



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, December 15, 2014 6:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular meeting of the Board of Education of Waverly Community Schools will be held December 15, 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. Special Presentation
 - A. Colt Instructional Report - Principal Shawn Talifarro
 - B. Elmwood Instructional Report - Principal Tim Lyman
 - C. East Intermediate Instructional Report - Principal Vickie Tisdale
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes 4
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Finance/Personnel - Member Wright
 - 2. Facility/Policy - Member Chahine
 - B. Finance & Personnel
 - 1. ***Recommendation to approve Report #14-36, Finance Report 9
 - 2. Recommendation to approve Report #14-37, High School Pool Scoreboard Bid 15
 - 3. Recommendation to approve Report #14-38, Middle School Controls Bid 17
 - 4. ***Recommendation to approve Report #14-39, Personnel Report 19
 - C. Facility & Policy
 - 1. ***Recommendation to approve Report #14-40, Policy (Second Reading) 20
 - D. Curriculum

X. Superintendent's Report

XI. Public Comment

XII. Other Board Business

XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
November 17, 2014**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 5:21 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present: Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mr. Calvin L. Jones, Trustee
Mr. Joe Chahine, Trustee

Members Absent: Mrs. Angela Witwer, Vice President
Mrs. Melissa Sherry, Vice-Secretary/Treasurer

Staff Present: Mr. Terry Urquhart, Superintendent
Mr. Vincent Perkins, Director of Personnel
Jeremiah Baynes
Mike Moreno
Monica Jones

Purpose

The purpose of the meeting was to discuss and make a decision on an appeal from an employee.

Closed Session

A motion was presented by Member Wright and seconded by Member Jones. Motion: The Board of Education move into closed session for the purpose of further discussion of an appeal from an employee.

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

Return to Open Session

The Board returned to open session at 5:40 p.m. A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education denies Ms. Jones' appeal to the Board of Education.

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

Adjournment

The meeting adjourned at 5:41 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 17, 2014**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 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
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mrs. Melissa Sherry, Vice-Secretary/Treasurer
Mr. Calvin L. Jones, Trustee
Mr. Joe Chahine, Trustee

Staff Present:

Mr. Terry Urquhart, Superintendent
Mr. Evan Nuffer, Director of Finance
Mr. Vincent Perkins, Director of Personnel
Mrs. Gloria Gonzalez, Director of Student Services
Rebecca Pease
Chris Huff
Tim Lyman
Vickie Tisdale
Mike Moreno
Patti Woodruff
Shawn Talifarro
Pat Albright
Helene McNeilly
Matt Oppenheim

Others Present:

Atiyaa Bolling
Trudy Frick
Joe Frick
Cindy Moore
Stephen Secord
Joe Collins

Pledge

Winans Principal Patti Woodruff led the pledge of allegiance.

Special Presentation

Gloria Gonzalez, Director of Student Services, and Chris Huff, Waverly High School Principal, presented official High School diplomas to students who were short credits when their class graduated and continued on to attain the credits they needed to graduate. Diplomas were presented to Stephen Secord and Joe Collins. Absent was Isaiah Caldwell.

Board members congratulated the students on their decisions to complete the credits they needed to secure their diplomas.

Correspondence

None

Public Comment

Addressing the Board during Public Comment were Trudy Frick, Joe Frick, and Cindy Moore.

Student Representative Report

Atiyaa Bolling reported Parent/Teacher Conferences were held last week. Members of the Student Senate and National Honor Society volunteered to help. The girls' volleyball team was district runner-up, and swimmer Rita ElJbeily took first place in the hundred yard free-style making her the first league champion. Winter sports for bowling and girls and boys basketball are beginning. Thursday, November 20 is Warrior Madness from 7:00 to 9:00 p.m. in the High School gym. Pride Challenges are being held where students compete for the lowest amount of tardies and the highest grades. There are also class competitions and relay races.

