



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, May 18, 2015 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 May 18, 2015, 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 Presentations
 - A. Lansing Board of Water & Light "First Step" Student Recognition
 - B. Colt Early Childhood Education Center Instructional Report - Principal Shawn Talifarro 4
 - C. Winans Elementary School Instructional Report - Principal Patti Woodruff 15
 - D. East Intermediate School Instructional Report - Principal Vickie Tisdale 23
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes 27
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Finance & Facility - Member Wright
 - 2. Personnel & Policy - Member Chahine
 - 3. Teaching & Learning - Member Sherry
 - B. Finance & Facility
 - 1. ***Recommendation to approve Report #14-63, Finance Report 33
 - 2. Recommendation to approve Report #14-64, 2013 School Facility Improvement Project Closeout 38
 - 3. Recommendation to approve Report #14-65, Approval of Budget Amendment Resolutions 41
 - C. Personnel & Policy

1. ***Recommendation to approve Report #14-66, Personnel Report	54
D. Other	
1. ***Recommendation to approve Report #14-67, Resolution Designating District's Election Representative and Desired Candidates for the June 1, 2015 IISD Biennial Election	55
2. Recommendation to approve Report #14-68, Ingham Intermediate School District General Fund 2015-2016 Proposed Budget	57
X. Superintendent's Report	
XI. Public Comment	
XII. Other Board Business	
XIII. Adjournment	
XIV. ***Consent Agenda	

Instructional Report Spring Edition



Colt Early Childhood Education Center
May 18, 2015

Colt Early Childhood Education Center

Students

- ❖ 4 sections of preschool
 - ❖ 80 students
- ❖ 4 sections of early childhood special education
 - ❖ 17 students
- ❖ 9 sections of kindergarten
 - ❖ 214 students
- ❖ **311** students at or below the age of 6

Instructional Staff

- ❖ 2 preschool teachers
- ❖ 2 early childhood special education teachers
- ❖ 9 kindergarten teachers
- ❖ .8 Title 1 Teacher
- ❖ 1 special education resource teacher
- ❖ **14.8** adults providing instruction

Common Core State Standards

Math

- [Counting & Cardinality](#) – 7 standards with 3 sub standards
- [Operations & Algebraic Thinking](#) – 5 standards
- [Number & Operations in Base Ten](#) – 1 standard
- [Measurement & Data](#) – 3 standards
- [Geometry](#) – 6 standards
 - 25 standards

ELA

- [Reading: Literature](#) – 10 standards
- [Reading: Informational Text](#) – 10 standards
- [Reading: Foundational Skills](#) – 4 standards and 13 sub standards
- [Writing](#) – 10 standards
- [Speaking & Listening](#) – 6 standards and 2 sub standards
- [Language](#) – 6 standards and 16 sub standards

■ 77 standards

Common Assessments

Math:

23 common core assessments

4 quarterly benchmark tests

↳ Beginning and End of year benchmark test

15 topic tests

4 AimsWeb screeners (three times a year)

ELA:

3 times a year Reading fluency benchmark

10 listening comprehension tests

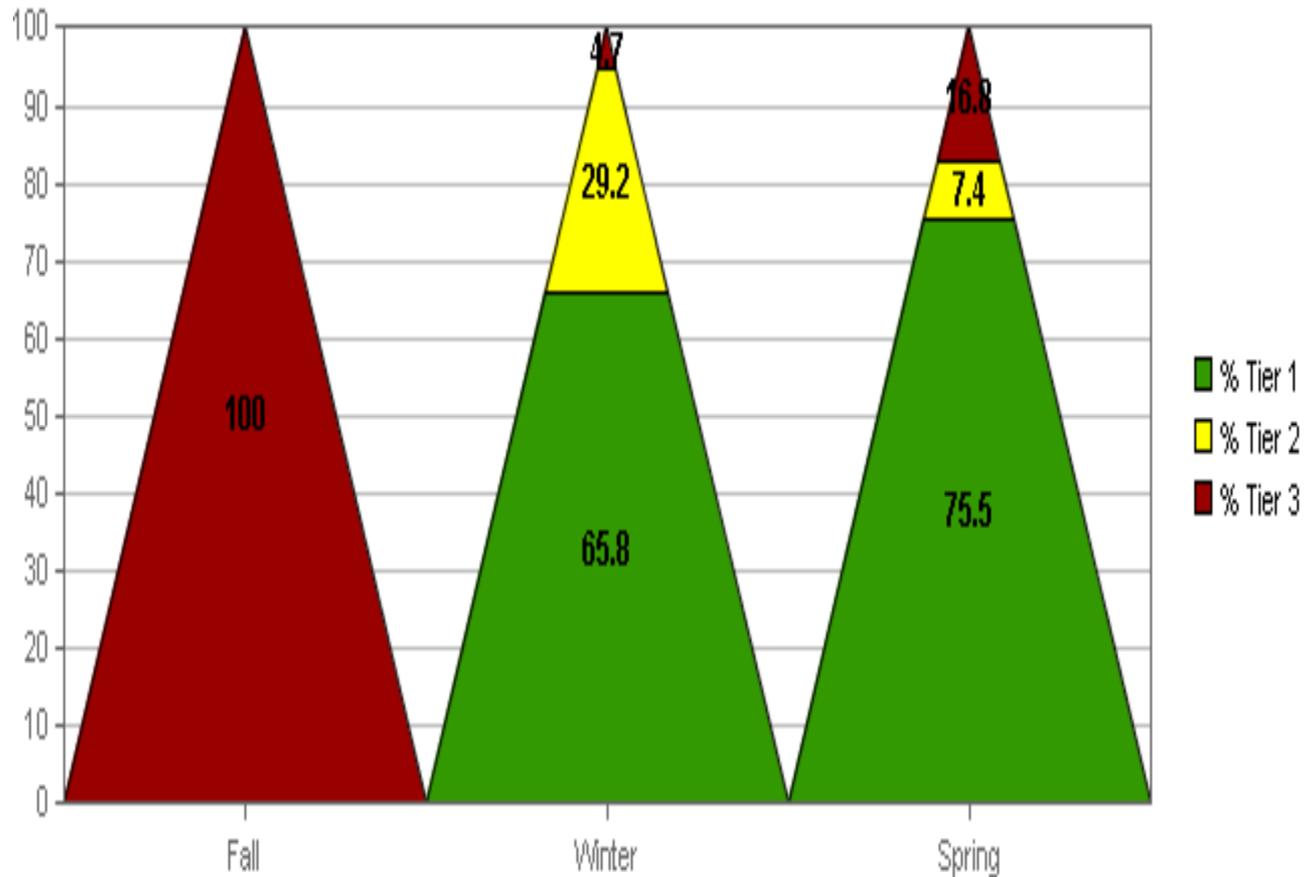
5 unit tests (includes a writing piece)

End of year benchmark test (includes a writing piece)

