conducted post-bid interviews with all bidders. Based on the bid responses and the vendor interviews, it is necessary that we clarify our specifications and allow each bidder an opportunity to update their response to our bid package no later than July 18, 2014.

Budget Impact:

The total cost of this recommendation is not to exceed Five Hundred Thousand and 00/100 dollars (\$500,000.00). This purchase will be funded entirely by the proceeds of the Building and Site, Series I bonds.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the recommendation, as presented
- 2) Table the recommendation for a future meeting
- 3) Reject the recommendation

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 21, 2014**

Report #14-17

FOR ACTION

Subject: Personnel Report

A. Employment - Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Benjamin Darin	1 st Grade, Winans	BA Step 0/\$37,184	8/26/2014
Rachel Stanton	1 st Grade, Winans	BA Step 0/\$37,184	8/26/2014
Michael Haley	4 th Grade, Winans	BA Step 0/\$37,184	8/26/2014
Grace Lynch	Teacher of Speech & Language Impaired (TSLI)	MA Step 0/\$39,495	8/26/2014
Kelli Williams	Spec. Ed, HS	MA+30 Step 3/\$50,417	8/26/2014

B. Employment - Contracted

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Ray Kimball	Athletic Director (paid via PCMI Services)	\$45,000	7/22/2014

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 21, 2014**

Report #14-18

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/Issue:

The current collective bargaining agreement expired on June 30, 2014. The proposed tentative agreement is a two-year contract for no salary increase for 2014-2015 and a 2.5% increase for 2015-2016.

The Association ratified the contract on July 2, 2014.

Background Information:

Negotiations were for salary and professional development monies.

Budget Impact:

2014-15 Salaries	\$0
2015-16 Salaries	\$24,717
2015-16 Prof. Development	(\$11,600)
Total Cost	\$13,117

Discussion of Options/Alternatives:

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
SPECIAL MEETING
July 21, 2014**

Report #14-19

FOR ACTION

Subject: **Master Agreement Ratification – International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America**

Recommendation:

The Superintendent recommends the Board approves the tentative agreement as negotiated between the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America (Custodians) and the Board of Education as presented.

Statement of Purpose/Issue:

The current collective bargaining agreement expired on June 30, 2014. The proposed tentative agreement is a three year contract for salary increases of \$.25 per hour for each year, 2014-2017.

The Association ratified the contract on July 10, 2014.

Background Information:

Negotiations were for salary, benefits, and language changes.

Budget Impact:

2014-15	\$31,372
2015-16	(\$19)
2016-17	<u>\$25,132</u>
Total	\$56,485

Discussion of Options/Alternatives:

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 custodians and is not outside overall budgetary parameters. Agreement has been ratified by Custodians.

Strategic Plan:

This is a required collective bargaining agreement.

Waverly Community Schools
Board of Education
Special Meeting
July 21, 2014

Report # 14-20

FOR ACTION

Subject: Sale of Windemere View Elementary School Building

Recommendation:

The Superintendent recommends, based on Policy 7300 (attached), the Board of Education approves the sale of the former Windemere View Elementary School. The sale is to be listed and handle by Coldwell Banker Realty in the Waverly community. This sale must be conducted with a restricted Deed not allowing another K-12 school to occupy the property (the restricting of the Deed will be worked out by the district's legal firm).

Statement of Purpose/Issue:

The District no longer has current or future use for the building, nor the resources to provide upkeep or the necessary improvements to reopen the building with a purpose that will service our students or community.

Budget Impact:

The budget impact can only be a cost savings toward the overall finances of the District.

Background Information/Historical Perspective:

The Board of Education has toured the building as early as last winter with the goal of determining whether the building was fit for reoccupation (Elementary School, Administration Building, Magnet School or any other positive use). The determination was the financial investment needed to bring the building back up to a standard of occupation was prohibitive.

Discussion of Options/Alternatives:

The Board has the option to approve, table or disapprove the recommendation.

Rationale for Recommendation:

Windemere View no longer has an acceptable use for the Waverly Community Schools