Board Member Comment

Member Martin congratulated the graduates, noting it takes extra effort and diligence by both the students and the people who support them. Member Martin reported she attended the recent ISOA meeting. Items discussed were Family Learning Connection, an aid to help families support student learning and Teachers Learning Together, which fosters how teachers engage students. Dr. Johnny Scott, the superintendent representative at the meeting, discussed goals, accountability, legislative policy, and funding.

Member Martin congratulated fellow winners in the November election and extended her congratulations to the graduates recognized this evening.

Member Witwer announced Monday, April 27, 2015 is the date set for the Hall of Fame's first induction. She noted a media advisory is going out and there will be a call for nominations.

Member Wright reported he had the opportunity to attend Othello at the High School, where the audience sat on the stage. Member Wright announced one of our former teachers, _____, passed away unexpectedly > Member Wright congratulated Waverly's newest graduates and all who had a hand in their accomplishments.

Member Sherry thanked the neighbors from the Ravenswood neighborhood for attending the meeting and expressing their thoughts on the sale of Windemere View. Member Sherry reported she served as Waverly's delegate to the MASB Conference. She stated it was an interesting opportunity. The room was full of supporters of public education and delegates voted on issues to concern of residents of the State of Michigan. There were no bylaw changes. Lobbyists talked about updates from MASB, wanting delegates to be aware of what the issues are and to follow up on them.

Member Jones invited everyone to Silver Bells in the City, Friday, November 21st at 5:00 p.m. He announced the Winans Choir will be kicking off the event on Friday at 11:30 a.m. in front of Capital National Bank. Radio Disney is involved in announcing a special guest who will be the Grand Marshall of the parade on Friday night. Member Jones also announced the 20th annual Waverly Education Foundation Gala will be on December 8, 2014. Tickets are \$40 per person and are available at the Administration Center. Lauren Evans of WILX will be this year's host of the event.

Member Chahine stated it is cold outside. He noted is made him to see the parking lots full of cars during conferences.

President Slocum congratulated the graduates for coming back, working extra hard, and getting their diplomas. He reported he corresponded with Senator Rick Jones on Evocate about the emergency manager bill and received his support. President Slocum also congratulated fellow Board members on a well fought out election.

Adoption of Agenda

A motion was presented by Member Jones and supported by Member martin. MOTION: The Board of Education adopts the meeting agenda as presented.

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

Policy Advisory Committee Report

Member Chahine presented first reading of policy updates which came out of committee. The Board will vote on these changes during second reading on December 15, 2014.

Finance/Personnel Advisory Committee Report

Member Wright reported the District’s cash position is in great shape precipitated by borrowing \$2.3 million in a State Aid Note in August 2014 to avoid a cash shortfall of \$1.1 million. He reported Mr. Nuffer presented a budget summary for the Building and Site, Series I Bonds. The committee discussed considerations for remaining contingency funds, including site signage work, a new phone system and parking lot improvements. Member Wright reported rooftop units at the Middle School are in poor condition and a report is being prepared as to what needs to be done. There is currently money available in the School Facility Improvement Fund to help cover the cost of replacing controllers and actuators. Additional funds may need to be allocated from the General Funds, depending on the bid results. A short discussion was held regarding the proposed sale of Windemere View.

******Finance Report – Report #14-32 – For Action***

The Finance Report was approved as presented.

******Tax Collection Resolution – Report #14-33 – For Action***

The Annual Summer Tax resolution, invoking for 2015 the 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 is affixed to the official minutes of this meeting.

Building & Site, Series I Bid Package #2 Award Recommendation – Report #14-34 – For Action

A motion was presented by Member Wright and supported by Member Witwer. MOTION: The Board of Education approves awards to the lost responsible bidder(s) from bid package #2, in accordance with Board Policy 6320 (Purchasing) as follows:

BID CATEGORY	COMPANY	BASE BID
Foundation and Masonry	Superior Electric of Lansing, Inc.	\$64,000
Signage/Electrical	Great Lakes Power& Lighting	\$136,000