4 times a year high frequency word assessments

3 AimsWeb screeners (three times a year)

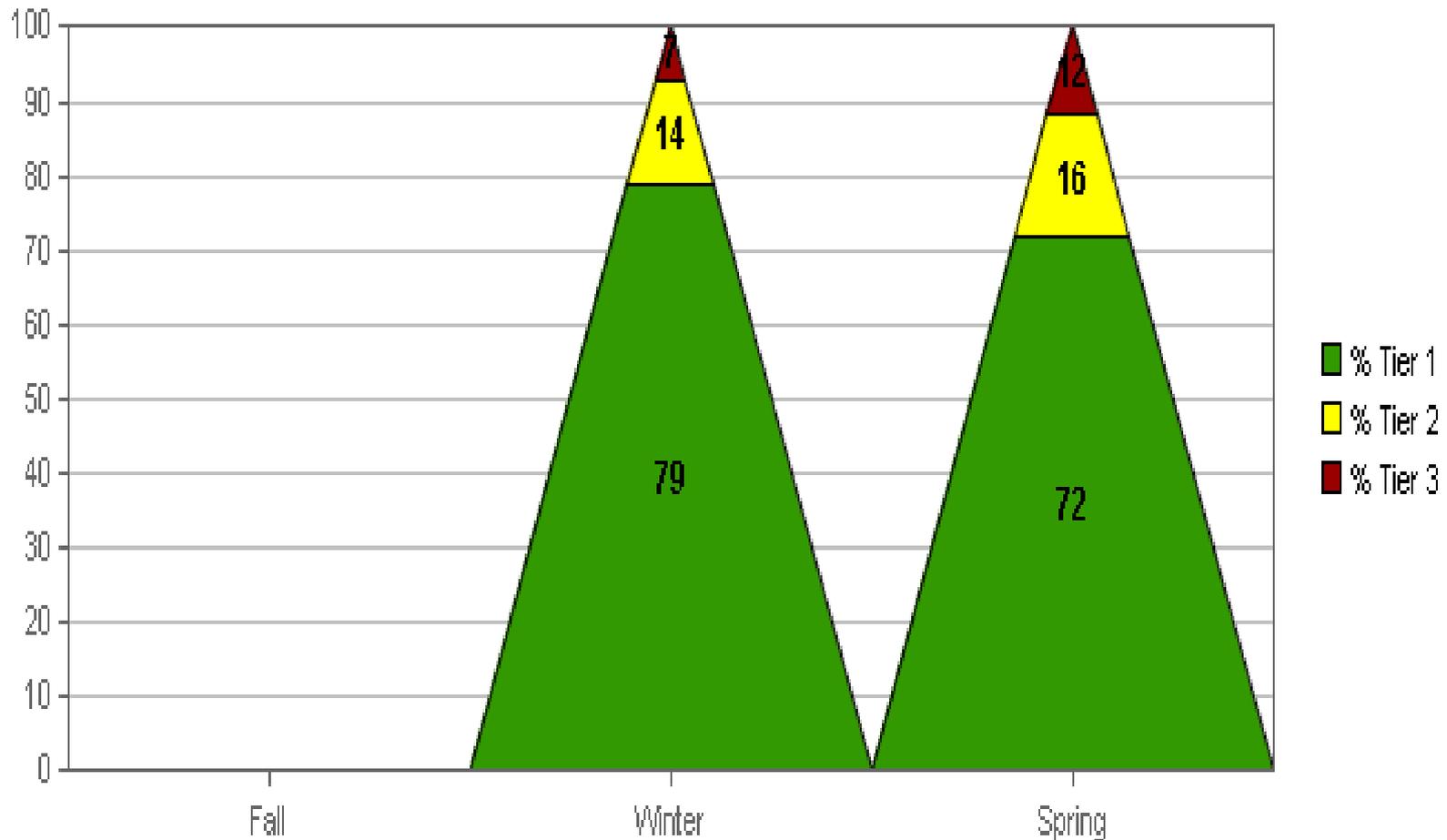
AimsWeb – Phonemic Segmentation Fluency



AimsWeb –

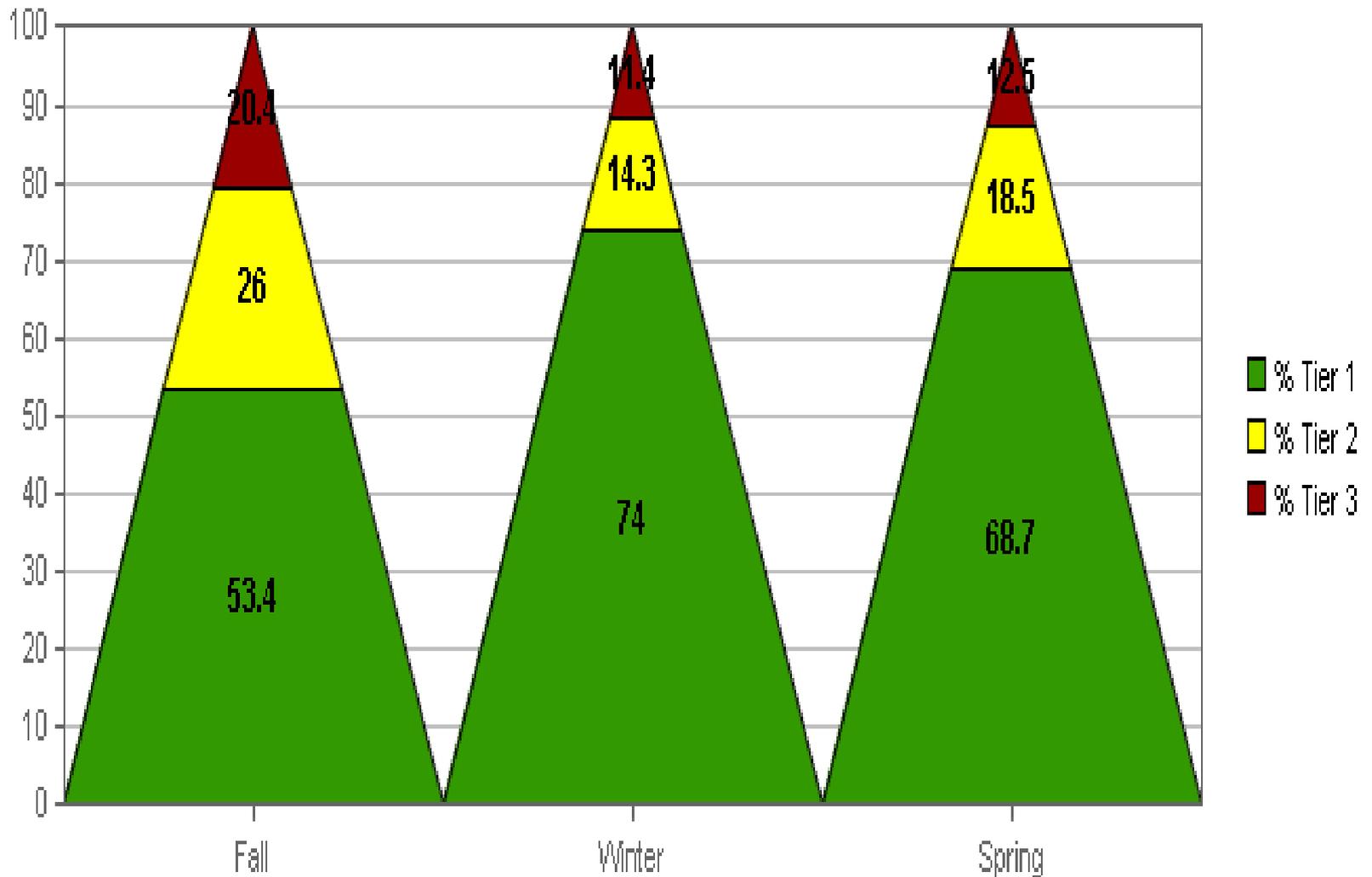
Non-sense Word Fluency

6

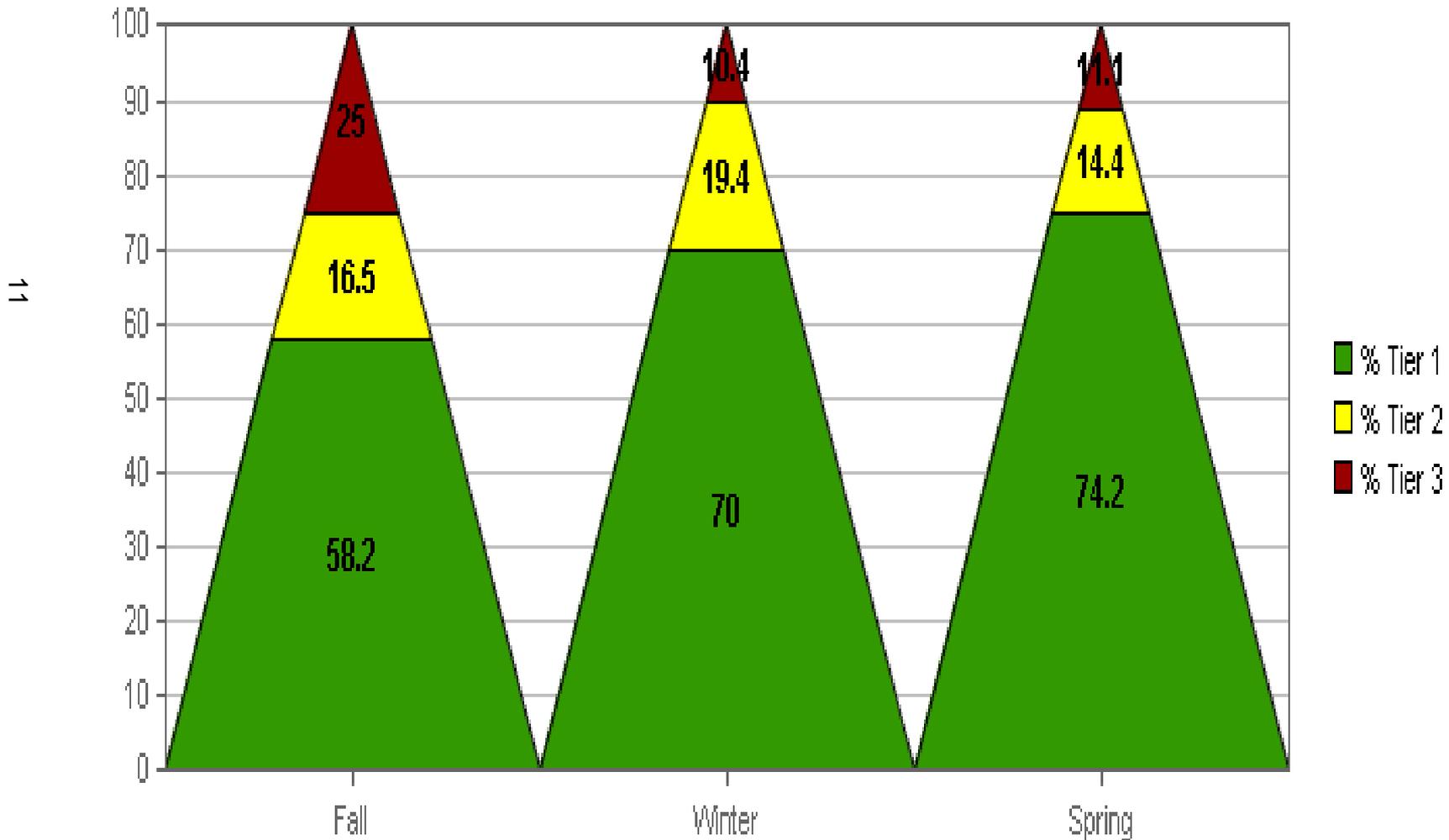


AimsWeb –

Quantity Discrimination



AimsWeb – Missing Number Identification



Intervention Block

Last spring, we planned for a 30 minute uninterrupted block of instructional time for targeted intervention.

This intervention block was implemented in two phases, fall and spring. In the fall, following the benchmark window, students were grouped according to need and shared between a team of 2 teachers and moved in close proximity to their own classroom to receive remediated support.

In the spring implementation phase, kindergarten teachers met as a team of 9 and divided all 214 students amongst 13 adults (certified and support staff) to provide not only targeted intervention but also enrichment based on the results of the common assessments.

Students received support in the following areas:

**Number Recognition 1 – 10

**Number Recognition 11 – 20

**Oral Counting

**Quantity Discrimination

**Missing Number

**One more/One fewer

**Addition

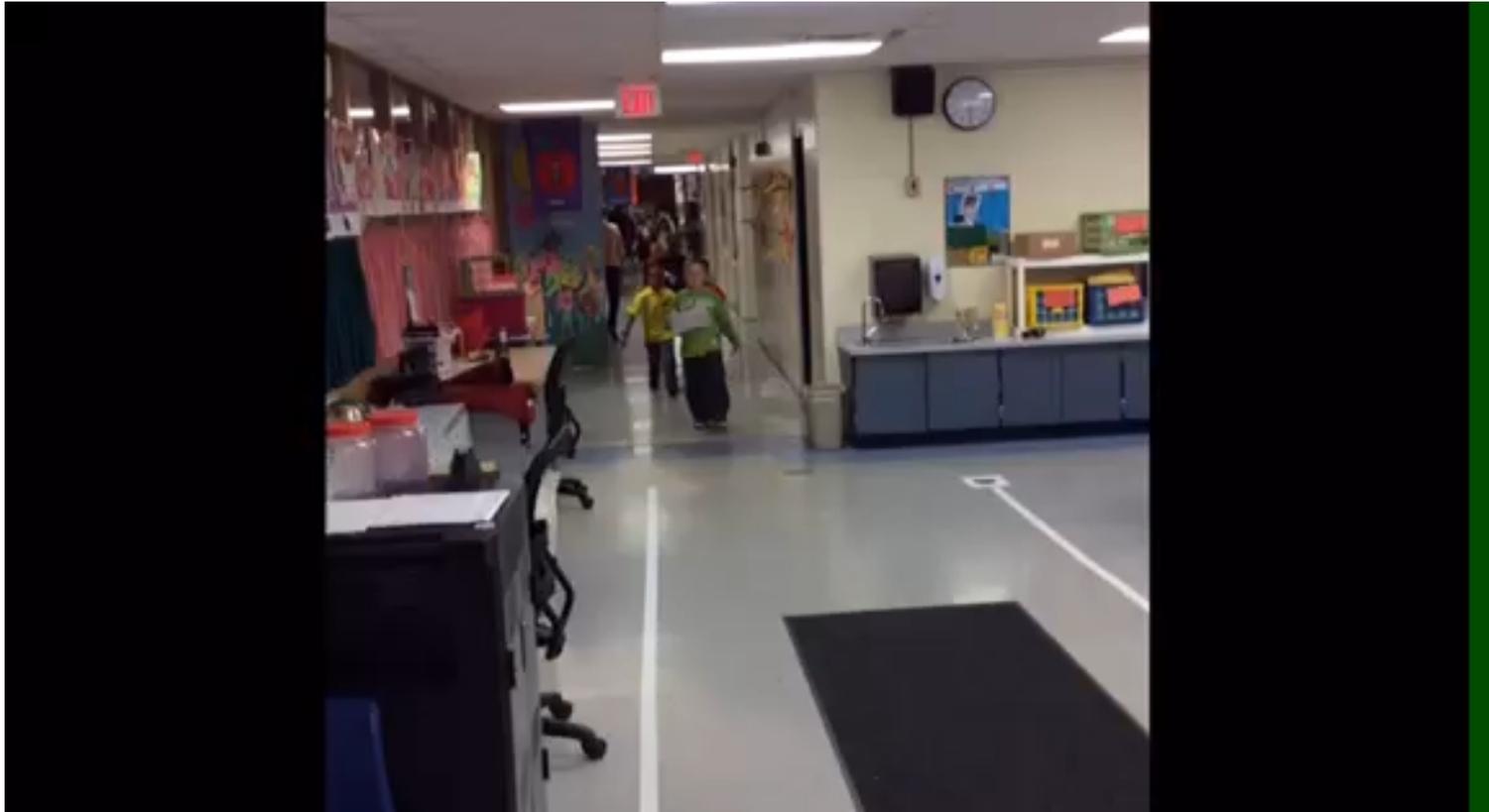
**Subtraction

**Ways to makes a number

**Board Games

Skill groups are smaller so teachers can deliver focused, explicit instruction on specific skills. Groups are re-evaluated after two weeks and kids are moved to different instructional groups based on their skill needs.