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

******Personnel Report – Report #14-35 (Revised) – For Action***

The Board of Education approved the Certified Transfer of Andrea Dutcher (from Colt Title I Para to Colt Kindergarten teacher); the Non Certified Transfers of Nick Pehlivanoglu(from High School Lunch Assistant to Colt Lunch Assistant) (flex sub); Gordon Decker (from Winans Lunch Assistant to Winans Lunch Assistant) (flex sub); Chris Coursey (from HS/MS/Colt 2nd Shift Custodian to HS 3rd Shift Custodian); Warren Jacobs, Jr. (from Sub Custodian to HS 3rd Shift Custodian); Jeromy Brownlee (from Sub Custodian to HS/MS/Colt 2nd Shift Custodian); and Todd Stiles (from Temporary Groundsman to MS Custodian 2nd Shift); the Non Certified employment of Sarah Novak (Elmwood Title I Parapro); Wendy Nixeman (Colt Title I Parapro); Candance Hayden (HS Special Education Parapro); and Sandra Fenner (HS Lunch Assistant); and the resignation of Karen Hicks (East Lunch Assistant).

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

An extended field trip request submitted by Jenny Bonner has been approved for an orchestra trip to Washington, D.C. May 14-18, 2015. The purpose of the trip is for orchestra students to perform at the shell by the Washington Monument, and visit historical sites. All 45 high school orchestra students have expressed an interest in participating. The group will travel by Motor Coach and will stay at the Greenbelt Marriott in Greenbelt, Maryland. The cost of the trip is \$600 per student. Source of funding the trip is through fundraising and parent contributions. Ms. Bonner will refund excess funds from group fundraising to individuals. Several sponsors have been secured for students in need. Fundraising efforts are already underway.

Superintendent's Report

Superintendent Urquhart reported a couple of big things being discussed in Lane Duck session are third grade retention and EAA, which is not getting much support

Mr. Urquhart announced the February 16th Board meeting has been moved to Tuesday, February 17th at 6:30 p.m. February 16th is President's Day which is a holiday for all district employees.

Mr. Urquhart congratulated the Board members who were reelected in the November election.

Mr. Urquhart congratulated the graduates who received their diplomas tonight. He also congratulated Lansing Superintendent Yvonne Caamal Canul for being chosen as the Michigan Superintendent of the Year, noting she is deserving of that title.

Mr. Urquhart reported the first Instructional Highlights will be presented on December 15, featuring Colt, Elmwood, and East. In January, principals from Winans, the Middle School, and the High School will present their reports.

Public Comment

Addressing the Board during Public Comment was Pat Albright.

Other Board Business

It was announced that two or three Board members would be attending the Lansing Township Board meeting on Tuesday, November 18th and the Lansing Township Planning Committee meeting on Wednesday, November 19th related to the sale of Windemere View.

Adjournment

The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 15, 2014**

Report #14-36

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of October 31, 2014 was \$3,030,668.97. Receipts during November, consisting of property taxes, state aid and other revenues in the amount of \$2,694,708.31 minus disbursements during November of \$2,462,154.33, left the district with a General Fund cash balance, as of October 31, 2014, of \$3,263,222.95, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$2,073,643. Attached is a summary of year to date activity in comparison to the original budget.

The balance of the 2013 Building and Site, Series I Bonds remaining to be allocated is \$2,489,618. Attached is a summary of life to date activity for this Capital Projects Fund.

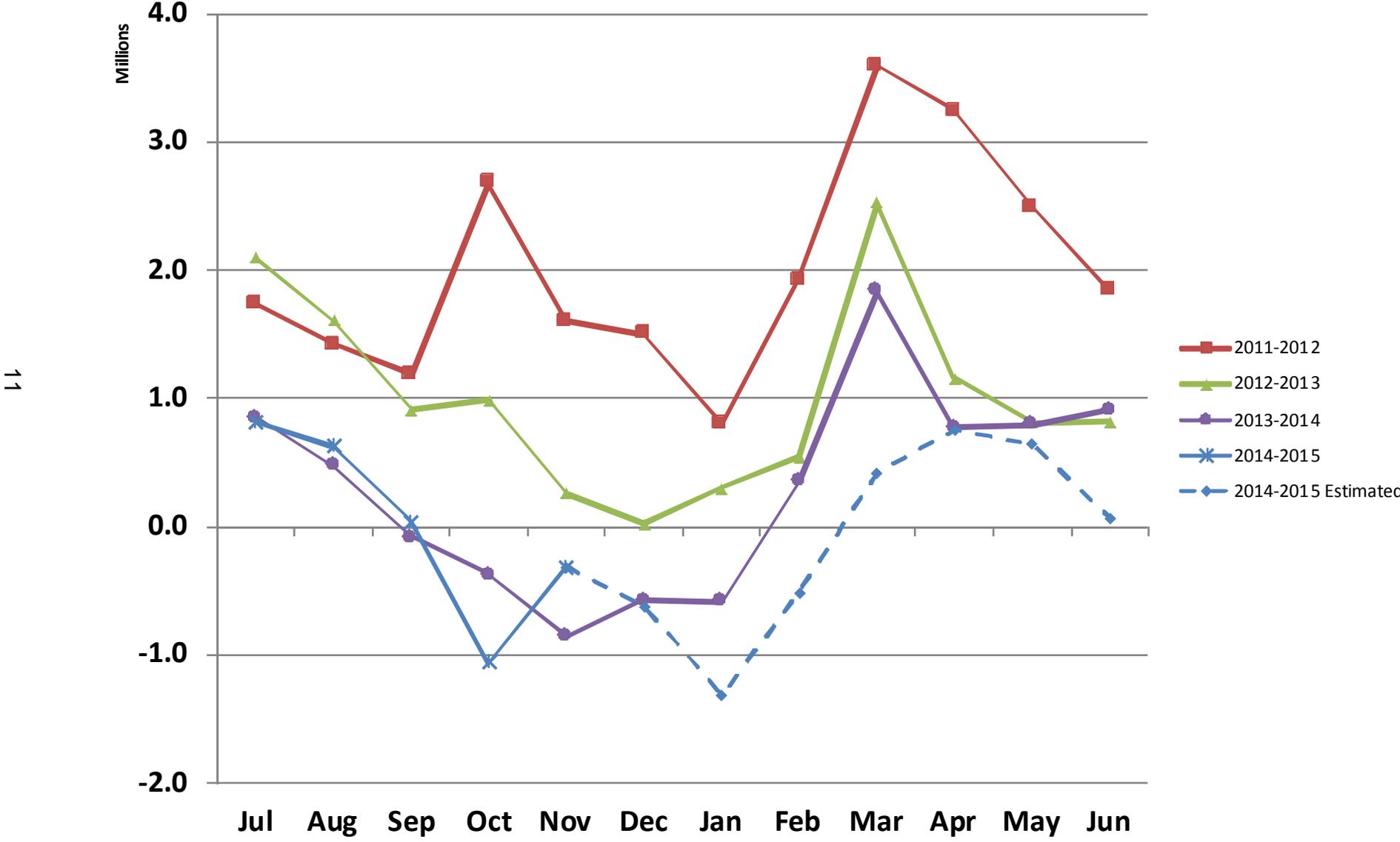
The balance of the 2013 School Facility Improvement Bonds remaining to be allocated is \$45,521. Attached is a summary of life to date activity for this Capital Projects Fund.

Waverly Community Schools

Finance Committee - Cash Position Report
For the Month Ended November 30, 2014

Balance on Hand October 31, 2014	3,030,668.97
Revenues	
State Aid	1,758,637.46
Taxes	54,811.77
Other Revenue	641,506.42
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,454,955.65</u>
Disbursements	
Payroll and Related Liabilities	(1,628,416.83)
Other Expenditures	(833,737.50)
State Aid Repayment	-
	<u>(2,462,154.33)</u>
Prior Month Adjustments During October 2014	239,752.66
Balance on Hand November 30, 2014	<u><u>3,263,222.95</u></u>
PNC Bank - General	3,009,234.78
PNC Bank - Payroll	193,455.93
MILAF	7,357.66
Comerica - Checking	53,174.58
	<u><u>3,263,222.95</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended November 30, 2014**