Moving During Intervention Block



Technology Highlights

"In Their Own Words"



**Winans Elementary School
Instructional Report
April 20, 2015**

Grade 1 at a glance

- ▶ Reading Street Unit Test Scores average score: 80.4%

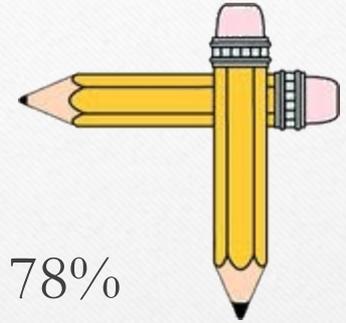
- ▶ Envision Mathematics Topic Test average: 79.1%

Grade 2 at a glance



- ▶ Reading Street Unit Test Scores average: 82%
- ▶ Envision Mathematics Topic Test average: 83%

Grade 3 at a glance



- ▶ Reading Street Unit Test Scores average score: 78%

- ▶ Envision Mathematics Topic Test average: 77%

Grade 4 at a glance

- ▶ Reading Street Unit Test Scores average score: 78.4%
- ▶ Envision Mathematics Topic Test average: 77.7%

Winans' Spring Training Camp



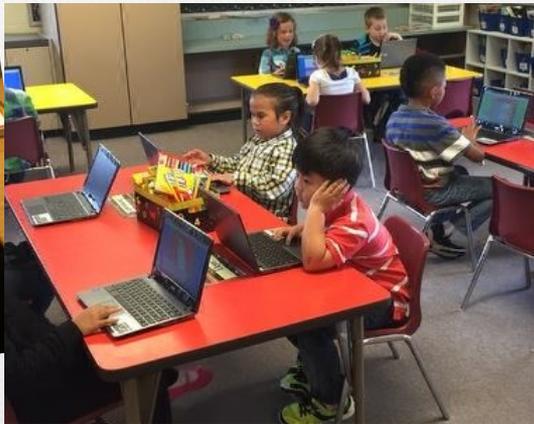
M-Step Preparation

Expectations to get "a hit and move a base" :

- 60 minutes on IXL during week per student
- Read 100 minutes during the week per student
- The class scored an average of 80% on Reading Street test each week
- 100% of the class participated in the week's Spring Training activities/assignments and tried their best in preparation for M-Step.

Stand-Outs for the year

- Targeted intervention groups for skill re-teaching and practice
- Technology is used as an instructional tool

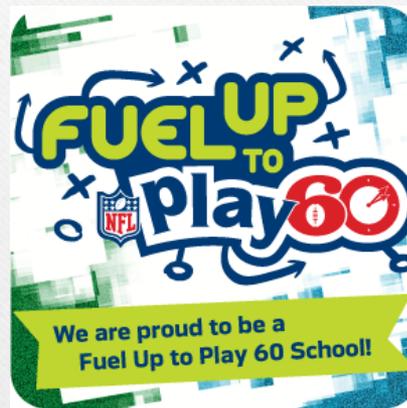
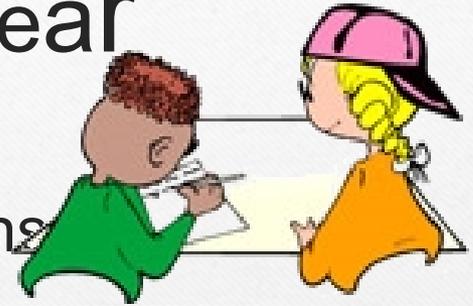


- IXL to date = 566,000 problems



Stand-Outs for the Year

- Kagan Structures have created more active student engagement into lessons



- NFL Fuel to Play 60 Touchdown School; Healthy Kids Club; Girls on the Run



Stand-Outs for the Year

Service Learning at Winans

September/October: Homecoming Float

November: Collected over 6 boxes of food for the Greater Lansing Food Bank

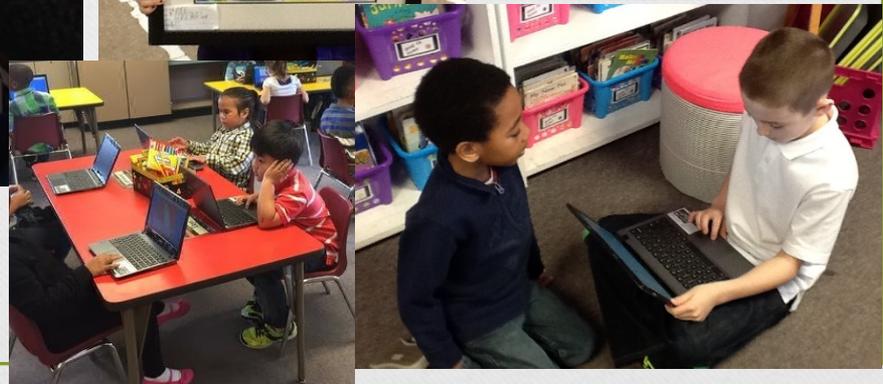
December: Fuel up to Play 60



January: Homeless Angels collection. School donated clothes and personal needs items.

February: We made Valentine's Cards for the kids at the U of M and Sparrow Hospitals

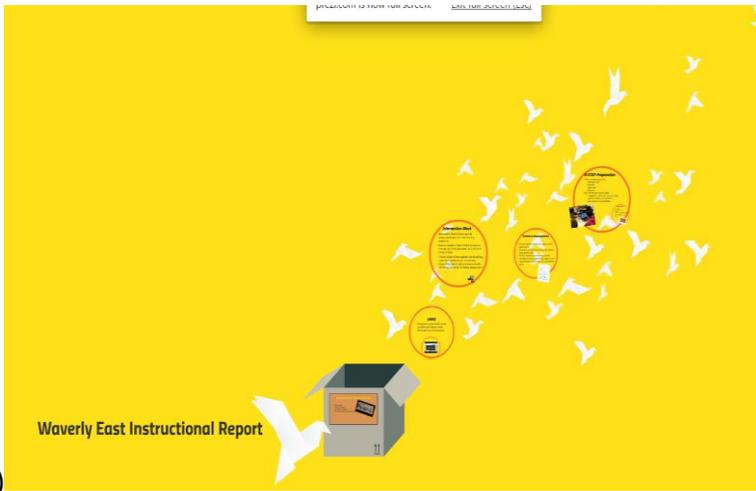
March: Pennies for Patients. We collected over 661 pounds of change and are waiting to hear our grand total.



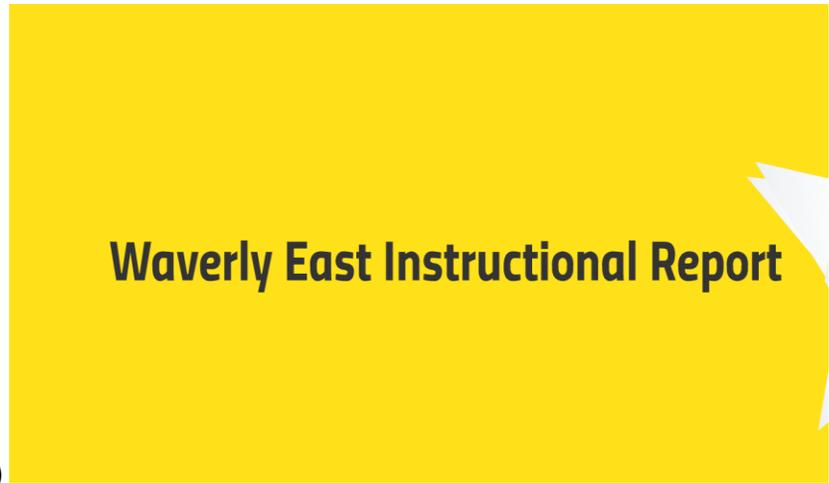
Winans Elementary School



WAVERLY EAST INSTRUCTIONAL REPORT



1)



2)



3)



4)

5)

LINKS

- Designed to support and mentor students with special needs
- Addresses Focus School goals



6)

Intervention Block

- Intervention blocks target specific instructional needs to meet learning objectives
- Teams schedule student blocks to meet on average of 3 times per week, and call for all hands on deck.
- Results indicate that students are benefiting from this opportunity for re-teaching
- Supporting data include unit assessments, AimsWeb, and other formative assessments



7)



8)

Common Assessments

- Pre- and post- test for all subjects, both grade levels
- Common unit assessments for all subjects, both grade levels
- These common assessments provide consistency across grade-level teams, and they provide common data for intervention plans



9)

M-STEP Preparation

- Online assessment practice:
 - Reading Street
 - Newsela
 - Front Row
 - Socrative
- M-STEP Practice (Tools & Tests)
 - highlighters, online calculators, scrolling, equation builder, cross-off tools
 - test environment preparation



Implementation

- Testing procedures
- Building schedule
- Attendance incentive for students
- Tech support
- Optimal testing environment and accommodations for special education students to reduce gap per Focus School identification
- All-school flexibility in schedules due to lengthy testing



10)

Implementation

- Testing procedures
- Building schedule
- Attendance incentive for students
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- Optimal testing environment and accommodations for special education students to reduce gap per Focus School identification
- All-school flexibility in schedules due to lengthy testing



**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
April 20, 2015**

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 (arrived at 6:55 p.m.)
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mrs. Melissa Sherry, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee
Mr. Joe Chahine, Trustee

Staff Present:

Mr. Terry Urquhart, Superintendent
Mr. Vincent Perkins, Director of Human Resources
Mrs. Gloria Gonzalez, Director of Student Services
Mrs. Kelly Blake, Director of Teaching and Learning
Mr. David Palmi, Director of Technology
Chris Huff
Tim Lyman
Mike Moreno
Vickie Tisdale
Patti Woodruff
Shawn Talifarro
Helene McNeilly
Theresa Collette-Such
Michelle Frederick
Matt Oppenheim
Ruth Lamb
Leo Blundell

Others Present:

Heidi Gascon
Courtney Lauer
Atiyaa Bolling

Pledge

Student Representative Atiyaa Bolling led the pledge of allegiance.

Special Presentations

Heidi Gascon and Courtney Lauer presented a video of students using technology throughout the District. They distributed iPads to all in attendance so they could get a first-hand look at what Waverly students are being exposed to in the area of technology.

Tim Lyman, Principal of Elmwood Elementary School, presented his second Instructional Highlight of the school year. Included were interventions across the board, common core implementation, common units of instruction in math, ELA, science and math, and thinking activities (development of perseverance). Intervention groups have been aligned around the specials schedule, increasing intervention time to 45 minutes per grade level. There has also been a shift in lunch times to create more time for morning instruction. Elmwood's testing window begins next week. Teachers have been guiding students in online testing and building stamina and perseverance for writing. Mr. Lyman

Special Presentations (continued)

reported Elmwood is taking a step to build a culture to improve student attendance. An attendance competition during M-Step will recognize students who are on time and stay at school all day, every day by rewarding them with a treat. The goal is improved attendance and fewer makeups on the test.

Mike Moreno, Principal of Waverly Middle School, reported the Middle School's challenge was to improve M-STEP scores in all four Core Curricular areas. This is being accomplished through M-STEP preparation in Intervention class – all students in all core areas; integrating clear learning targets, aligning course units of instruction and assessments, and continuing explicit behavior instruction school-wide.. Curriculum is being shaped through Standards, Learning Targets and Assessments and partnerships between teachers and learners/stakeholders have been created.

Christopher Huff, Principal of Waverly High School, reviewed what the High School faculty is doing in the area of Curriculum, Instruction and Building Climate to increase test scores. With regard to Curriculum, Curriculum Mapping and Pacing Guides, use of Illuminate Ed. to formative assessment, and Review of Curriculum Maps with the Director of Teaching and Learning are ongoing practices. With Instruction, pre-reading strategies, ACT-like questions, engagement strategies, tech integration, pull out/mentoring, best practices video library, and co-teaching are all being used. Building Climate actions are related to the impact of the tech bond, providing a “college-going” atmosphere, aligning honors and activities to values (Pride Challenge); special roles within Administration, student leadership (ongoing student voices forum), security, and regular meetings to plan, monitor progress, and solve problems. Mr. Huff also addressed attendance/absences/tardiness, academics (pass/fail), and discipline.

Correspondence

Member Martin indicated one piece of correspondence from Ingham Intermediate School District regarding its biennial election was received.

Public Comment

Addressing the Board during Public Comment was Ruth Lamb.

Student Representative Report

Attiya Boling reported spring sports (golf, lacrosse, track, baseball, soccer, and softball) are in full swing. The National Honor Society induction is Thursday, April 23rd in the High School Auditorium. AP testing will be held in the spring. Attiya thanked Mr. Huff and the Board for the new technology, noting you can take a test and get the results much quicker.

Board Member Comment

Member Martin thanked each of the presenters, noting she enjoyed the information shared. She congratulated Joe Wright, and his parents Alan and Carolyn. Joe recently attained his Eagle Scout award. Member Martin reported she attended World Language Night where all students participate in some form or another, noting it was a wonderful night.

Member Witwer apologized for being late. She stated it is a special time at Waverly with a lot of opportunity to generate positive news from all the different activities going on. She encouraged staff to get information to her to be pitched out to the media. Member Witwer welcomed back Becky Pease and thanked Anne Slocum for pitch-hitting for her.

Member Jones thanked Principal Lyman for the Elmwood Elementary Instructional Report. He thanked Principal Moreno for the Middle School Instructional Report and thanked the families, staff, and leadership for working tenaciously to gain release of the Middle School from Priority School status. He also thanked Principal Huff for the High School Instructional Report. Member Jones welcomed Becky Pease back to work and thanked Anne Slocum for her work during Becky's absence. Member Jones congratulated Angela Magbag on being the March 2015

Rotary Student of the Month. Angela's activities include Quiz Bowl, Quiz Busters, President of Interact, Spanish Honor Society Vice President, and Valedictorian. Member Jones reported he attended the Legislative Breakfast and listened

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April 20, 2015

Board Member Comment (cont.)

to the educational support from Senator Jones and Representatives Barrett, Schor, Cochran, and Singh. He told Board members to stay tuned as the session heats up.

Member Jones announced the following First Step students are scheduled for graduation: Tristin White – Construction Mechanic Helper; Maxwell Toborsky – Coal Cleaner; and Andrew Henrikson – Plant Production Helper. The Award Ceremony will be Thursday, May 14 at 4:00 p.m. at the Board of Water & Light Headquarters, 1201 S. Washington Avenue in the train depot. He stated he would like Board members to attend the ceremony.

President Slocum noted John Henrikson is one of the top seven finalists in the State Vocal Competition. The winner gets to perform at the Michigan Youth Arts Festival. He stated the Middle School being removed from the Priority List, especially in year one, is an accomplishment. He sent a note to Mike Flanagan, State Superintendent of Schools recognizing this achievement. President Slocum also congratulated Joe Wright on becoming an Eagle Scout. Member Slocum stated he was at a First Step recognition a couple of weeks ago, noting 30% of the students in the program are Waverly students.

Adoption of Agenda

Superintendent Urquhart recommended the Board adopt the meeting agenda as presented.

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

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

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

The minutes of the March 16, 2015 meeting were approved as presented.

Finance/Facilities Committee Report

Member Wright reported the Finance/Facilities Committee met on April 13, 2015. Evan Nuffer presented the cash position for the month ended March 31, 2015. Effective April 1, 2015, the District will pay \$1.5 million in principal towards the outstanding \$2.3 million State Aid note. Mr. Nuffer presented a new Energy Report for FY2014 for discussion. The District is about to close out the Energy Bond. Discussion was held with regard to the Waverly East pool. Mr. Nuffer will be meeting with Delta Township officials in the coming weeks to discuss renewal of the lease agreement and addressing any ongoing concerns about condition of the facilities. We would like to find collaborative and creative ways to keep the swim program going. Technology Bond information on printers and laptops is shared in the Finance Report support materials.

Policy/Personnel Committee Report

Member Chahine stated there is no report at this time.

Teaching and Learning Committee Report

Committee Chair Member Sherry reported the committee met on March 17th and April 20th with Gloria Gonzalez, Kelly Blake, Melissa Sherry and Britt Slocum attending. Committee members discussed M-Step, which is taking much longer than expected. The IT Team has been very responsive to issues with the test. Students have been well prepared and the technology steering committee has had the right equipment in front of students. Credit was given to people on the IT teams, principals, and Patty Roost for going above and beyond to facilitate the process. The ISD is conducting a study of current and new math programs. A representative will go to the ISD on May 8th to preview. Six teachers from the High School are going to Kevin Feldman's Teachers Learning Together seminar. This week Mrs. Blake and elementary teachers will be attending an Anita Archer conference regarding successfully teaching reading and writing skills in common core state standards.

*****Finance Report – Report #14-59– For Action**

The Finance Report was approved as presented.

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April 20, 2015

*****Breakfast, Lunch and Milk Prices – Report #14-60 – For Action**

The Board of Education established the follow rates for food service for the 2015-2016 school year:

*Elementary Breakfast (K-6)	\$1.25	Elementary Lunch (K-6)	\$2.25
Secondary Breakfast (7-12)	\$1.50	Secondary Lunch (7-12)	\$2.50
Adult Breakfast	\$2.00	Adult Lunch	\$3.50
Milk	\$0.50		

*Universal Breakfast K-6

*****Personnel Report – Report #14-62 – For Action**

The Board of Education approved the employment of Anne Reimers (Winans Title I Paraprofessional); the transfer of Robert Wadkins (from Back-up Bus Driver to Bus Driver (Temp.); Robert Wadkins (from Bus Driver (Temp.) to Bus Driver); Robert Hollis (from Bus Driver (sub) to Back-up Bus Driver); and Joyce Thurman from (Back-up Bus Driver to Bus Driver (Temp.); and the termination of Jane Luce (Bus Driver).

Superintendent Report

Superintendent Urquhart reported the District was prepared in a technological sense for M-Step and hoped we were prepared in an instructional sense. He stated there are concerns over the length of the test and consistency of the rules. It is hard to compare to other districts how we are doing.

Superintendent Urquhart reported on the potential sale of Windemere View Elementary. It is not the \$320,000 asking price that is an issue, it is the amount and cost of repairs that are an issue. The building has been looked at several times over the last few months to be potentially used as a church, a day care center, or a medical office.

Superintendent Urquhart congratulated Becca Spurbeck who will participate in the Michigan Arts Festival as a sophomore.

Superintendent Urquhart announced today is the anniversary of Columbine. He noted along with learning, we need to make sure our students are safe.

Public Comment

None

Other Board Business

Member Jones thanked Superintendent Urquhart for the report on Windemere View. He suggested the District touch base with Lansing Charter Township to possibly get incentives from the state to demo/revitalize the property. He stated there is still an opportunity for us (building family homes and making sure those people go to school here). Member Jones also suggested we invite residents to join us at the table so they are a part of the decision making.

Member Wright announced 8th grade recognition is June 3rd at 7:00 p.m. at the Waverly High School Auditorium.

Closed Session

A motion was presented by Member Martin and supported by Member Jones. MOTION: The Board of Education enter into closed session to discuss a personnel matter.

Roll call vote was taken; with all Members present voting aye. (Members Slocum, Witwer, Martin, Wright, Sherry, Jones, and Chahine).

Return to Open Session/Adjournment

The Board returned to open session at 8:26 p.m. and adjourned immediately thereafter.

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Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
April 22, 2015**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:36 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 Jones, Trustee
Mr. Joe Chahine, Trustee

Staff Present: Mr. Terry Urquhart, Superintendent
Mr. Vincent Perkins, Director of Human Resources
Mr. Chris Huff, High School Principal

Others Present: Mr. Eric Delaporte, Thrun Law Firm

Purpose of Meeting

The purpose of the meeting was a teacher discipline and tenure charges hearing.

Motion to Recess to Closed Session

A motion was presented by Member Sherry and supported by Member Wright. MOTION: The Board of Education recess to closed session for the purpose of reviewing information related to the discipline and tenure charges.

Motion carried. Roll call vote was taken with all members present voting aye.
(Members Slocum, Witwer, Martin, Wright, Sherry, Jones and Chahine).

Recess

The Board of Education recessed to closed session at 6:37 p.m.

Return to Open Session

The Board of Education returned to open session at 7:28 p.m.

Motion

A motion was presented by Member Chahine and supported by Member Witwer. MOTION: The Board of Education accept the resignation of Monica Jones.

Adjournment

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 18, 2015**

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of March 31, 2015 was \$5,599,210.63. Receipts during April, consisting of property taxes, state aid and other revenues in the amount of \$2,238,698.05 minus disbursements during April of \$2,403,340.49, left the district with a General Fund cash balance, as of April 30, 2015, of \$5,434,568.19, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund revenues exceed expenditures by \$180,759. Attached is a summary of year to date activity in comparison to the revised budget.

The balance of the 2013 Building and Site, Series I Bonds remaining to be allocated is \$2,039,645. Included in the remaining funds to be allocated is a reclass in the amount of \$121,640 from bond proceeds to the general fund for TRIG purchases. 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 \$-0-.