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,469,401	3,580,969	(4,888,432)	57.7%
State sources	17,246,599	3,167,668	(14,078,931)	81.6%
Federal sources	543,182	521,436	(21,746)	4.0%
Intergovernmental	1,901,176	315,318	(1,585,858)	83.4%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,247,573	7,585,391	(20,662,182)	73.1%
Expenditures				
Current:				
Instruction:				
Basic program	14,503,034	4,119,251	(10,383,783)	71.6%
Added needs	2,994,819	840,047	(2,154,771)	71.9%
Total instruction	17,497,853	4,959,298	(12,538,555)	71.7%
Support Services:				
Pupil	2,071,591	695,296	(1,376,295)	66.4%
Instructional staff	861,692	774,601	(87,090)	10.1%
General administration	417,970	204,611	(213,359)	51.0%
School administration	1,836,211	687,194	(1,149,018)	62.6%
Business	451,787	179,006	(272,781)	60.4%
Operations and maintenance	2,904,350	1,138,453	(1,765,897)	60.8%
Pupil transportation services	960,905	297,052	(663,853)	69.1%
Central	531,031	244,130	(286,901)	54.0%
Other	57,850	12,245	(45,605)	78.8%
Total support services	10,093,387	4,232,588	(5,860,799)	58.1%
Athletics	515,247	139,916	(375,331)	72.8%
Community services	-	90	90	0.0%
Non Publics	2,325	-	(2,325)	100.0%
Debt service:				
Principal	135,000	70,000	(65,000)	48.1%
Interest	22,100	11,400	(10,700)	48.4%
Capital outlay	85,226	63,626	(21,600)	25.3%
Payments to other public schools	470,289	182,116	(288,173)	61.3%
Total expenditures	28,821,427	9,659,034	(19,162,393)	66.5%
Excess of Revenue (Under)Over Expenditures	(573,854)	(2,073,643)	(1,499,789)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(573,854)	(2,073,643)	(1,499,789)	
Fund Balance - Beginning of year	3,244,589	3,244,589		
Fund Balance - End of year	2,670,736	1,170,947		
	9.3%	12.1%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of November 30, 2014

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,798,632	1,521,762	276,870	-
Technology Infrastructure	764,544	706,686	57,857	0
Construction Base Budget Subtotal	2,563,176	2,228,449	334,727	0
Technology Equipment - Contract				
Interactive Classroom	734,381	572,193	162,189	(0)
Network Equipment	372,627	288,018	84,609	(0)
Wireless Network	170,224	170,224	(0)	0
AV Systems	397,737	319,098	78,639	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,674,969	1,349,532	325,438	(0)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,584,500	1,368,535	28,965	187,000
Servers/Backend Systems	128,220	95,210	3,010	30,000
Printers	181,089	179,115	1,975	(0)
AV Equipment	56,092	41,115	14,977	(0)
Non-Instructional Equipment (from FFE)	13,012	12,862	150	-
Tech Equipment Owner PO Subtotal	1,962,913	1,696,837	49,076	217,000
District				
Loose Equipment (Furniture & Transportation)	1,076,024	1,019,341	56,683	(0)
Project Contingency	1,085,576	-	-	1,085,576
Owner GC/Contingency/Issuance Costs	1,115,277	131,878	0	983,400
Field General Conditions	139,000	36,678	-	102,322
Architect	226,830	125,509	-	101,321
Tech Design/Construction Mgr	691,235	357,536	333,700	(0)
District Subtotal	4,333,942	1,670,941	390,383	2,272,619
Totals	10,535,000	6,945,758	1,099,624	2,489,618

Waverly Community Schools
2013 School Facility Improvement Bonds
As of November 30, 2014

	Revised Budget	Actual	Encumbered	Balance Remaining
Construction and Engineering				
Lighting	100,560	100,560	-	-
Mechanical	434,526	434,526	-	(0)
Controls				
EMS Programming & Graphics	85,222	85,222	-	0
VFD & CO2 & Controls Install & Electric	286,556	233,372	53,184	-
Project Management/Engineering	186,207	186,207	-	(0)
Bond Issuance Costs	16,148	16,148	-	0
Contingency	60,781	8,760	6,500	45,521
Totals	<u>1,170,000</u>	<u>1,064,795</u>	<u>59,684</u>	<u>45,521</u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 15, 2014**

Report #14-38

FOR ACTION

Subject:

High School Pool Scoreboard Bid

Recommendation:

The Superintendent recommends the Board of Education approve an award for a single source purchase to Riegle Timing Consultants, LLC for Bid Package # 3 (HS Pool Scoreboard).

Statement of Purpose:

The purpose of bid package #3 was to seek competitive pricing for the replacement of the High School pool scoreboard.

Background Information:

The High School Swimming Pool is currently utilized for the High School Boys and Girls Swimming teams, the Middle School swim team and the Piranhas swim club which supports students from 1st through 12 grades. During High School Relay events, Waverly is host to 12 schools, 400 swimmers and divers and full spectator stands. Additionally, Waverly has a boys and girls water polo team as a joint venture with Grand Ledge. Waverly is not currently hosting the water polo events because of the limitations with our scoreboard.

The pool scoreboard in the High School is the only mechanical scoreboard in the CAAC, is at least 25 years old and is limited in its display to lane, place and time only. This limitation creates challenges for hosting diving events and water polo. Additionally the controls on the pool deck are not working properly which creates a hazard due to the wiring which must be laid out on the pool deck for the portable control system.

A bid for a new Colorado Timing System scoreboard and upgrades to the control system was released with only one bidder responding. Due to the specialized nature of this equipment, this is a single source purchase for this type of system.

Budget Impact:

The total cost of this recommendation is Fifty Two Thousand Nine Hundred Ninety-Nine and 17/100 Dollars (\$52,999.17). The contract will be funded entirely by the proceeds from the sale of \$10,535,000 Building and Site, Series I bonds.

Discussion of Options:

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

- 1) Accept all bid recommendations, as presented
- 2) Accept or reject each bid individually with a separate motion for each bid category
- 3) Reject all the bids, and reissue a new Invitation to Bid

Strategic Plan Reference:

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

December 4, 2014

Mr. Terry Urquhart
Superintendent
Waverly Community Schools
515 Snow Road
Lansing, Michigan 48917

RE: 2013 Bond Project: Bid Package 3 Pool Scoreboard Bid Summary

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 3 which included replacement of the High School pool scoreboard and replacement of deck plates for the timing system. Bid documents were distributed to approved suppliers and installers. Bids were received and publicly opened on November 25, 2014.

Bid Evaluation Summary and Recommendations

As expected only one bid was received. This was due to the specialized nature of the project and equipment. Representatives from Barton Malow and Waverly Community Schools met with the bidder to review scope and price. It was determined the bid was complete and responsible.

Based upon the evaluation of the project team and district staff we present the following company for consideration by the administration and Board of Education.

<u>Bid Category</u>	<u>Company</u>	<u>Base Bid</u>
Pool Scoreboard	Riegle Timing Consultants, LLC	\$52,999.17

Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidders. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman
Project Manager

c: E. Nuffer (WCS)

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 15, 2014**

Report #14-38

FOR ACTION

Subject:

Middle School Controls Award Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve an award to the lowest responsible bidder for Middle School Controls Replacements, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of the request for proposal was to seek competitive pricing for the replacement of the Middle School Controls for seven (7) Multi-Zone Rooftop Units.

Background Information:

Waverly Community Schools requested a commissioning report for the Middle School in response to persistent heating and cooling issues. The report recommended replacement of the unit controllers with a non-proprietary controller to work with our new Tridium system. Additionally the report recommended the replacement of the existing zone damper actuators and room sensors.

A Request for Proposal was submitted on November 17, 2014 for the replacement of the equipment outlined in the commissioning report. Bids were received and opened on December 2, 2014.