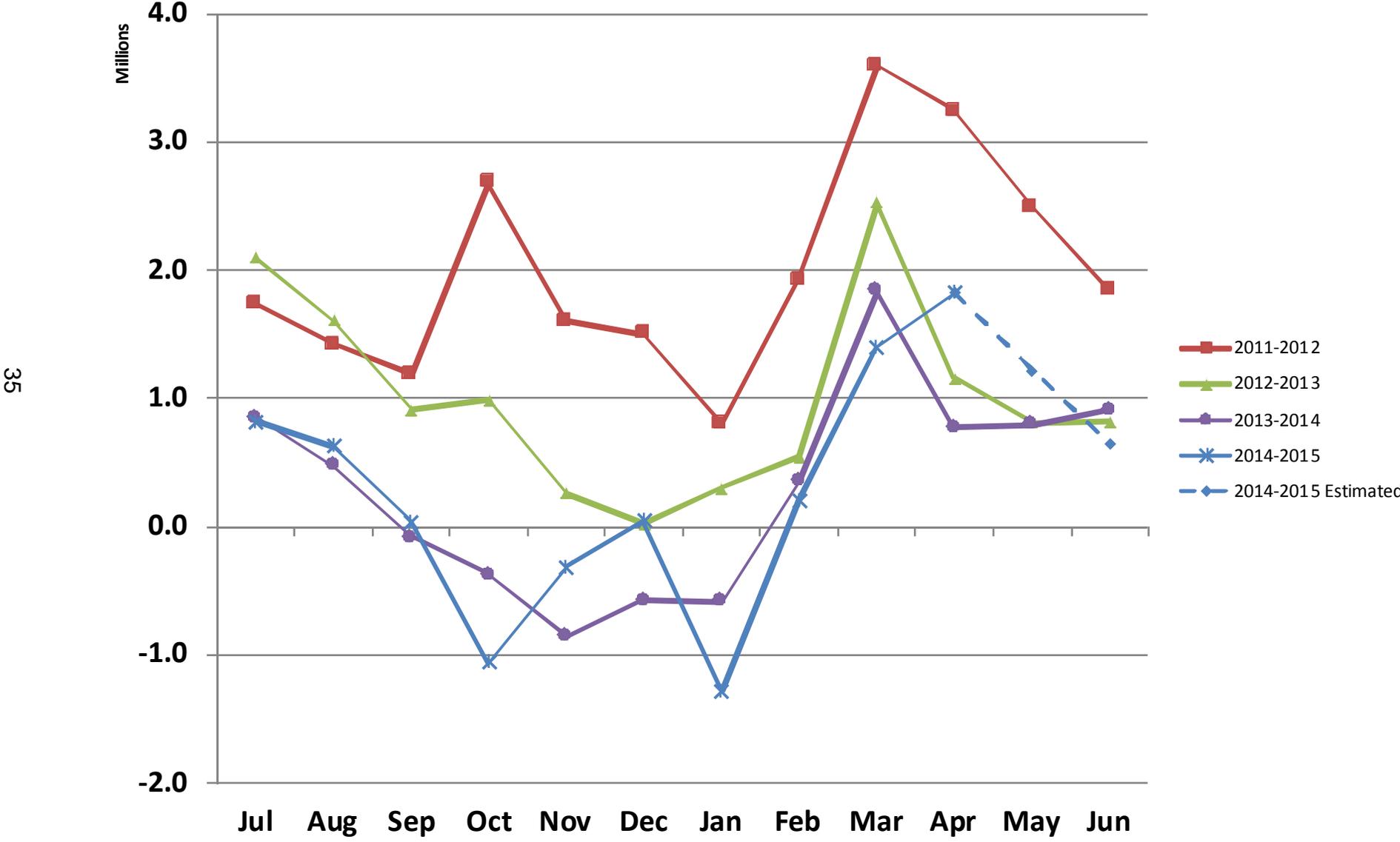
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended April 30, 2015

Balance on Hand March 31, 2015	5,599,210.63
Revenues	
State Aid	1,677,485.34
Taxes	260,180.55
Other Revenue	262,315.17
Interfund Transfers In	38,716.99
State Aid Note Proceeds	-
	<u>2,238,698.05</u>
Disbursements	
Payroll and Related Liabilities	(2,009,768.39)
Other Expenditures	(393,572.10)
State Aid Repayment	-
	<u>(2,403,340.49)</u>
Prior Month Adjustments During April 2015	-
Balance on Hand April 30, 2015	<u><u>5,434,568.19</u></u>
PNC Bank - General	4,545,772.26
MILAF	7,358.29
PNC Bank - Payroll	829,552.31
Comerica - Checking	51,885.33
	<u><u>5,434,568.19</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended April 30, 2015**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,531,927	8,241,338	(290,589)	3.4%
State sources	17,778,615	11,283,780	(6,494,835)	36.5%
Federal sources	1,189,037	870,461	(318,576)	26.8%
Intergovernmental	1,941,845	920,053	(1,021,792)	52.6%
Transfers In	75,000	-	(75,000)	100.0%
Total revenue	29,516,424	21,315,631	(8,200,792)	27.8%
Expenditures				
Current:				
Instruction:				
Basic program	14,576,249	9,701,313	(4,874,936)	33.4%
Added needs	3,154,078	2,036,061	(1,118,017)	35.4%
Total instruction	17,730,327	11,737,374	(5,992,953)	33.8%
Support Services:				
Pupil	2,162,603	1,491,026	(671,577)	31.1%
Instructional staff	1,358,985	1,080,385	(278,600)	20.5%
General administration	429,749	356,597	(73,152)	17.0%
School administration	1,885,293	1,405,189	(480,105)	25.5%
Business	483,097	341,707	(141,390)	29.3%
Operations and maintenance	3,102,701	2,343,260	(759,441)	24.5%
Pupil transportation services	1,000,501	703,802	(296,699)	29.7%
Central	534,181	423,887	(110,294)	20.6%
Other	32,850	17,641	(15,209)	46.3%
Total support services	10,989,961	8,163,493	(2,826,468)	25.7%
Athletics	518,286	358,762	(159,524)	30.8%
Community services	998	90	(908)	91.0%
Non Publics	2,325	2,325	-	0.0%
Debt service:				
Principal	135,000	135,000	-	0.0%
Interest	22,100	22,100	-	0.0%
Capital outlay	222,792	239,972	17,180	-7.7%
Payments to other public schools	536,391	475,757	(60,634)	11.3%
Total expenditures	30,158,180	21,134,873	(9,023,307)	29.9%
Excess of Revenue (Under)Over Expenditures	(641,756)	180,759	822,514	
Transfers Out	-	-	-	
Net Change in Fund Balance	(641,756)	180,759	822,514	
Fund Balance - Beginning of year	3,244,589	3,244,589		
Fund Balance - End of year	2,602,834	3,425,348		
	8.6%	11.4%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of April 30, 2015

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,987,381	1,794,823	196,458	(3,900)
Technology Infrastructure	763,984	769,714	(920)	(4,810)
Construction Base Budget Subtotal	2,751,365	2,564,537	195,538	(8,710)
Technology Equipment - Contract				
Interactive Classroom	658,516	656,245	2,272	(0)
Network Equipment	374,627	374,627	0	(0)
Wireless Network	176,389	176,389	(0)	0
Phone System	209,221	-	209,221	-
AV Systems	450,736	397,737	52,999	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,869,489	1,604,998	264,492	(1)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,584,500	1,254,077	30,563	299,860
Servers/Backend Systems	128,220	98,220	15,835	14,165
Printers	181,089	182,762	1,975	(3,648)
AV Equipment	56,092	56,862	2,940	(3,710)
Non-Instructional Equipment (from FFE)	13,012	12,862	150	-
Tech Equipment Owner PO Subtotal	1,962,913	1,604,782	51,463	306,668
District				
Loose Equipment (Furniture & Transportation)	1,076,024	1,078,524	0	(2,500)
Project Contingency	1,079,411	-	-	1,079,411
Owner GC/Contingency/Issuance Costs	708,733	131,878	0	576,856
Field General Conditions	169,000	54,363	114,637	-
Architect	226,830	125,509	13,400	87,921
Tech Design/Construction Mgr	691,235	476,714	214,521	(0)
District Subtotal	3,951,233	1,866,987	342,558	1,741,688
Totals	10,535,000	7,641,304	854,051	2,039,645

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 18, 2015**

Report #

FOR ACTION

Subject:

2013 School Facility Improvement Project Closeout

Recommendation:

The Superintendent recommends the Board of Education approve the Resolution as presented.

Statement of Purpose:

The 2013 School Facility Improvement Project for the purpose of acquiring, constructing and installing energy conservation improvements has been completed.

Budget Impact:

A sum Not to Exceed Fifty-Six Thousand Seven Hundred Ninety-Six and 31/100 Dollars (\$56,796.31) is remaining in bond proceeds and will be transferred to the General Fund for the purpose of making principal and interest payments on the outstanding debt related to the bond issuance

Historical Perspective:

Not applicable

Discussion of Options:

The Board of Education may entertain a motion to adopt the resolution as presented, or reject the resolution

Rationale for Recommendation:

The Board of Education has determined it to be in the best interest of the District to close out the 2013 School Facility Improvement Project and use the remaining proceeds to make principal and interest payments on the outstanding debt. This will allow levied tax funds that were originally designated as General Obligation Limited Tax Debt Retirement funds to be used for other purposes.

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, Ingham, Eaton, and Clinton Counties, Michigan (the "District").

A regular meeting of the Board of Education of the District was held in the Waverly Administrative Center, Board Room, in the District, on the 18th day of May, 2015, at 6:30 o'clock in the evening.

The meeting was called to order at _____ o'clock in the _____ by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinto Counties, Michigan (The "District") deemed it advisable and necessary to issue bonds for the purpose of acquiring, constructing and installing energy conservation improvements (the "Project"); and

WHEREAS, the proceeds of the following bonds to wit One Million One Hundred Seventy Thousand Dollars (\$1,170,000) 2013 School Facility Improvement Bonds; dated March 12, 2013; maturing on November 1, 2022; and bears interest at the rate of 2.00% have been delivered to the Issuer; and

WHEREAS, the District has completed the Project and has an estimated balance of Fifty-Six Thousand Seven Hundred Ninety-Six and 31/100 Dollars (\$56,796.31) remaining in bond proceeds

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The 2013 School Facility Improvements Capital Projects Fund be closed; and
2. The remaining bond proceeds from the 2013 School Facility Improvement Bonds shall be transferred to the General Fund for the purpose of making principal and interest payments on the Bonds; and
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2015, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 18, 2015**

FOR ACTION

Subject:

Budget Amendment Resolutions

Recommendation:

The Superintendent recommends the Board of Education approve the following resolutions:

The 2014-15 General Fund Resolution with revenues of \$29,343,719 and expenditures of \$30,023,918

The 2014-15 Special Revenue Fund Resolution with revenues of \$1,312,107 and expenditures of \$1,390,836

Statement of Purpose:

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

Budget Impact:

The projected General Fund balance as of June 30, 2015 will be \$3,014,145, or 10.0% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2015 will be \$8,012 or 9.0% of current year operating expenditures

The projected Food Services Fund balance as of June 30, 2015 will be \$374,672 or 30.7% of current year operating expenditures

Historical Perspective:

The budget is amended as needed throughout the year in accordance with the Uniform Budgeting and Accounting Act

Discussion of Options:

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

Rationale for Recommendation:

In accordance with the Uniform Budgeting and Accounting Act, when revenues are going to be less than estimated or expenditures are going to be greater than estimated, the Superintendent is to make a recommendation to reduce expenditures or increase the amount of fund balance available to appropriate for current year expenditures.

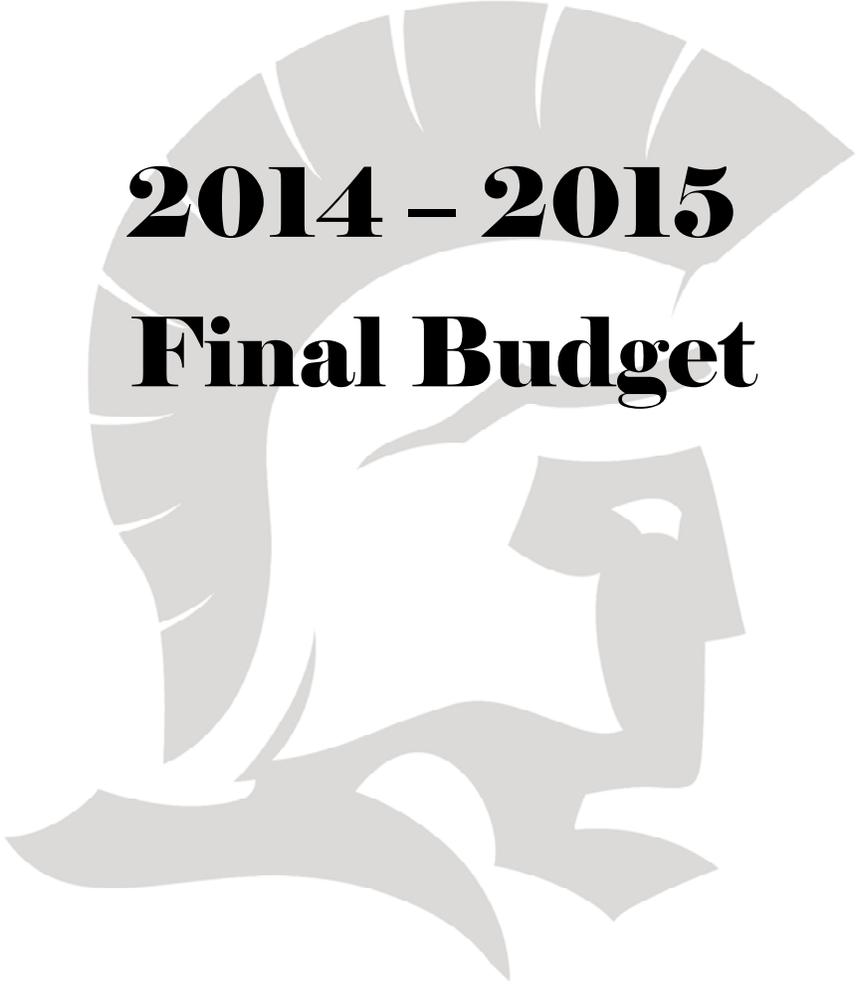
Strategic Plan Reference:

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 life long learner, and contribute as a citizen of our global society.

WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.



2014 - 2015

Final Budget

BOARD OF EDUCATION

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

GENERAL FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the General appropriations of Waverly Community Schools for the 2014-2015 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2014-2015 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.2655 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

Revenue:

Local	\$8,518,393
State	17,612,814
Federal	1,189,919
Other Financing Sources	2,022,590
Total Revenue	\$29,343,716
Total Fund Balance, July 1 Available to Appropriate	\$3,244,589
Total Available to Appropriate	\$32,588,305

BE IT FURTHER RESOLVED, that \$30,023,918 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Instruction	
Basic Programs	\$14,642,337
Added Needs	3,158,996
Support Services	
Pupil Support	2,148,470
Instructional Staff Support	1,590,861
General Administration	467,186
School Administration	1,839,569
Business Services	480,348
Operations and Maintenance	3,190,196
Transportation	992,589
Central Support	788,040
Other Support	550,277
Community Activities	998
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	171,725
Other Financing Uses	-0-
Total Appropriated	\$30,023,918

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**Waverly Community Schools
Budget Amendment - General Fund
May 18, 2015**

	Final Budget	Revised Budget	Difference (Final - Revised)
Revenue			
Local sources	8,518,393	8,531,927	(13,534)
State sources	17,612,814	17,778,615	(165,801)
Federal sources	1,189,919	1,189,037	882
Intergovernmental	1,941,845	1,941,845	-
Transfers In	80,745	75,000	5,745
Total revenue	29,343,716	29,516,424	(172,708)
Expenditures			
Current:			
Instruction:			
Basic program	14,429,677	14,576,249	(146,572)
Added needs	3,104,186	3,154,078	(49,892)
Total instruction	17,533,863	17,730,327	(196,464)
Support Services:			
Pupil	2,148,470	2,162,603	(14,132)
Instructional staff	1,372,706	1,358,985	13,721
General administration	467,186	429,749	37,437
School administration	1,832,224	1,885,293	(53,069)
Business	480,348	483,097	(2,749)
Operations and maintenance	3,131,951	3,102,701	29,250
Pupil transportation services	992,589	1,000,501	(7,912)
Central	541,743	534,181	7,563
Other	32,850	32,850	-
Total support services	11,000,069	10,989,961	10,108
Athletics	517,427	518,286	(859)
Community services	998	998	-
Non Publics	2,325	2,325	-
Debt service:			
Principal	135,000	135,000	-
Interest	22,100	22,100	-
Capital outlay	249,880	222,792	27,088
Payments to other public schools	562,257	536,391	25,866
Total expenditures	30,023,919	30,158,180	(134,261)
Excess of Revenue (Under)Over Expenditures	(680,203)	(641,756)	(38,447)
Transfers Out	-	-	-
Net Change in Fund Balance	(680,203)	(641,756)	(38,447)
Favorable Expenditure Variance (1.5%)	450,359	452,373	(2,014)
Projected Change in Fund Balance	(229,844)	(189,383)	(40,461)
Fund Balance - Beginning of year	3,244,589	3,244,589	
Fund Balance - End of year	3,014,745	3,055,206	
	10.0%	10.1%	

Waverly Community Schools

Budget Summary
For the 2014-15 Fiscal Year

	Final <u>FY 2014-15</u>	Revised <u>FY 2014-15</u>	<u>Change</u>
Major Assumptions:			
Property Taxable Values	773,709,583	774,660,996	-0.1%
Blended Enrollment	2,792.44	2,792.44	-
Foundation Allowance	8,483	8,483	-
Teacher FTE	164.1	164.1	-
MPSERS Local Contribution Rate	25.78%	25.78%	0.0%
Revenues:			
Local	8,518,393	8,531,927	(13,534)
State			
Prop A/SE Headlee/Discretionary	15,532,783	15,534,302	(1,519)
Best Practices	139,488	145,207	(5,719)
Performance Based Funding	83,423	83,773	(350)
MPSERS	1,692,440	1,878,333	(185,893)
Technology Readiness	164,680	137,000	27,680
Prior Year Adjustments	-	-	-
Federal			
Consolidated App (Title I/Title II)	613,325	613,325	-
School Improvement Grant (SIG)	537,666	537,666	-
Other	38,928	38,046	882
Intergovernmental			
ISD SE Allocation	1,931,845	1,931,845	-
Transfers In/Other	90,745	85,000	5,745
Total Revenues	<u>29,343,716</u>	<u>29,516,424</u>	<u>(172,708)</u>

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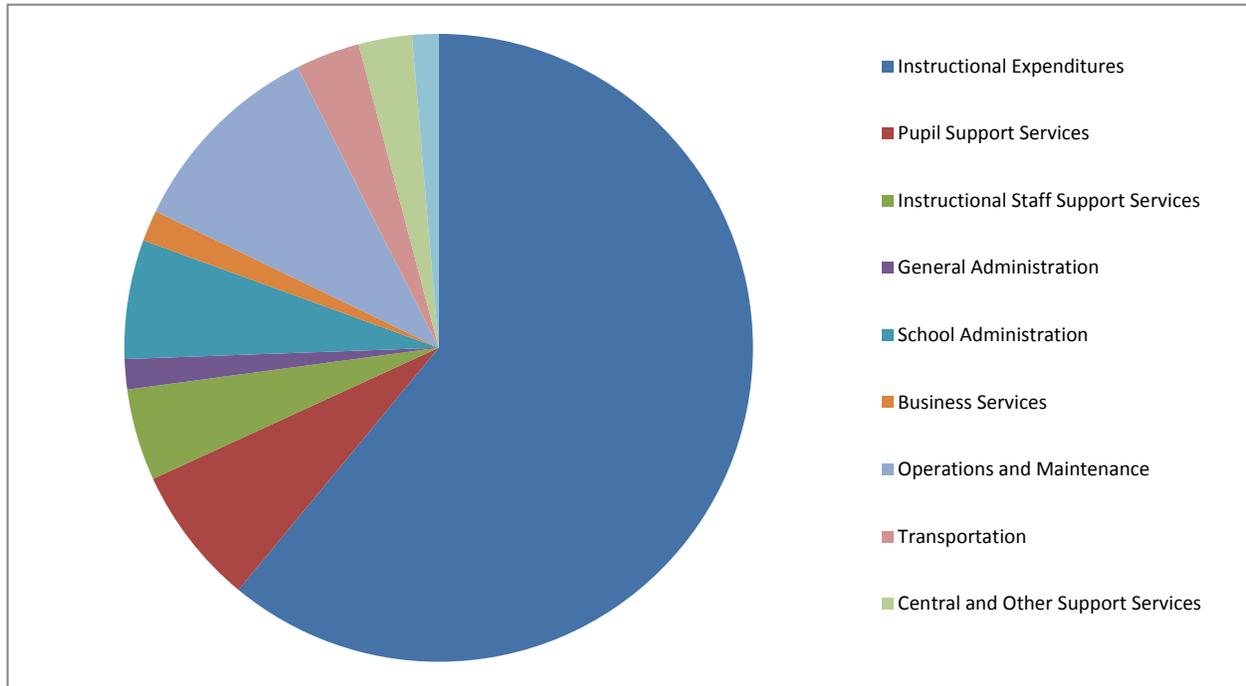
Waverly Community Schools