Budget Impact:

The total cost of this recommendation is Forty-Four Thousand Three Hundred Thirty-One and 00/100 Dollars (\$44,331.00). The contract will be funded entirely by the proceeds from the sale of \$1,700,000 2013 School Facility Improvement bonds. In addition to the equipment replacement, other items related to the rooftop units may need to be repaired on a time and material basis. These repair items will be funded by the General Fund.

Discussion of Options:

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

- 1) Accept the bid recommendation, as presented
- 2) Reject all the bids, and reissue a new Invitation to Bid
- 3) Table the recommendation for further discussion

Strategic Plan Reference:

Identify and implement improvements to each campus, which include safety, appearance, and making the campus more welcoming.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 15, 2014**

Report #14-39

Subject: Personnel Report***

A. Transfer – Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kelly Blake	Director of Teaching & Learning	\$88,000.00	01/05/2014

B. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Morgan Lowery	Elmwood Title I Parapro	Class II/\$13.96	12/02/2014

C. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Tracy Mishler	Network Technician	Personal	12/13/2014
Alissa Shepard	Elmwood Head Secretary	Personal	12/04/2014

D. Retirement – Non Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
David Ames	Director of Maintenance. & Operations	27	12/31/2014

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 15, 2014**

Report #14-40

*****FOR ACTION**

Subject: Policy (Second Reading)

Recommendation:

The Superintendent recommends the Board approves the policy updates listed below at second reading:

Policy 3110	Conflict of Interest	Revised
Policy 3120.04	Employment of Substitutes	Revised
Policy 3210	Staff Ethics	Revised
Policy 3362	Anti-Harassment	Revised
Policy 5460	Graduation Requirements	Revised
Policy 5464	Early Graduation	Revised
Policy 6150	Tuition	Revised
Policy 6520	Payroll Deductions	Revised

Statement of Purpose/Issue:

The revisions made to the above policies are the result of review by the Policy Advisory Committee. They were presented to the Board on Monday, November 17th at first reading.

Budget Impact:

None

Historical Perspective/Background:

Aside from recommendations from NEOLA, the Superintendent and the Policy Advisory Committee are reviewing each section of policy and updating them as necessary.

Discussion of Options:

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

Rationale for Recommendation:

These policies were reviewed by the Policy Advisory Committee as part of a periodic committee update.

policy

BOARD OF EDUCATION
WAVERLY COMMUNITY SCHOOLS

PROFESSIONAL STAFF
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3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member shall disclose the direct pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more ~~or five percent (5%) or more of the contract cost to the District,~~ the staff member shall make the disclosure ~~in one of two (2) ways:~~

DELETE

- a. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
- b. ~~By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.~~

DELETE

4. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records

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**BOARD OF EDUCATION
WAVERLY COMMUNITY SCHOOLS**

**PROFESSIONAL STAFF
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- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

Adopted 11/28/05

REVISED 12/15/14

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. ~~Any substitute, however, who is employed for 150 days or more during a school year of not less than 180 days shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively bargained agreement.~~

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of the professional staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Professional staff ~~should~~ not provide alcohol, drugs, cigarettes, or any other contraband to a student.

Shall →

M.C.L.A. 750.520b, 750.520c, 750.520d, 750.520e

REVISED 12/15/14

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Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (~~ordinarily, within thirty-one (31) calendar days of the complaint being received~~).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

REVISED 12/15/14

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Commencement exercises will include ~~only~~ those students who have successfully completed requirements as certified by the high school principal. ^{INSERT NEW LANGUAGE} No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b
20 U.S.C. 1400 et seq.
20 U.S.C. 1401 et seq.
29 U.S.C. 794
42 U.S.C. 12131 et seq.

Revised 5/22/06
Revised 9/10/07
Revised 1/4/08
Revised 10/12/09
Revised 3/14/11
Revised 3/25/13
" 12/15/14

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***Inserted as marked

Any student who is short one or fewer credits towards earning a diploma may participate (walk) in the graduation ceremony with their graduating class. Special education students who are short credit(s) and are eligible and have a planned commitment for a post-secondary after their K – 12 exposure may participate (walk) in the graduation ceremony for their graduating class, regardless the number of credits. In order to “Walk” at commencement a student must be in attendance at Waverly High for at least one full year.