Budget Summary
For the 2014-15 Fiscal Year

	Final	Revised	
	<u>FY 2014-15</u>	<u>FY 2014-15</u>	<u>Change</u>
Expenditures:			
Salaries	15,835,036	15,833,810	1,226
Benefits			
Health Insurance	2,191,283	2,381,514	(190,231)
Retirement (MPERS)	5,605,279	5,756,532	(151,253)
ERI Incentive	290,500	290,500	-
Other	1,861,108	1,798,868	62,240
Purchased Services	1,384,809	1,340,868	43,941
Supplies & Materials			
Instructional Supplies	724,580	724,588	(8)
Natural Gas and Electricity	894,500	847,750	46,750
Transportation Supplies	152,599	152,599	-
Capital Outlay	249,880	222,792	27,088
Other Expenditures			
Principal and Interest	177,800	177,800	-
Other	94,287	94,167	120
Payments to Other Public Schools	562,257	536,391	25,866
Total Budgeted Expenditures	<u>30,023,918</u>	<u>30,158,179</u>	<u>(134,261)</u>
Excess of Revenue (Under) Over Expenditures	(680,202)	(641,755)	(38,447)
Favorable Expenditure Variance (1.5%)	(450,359)	(452,373)	2,014
Projected Change in Fund Balance	(229,843)	(189,382)	(40,461)

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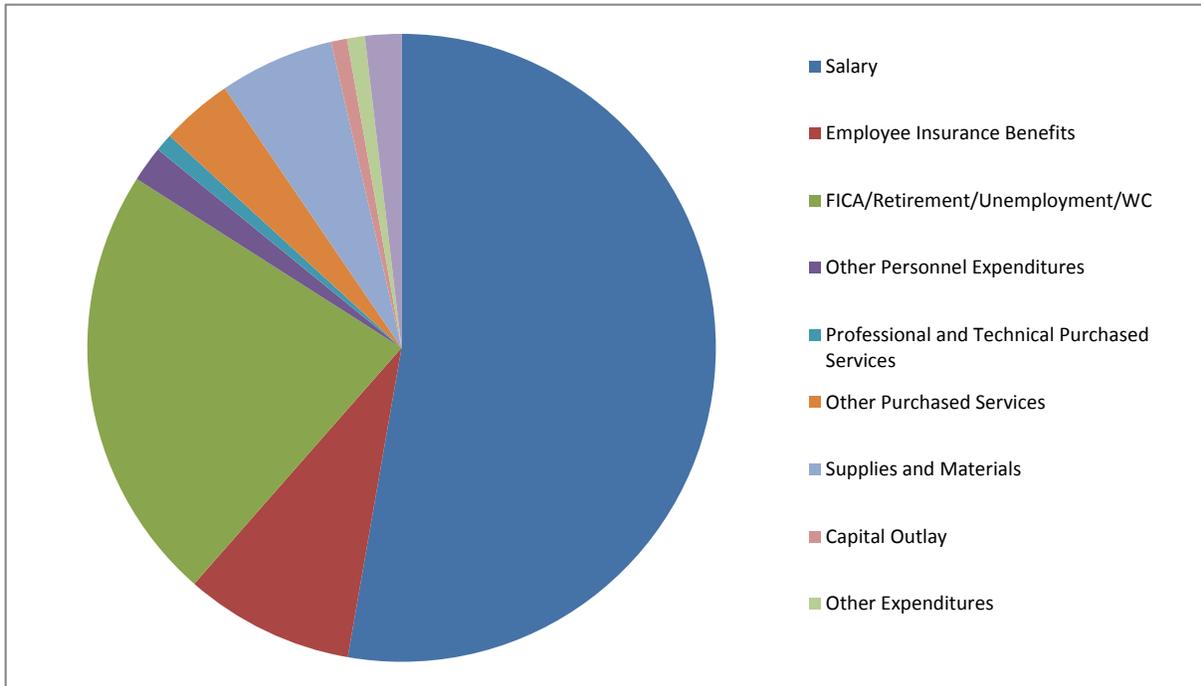
Waverly Community Schools
Operating Expenditures
For the 2014-2015 School Year



Operating Expenditures			
1xx,293	Instructional Expenditures	18,311,430	61.0%
21x	Pupil Support Services	2,148,470	7.2%
22x	Instructional Staff Support Services	1,421,181	4.7%
23x	General Administration	467,186	1.6%
24x	School Administration	1,839,569	6.1%
25x	Business Services	480,348	1.6%
26x	Operations and Maintenance	3,131,951	10.4%
27x	Transportation	992,589	3.3%
	Central and Other Support Services	820,890	2.7%
Total Current Operating Expenditures		29,613,616	98.6%

Remaining Expenditures			
3xx	Community Services	3,323	0.0%
45x-51x	Facilities Acquisitions, Debt Service, & Capital Outlay	406,980	1.4%
41x-44x,49	Other Transactions	(0)	0.0%
6xx	Fund Modification	(0)	0.0%
Total General Fund Expenditures		30,023,918	100.0%

Waverly Community Schools
Personnel Expenditures
For the 2014-2015 School Year



Personnel Expenditures			
1xxx	Salary	15,835,036	52.7%
21xx	Employee Insurance Benefits	2,619,358	8.7%
28xx	FICA/Retirement/Unemployment/WC	6,777,797	22.6%
	Other Personnel Expenditures	551,014	1.8%
Total Personnel Expenditures		25,783,206	85.9%

Remaining Expenditures			
31xx	Professional and Technical Purchased Services	275,092	0.9%
32xx-4xxx	Other Purchased Services	1,109,717	3.7%
5xxx	Supplies and Materials	1,771,679	5.9%
6xxx	Capital Outlay	249,880	0.8%
7xxx	Other Expenditures	272,087	0.9%
82xx	Payments to Other Public School Districts	562,257	1.9%
81xx	Fund Modifications	-	0.0%
83xx-89xx	Other Transactions	-	0.0%
Total General Fund Expenditures		30,023,919	100.0%

SPECIAL REVENUE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2014-2015 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2014-2015 is as follows:

Revenue:	
Local	\$413,950
State	46,157
Federal	852,000
 Total Revenue	 \$1,312,107
 Total Fund Balance, July 1 Available to Appropriate	 \$461,413
 Total Available to Appropriate	 \$1,773,520

BE IT FURTHER RESOLVED, that \$1,306,107 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Business Services	\$28,174
Operations and Maintenance	500
Food Services	1,192,149
Community Services	89,268
Fund Modifications (Transfers Out)	80,745
 Total Appropriated	 \$1,390,836

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
2014-2015 Food Services Fund Budget Amendment
May 18, 2015

	Original Budget	Final Budget	Difference
Revenue			
Local sources	314,000	314,000	-
State sources	46,157	46,157	-
Federal sources	852,000	852,000	-
Transfers In	-	-	-
Total revenue	1,212,157	1,212,157	-
Expenditures			
Support Services:			
Business	27,495	28,174	679
Operations and maintenance	500	500	-
Food Services	1,020,438	1,054,149	33,711
Total support services	1,048,433	1,082,823	34,391
Capital outlay	30,000	86,000	56,000
Payments to other public schools	52,000	52,000	-
Total expenditures	1,130,433	1,220,823	90,391
Excess of Revenue (Under)Over Expenditures	81,724	(8,666)	(90,391)
Transfers Out	87,215	75,000	(12,215)
Net Change in Fund Balance	(5,491)	(83,666)	(78,176)
Fund Balance - Beginning of year	458,338	458,338	
Fund Balance - End of year	452,847	374,672	
	40.1%	30.7%	

Waverly Community Schools
2014-2015 Community Services Fund Amendment
May 18, 2015

	Original Budget	Final Budget	Difference
Revenue			
Local sources	99,950	99,950	-
Transfers In	-	-	-
Total revenue	99,950	99,950	-
Expenditures			
Community services	88,759	89,268	509
Total expenditures	88,759	89,268	509
Excess of Revenue (Under)Over Expenditures	11,191	10,682	(509)
Transfers Out	5,745	5,745	-
Net Change in Fund Balance	5,446	4,937	(509)
Fund Balance - Beginning of year	3,075	3,075	
Fund Balance - End of year	8,521	8,012	
	9.6%	9.0%	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 18, 2015**

Subject: Personnel Report***

A. Transfer – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Vickie Nettles	From: East Sp. Ed. Parapro (7.25 hrs.) To: Elm. Sp. Ed. 1:1 Parapro (7.5 hrs.)	Class II/\$16.12 Class II/\$16.62	04/13/2015
Cassandra Lewis	From: Sub Custodian To: HS Custodian 3 rd Shift (7 hrs.)	\$9.50 Class D/\$10.75	04/17/2015
Matt McMichael	From: Asst. Technician (8 hrs.) To: East Sp. Ed. Parapro (7.25 hrs.)	Class A//\$17.61 Class II/\$16.12	04/27/2015
Alicea Anderson	From: HS Sp. Ed. Parapro (7.25 hrs.) To: Colt Sp. Ed. Parapro, 1:1 (6.75 hrs.)	Class II/\$15.46 Class II/\$15.96	05/07/2015

B. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Monica Jones	HS Teacher	Personal *	06/30/2015
*(Accepted by Board at Special mtg. 4/23/2015)			
Michael Haley	Winans 4 th Grade Teacher	Personal	06/30/2015

C. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Jeromy Brownlee	Elm. Custodian 2 nd Shift	Personal	4/17/2015

D. Job Elimination – Non Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jennifer Erbele	Communication & Publications	6/30/2015

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 18, 2015**

Report #14-67

FOR ACTION

Subject: Resolution Designating District's Election Representative and Desired Candidates for the June 1, 2015 IISD Biennial Election

Recommendation:

The Superintendent recommends the Board of Education adopts the resolution to designate Mary Ann Martin as its representative to the electoral body, and Melissa Sherry as an alternate in the event the designated representative is unable to attend, to elect one (1) candidate to the vacancy on the IISD Board on June 1, 2015. Further, the Board directs the designated representative to cast a vote on the first ballot on behalf of the Board for Nancy Stanley.

Statement of Purpose:

This action is necessary to fulfill requirements of Section 614(2) of the Revised School Code pertaining to intermediate school district elections.

Historical Perspective:

Revisions to Section 614 of the Revised School Code require constituent districts of an ISD to designate their voting representative, as well as the candidate(s) for whom that representative will vote to fill vacancies on their ISD's Board of Education.

Ingham ISD will be holding its biennial board election on Monday, June 1, 2015 beginning at 7:00 p.m. The election is for one (1) six-year term from July 1, 2015 to June 30, 2021.

Discussion of Options:

None

Rationale for Recommendation:

According to legal counsel, the Board should follow Section 614(2) of the Revised School Code relating to intermediate school district board member elections.



School Board Candidate Biographical Information

Name: Nancy Stanley

Address: 1815 S. Onondaga, Mason, MI 48854

School district where you currently reside: Mason

Educational background: B.S. in Education, Central Michigan University; 44 hours toward a Masters Degree

Present occupation: Semi-retired, co-owner of a small employment placement company

Previous board experience; please include years of services: Six years on the Ingham ISD Board. Served on the board of the Listening Ear Crisis Center in Mt. Pleasant in the 1970s.

Other public service or volunteer experience; please include years of service: 1984-85 parent volunteer – Glencairn Elementary; 1993-1996 band parent organization member, East Lansing High School; current teacher (retired) volunteer – Alaiedon Elementary School, Mason

Any other information you would like to share with the constituent districts which may assist them in learning more about you, focusing on why you want to serve on the Ingham ISD Board of Education.

Education has been my life's work having been involved in public education since 1970. I began as a teacher of special education, then became a legislative policy analyst in the area of education for the Michigan House of Representatives, and finally, until October 2008, served as a lobbyist representing various Michigan education organizations. In all endeavors, my goal has been to make a positive difference in the lives of public school students in Michigan.