5464 - EARLY GRADUATION

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

- All students must apply for early graduation in writing by the end of the 1st semester of their junior year.
- A prescribed plan for completion of credit requirements shall be signed and agreed upon by the HS Principal, parent/guardian, student and HS counselor by June 1st of the student's junior year.
- Typically early graduation is granted based on a special or unique set of circumstances expressed through the student's career or medical needs. Opportunities that are time sensitive may take precedence.
- The HS Principal must be in favor of the request.
- Normally, a student who graduates early attends through the end of the 1st semester of the student's senior year. The actual diploma will be issued at commencement with his/her designated class. However, the HS may produce a transcript indicating the student has completed all required coursework prior to that time if needed.

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**BOARD OF EDUCATION
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TUITION

The Board of Education may consider tuition enrollment only under the following situations:

- A. A student currently enrolled in Waverly High School, whose parents move out ~~of~~ the District.

OF

A high school student moving from the District after the September count day, who was counted as a resident may remain through the end of the school year. Enrollment for subsequent school years may occur on a tuition basis in accordance with this policy.

The Board may establish yearly tuition as allowed by the Michigan School Aid Act and the revised School Code for that school year. That amount shall be the tuition levied for non-resident students. All applicable reductions allowed or required by State law will be applied to determine the final tuition owed. Services provided under contractual agreements shall be paid based on the terms of the agreement.

Tuition for 12th grade students will be assessed on the following schedule:

School years completed in the Waverly Community Schools	Tuition Rate (%)
2 -9 or more	\$1
7 - 8	Reduce tuition by 50%
5 - 6	Reduce tuition by 25%
1 - 4	Reduce tuition by 10%

~~(*) If a release is not obtained from the resident district the tuition charge shall be the full Waverly Community Schools foundation amount.~~

- B. Students in the process of moving into the District.

A student whose parent/legal guardian is in the process of moving into the school district after the official count day and who can document this fact, may be allowed to enroll as a tuition student. Documentation must be provided which confirms the date they will become a resident of the school district (i.e. lease agreement, closing agreement, or builder's agreement specifying occupancy date).

REVISED 12/15/14

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BOARD OF EDUCATION
WAVERLY COMMUNITY SCHOOLS

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PAYROLL DEDUCTIONS

The Board of Education authorizes, in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. Municipal income tax
- D. Public School Employees Retirement System
- E. Michigan Public School Employment Retirement System (MPERS)
Tax Deferred Payment (TDP) plan
- F. U.S. Savings Bonds
- G. direct deposit in a chartered credit union and/or bank
- H. contributions to charitable corporations, not-for-profit, and
community fund organizations
- ~~I. payment of dues to labor or other organizations (not to include
Political Action Committee (PACs))~~
- I.** ~~J.~~ payment of group insurance premiums for a plan in which at least
ten percent (10%) of the District employees participate
- J.** ~~K.~~ payment for benefits of part-time employees who elect to participate
in benefits provided to full-time staff
- k.** ~~L.~~ court ordered judgments

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**BOARD OF EDUCATION
WAVERLY COMMUNITY SCHOOLS**

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To the extent permitted by law and in accordance with the procedures set forth below, the Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

In any case where the employee designates the agent, broker or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, broker or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

The Board may limit the number of participating providers and select approved providers.

The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

M.C.L.A. 380.1224
Mich. OAG 7187 (2006)

Revised 9/10/07
Revised 11/10/08

11 12/15/14

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
December 15, 2014**

FOR DISCUSSION

Subject:

High School Program of Studies 2015-2016

Waverly High School Principal, Chris Huff, will present numerous changes in the proposed Program of Studies for the 2015-2016 school year. The changes include addition of new classes, deletion of current classes, and overall clean-up of text within the document. Also included will be costs associated with the proposed changes.

The Program of Studies will be presented to the Board on Monday, January 19, 2015 for action.