Given my broad and varied background, I have seen tremendous changes occur in public education that have created a variety of challenges impacting areas such as funding, pupil retention and accountability, curriculum reform, and school personnel. These challenges have placed ever-increasing pressures on school districts, their administrators, professional personnel and boards. I believe the role of the ISD is to help relieve some of these pressures.

Although now retired, I still desire to make a positive impact on public school students. I am a volunteer in a Mason second-grade classroom and this has given me an opportunity to make a positive impact. However, I believe I have more to offer education and can do this by serving on the Ingham Intermediate School District Board.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 18, 2015**

Report #14-68

FOR ACTION

Subject:

Ingham Intermediate School District (IISD) General Education Fund 2014-15 Proposed Budget

Recommendation:

The Superintendent recommends the Board of Education support the IISD Budget Resolution as presented in the support material.

Statement of Issue/Purpose:

Section 624 of the Revised School Code, as amended, requires the intermediate school district to submit its budget to the local school boards on or before May 1st of each year. The local school districts must do the following on or before June 1st: 1) review the proposed intermediate school district budget; 2) adopt a resolution expressing the board's support for or disapproval of the proposed budget; and 3) if the Board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent board has to the budget.

Budget Impact:

None.

Background Information:

Due to amendments to the school code regarding the general election funds of state Intermediate School Districts, it is necessary for the constituent districts of each ISD to either support or disapprove that ISD's budget. Board members received a packet of information from the IISD prior to the May 1st deadline pertaining to the IISD's budget.

Discussion of Options/Alternatives:

The Board is required by Section 624 of the Revised School Code to take action either supporting or disapproving the proposed budget. The Board may choose to disapprove the proposed budget and submit to the intermediate school board any specific objection and proposed changes it has to the budget.

Rationale for Recommendation:

IISD offers many programs and services to support its local districts and students in our service area.

Ingham Intermediate School District

Serving the Needs of Local Districts

2015-16 Proposed General Fund Budget

Ingham Intermediate School District's board, administrators and staff strive to create and enhance educational opportunities for all learners. Our budgets support our dedicated efforts toward fulfilling this mission and focus on 1) enhancing the achievement and success of all learners, 2) maximizing school and community resources, and 3) increasing community support for public education.

Our General Fund Budget encompasses a wide variety of programs and services to support our constituent districts. Ingham Intermediate School District (ISD) is focused on assisting districts in their efforts to increase student achievement and on creating and supporting collaborative programs and services.

Ingham ISD operates three funds: General Education, Special Education and Career Services and Technical Education. The focus of [P.A. 234 of 2004](#) mandates that local district boards of education adopt a resolution either in support or disapproval of Ingham ISD's General Fund Budget. The information in this report is designed to assist you as a board member in this process.

How We Help

Ingham ISD offers many programs and services to support local districts and students in our service area. [How We Help](#) provides an overview of our programs and services.

For more information, follow the [highlighted links](#) where indicated throughout this report.



Ingham Intermediate School District

www.inghamisd.org



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For more information, follow the [highlighted links](#) where indicated throughout this report.



Ingham ISD's General Fund Budget Focus

Instructional Improvement Collaboration

Ingham ISD works collaboratively with districts to plan and provide focused services, training and professional development to support individual district needs. The General Fund Budget is shaped to support local district instructional improvement efforts aligned to building and district School Improvement Plans. Our collaboration utilizes a Multi-Tiered System of Support (MTSS) to maximize student outcomes pre-K-12. MTSS is the practice of providing high quality instruction matched to students' needs and levels of performance to make instructional decisions. This framework is data-driven, research-based and provides evidence that utilizing key practices within an MTSS model increases the achievement and outcomes for all students. In collaboration with our local districts, we are committed to an "All Education" model which encompasses general education, career and technical education, special education and early childhood. To that end, we support the following practices:

- Utilize data for continuous improvement
- Collect universal screening and progress monitoring data to identify student needs
- Utilize research-based curriculum and instructional practices
- Provide support in the areas of Positive Behavior Intervention Support (PBIS) and academics
- Support parent and family involvement
- Support the development of infrastructures that establish effective, sustainable systems

As a result of this ongoing work within the areas of curriculum, instruction and assessment, Ingham ISD is strategically leveraging our General Fund resources and deploying staff to continue this collaborative work with our constituent districts.

This system of data-driven instructional support for all students will continue to evolve as districts fully implement the essential components of MTSS and align these practices with their School Improvement efforts to increase student achievement. Based on identified district needs, Ingham ISD continues to sustain and/or adjust programs and services within the areas of curriculum, instruction and assessment, as well as provide support for instructional data/technology.

The Ingham ISD General Fund 2015-16 Proposed Budget includes increased resources for early childhood, to improve math student achievement and to support increased achievement for Priority and Focus schools in our service area.



General Fund 2015-16 Proposed Budget

	2014-15 Revised	2015-16 Proposed	Increase/ (Decrease)
Revenue	28,216,697	28,684,602	467,905
Expense	<u>27,909,756</u>	<u>29,046,205</u>	<u>1,136,449</u>
Excess Revenue (Expense)	306,941	(361,603)	(668,544)
Beg Fund Balance	<u>2,426,676</u>	<u>2,733,617</u>	<u>306,941</u>
End Fund Balance	<u><u>2,733,617</u></u>	<u><u>2,372,014</u></u>	<u><u>(361,603)</u></u>

Program and service descriptions are on pages 7-9.

Budget Highlights

The Ingham ISD General Fund budget represents a diverse collection of instructional programs, support services and outgoing transfers which are described on the following pages and related links. These diverse programs and services are supported by a set of equally diverse funding sources.

The 2015-16 proposed budget includes revenue of \$28.7 million, expenditures of \$29.0 million and an ending fund balance of \$2,372,014. The \$361,603 budgeted excess of expense over revenue includes several one-time expenses which, when considered, provides for a sustainable level of fund balance going forward. The comparison of 2014-15 and 2015-16 budgets reflects a reduction of revenue related to a one-time competitive grant for consolidation of services which was received in 2014-15.

The majority of General Fund programs and services have a designated revenue source or fees, and this restricted revenue category has increased in recent years, along with related and offsetting expenditures. A relatively small proportion of the General Fund programs and services are funded by undesignated sources.

The Mission and Vision of Ingham ISD are focused on providing opportunities and success for all learners in our service area. As noted on page 3, the General Fund Budget has been strongly shaped in recent years to support student achievement through a framework of Multi-tiered System of Support (MTSS). As this work has evolved, we continue to realign and increase our resources to support student achievement.



General Fund Revenue - \$28.7 million

State - \$9.2 million

Early Childhood	\$6.80
State aid sec. 81 ISD operations	1.50
State aid sec. 147(c) MPSERS	.50
Other	.40

Local - \$4.9 million

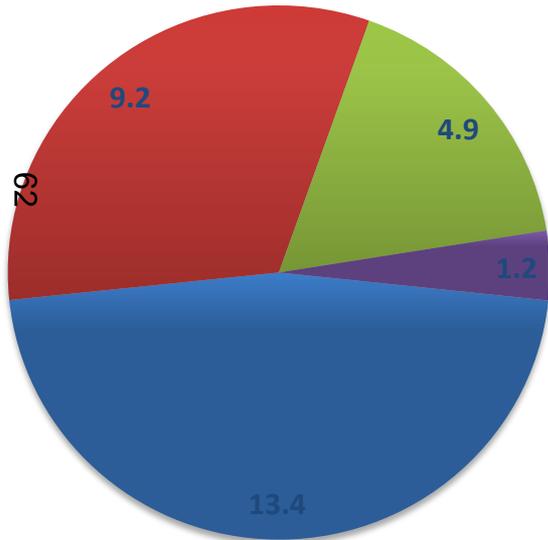
Property taxes	\$1.50
REMC State Acquisition Project	1.0
Local district business & technology services	.90
School Improvement	.60
Ingham Academy	.50
Other	.40

Federal - \$1.2 million

Title I	\$.80
Early Childhood	.40

Incoming & Other - \$13.4 million

General education transportation	\$5.10
Central Michigan Substitute System	4.80
LCC Early College & HSDCI	1.60
Alternative education program	.70
Ingham Academy	.60
Regional Educational Media Center (REMC)	.20
StarNET wide area network	.10
Student management software	.10
Student data & assessment software	.10
Other	.10



Program and service descriptions are on pages 7-9.

Revenue Highlights

Budgeted total revenue for 2015-16 is \$28.7 million, which is an increase from the 2014-15 revised budget total revenue of \$28.2 million. General Fund revenue sources include property taxes, state aid, fees for programs/services, grants and incoming transfers. A significant portion of revenue is restricted for specific programs or grants and is not available for discretionary general appropriations.

The primary unrestricted revenue sources for the General Fund are property taxes and state aid section 81. Property taxes contribute \$1.5 million revenue and are based on a levy of 0.19 mills. Property taxes are projected to increase 1.25% in the proposed budget. State aid section 81 revenue totals \$1.5 million and is budgeted at the same level as the current year.

The majority of the revenue of this fund is restricted and relates directly to a specific expenditure. Examples include instructional programming at Ingham Academy and The Early College at LCC, early childhood programs and services, general education transportation consortium, regional substitute consortium, and local district technology and business services. As the revenue for these restricted items increases or decreases, there is also an increase or decrease in the related expenditure.

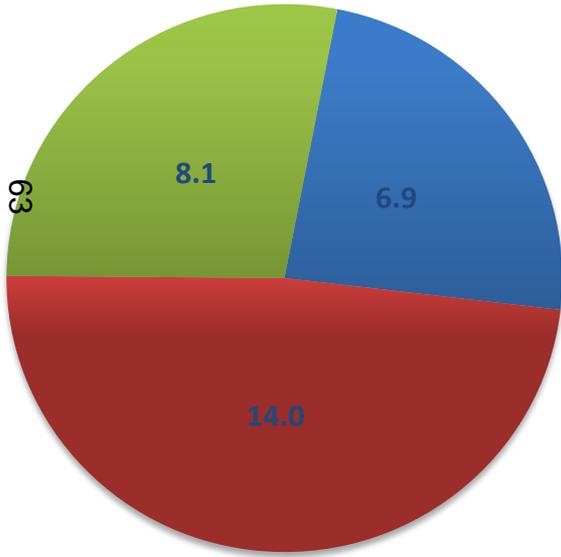
Significant revenue increases in the 2015-16 budget include funds for the early childhood Great Start Readiness Program, federal funds to serve Priority and Focus schools in our service area, and our general education transportation consortium. A large decrease in 2015-16 revenue compared to the current year is due to one-time 2014-15 revenue from a competitive grant award for consolidation of services for general education transportation and student instructional data.



General Fund Expense - \$29.0 million

Instructional Programs - \$8.1 million

Central Michigan Substitute System	\$4.80
LCC Early College & HSDCI	1.60
Ingham Academy	.90
Alternative education program	.70
Gifted and Talented	.10



Outgoing & Other - \$6.9 million

Early Childhood	\$ 5.90
Regional Educational Media Center (REMC)	.40
Central Michigan Substitute System	.20
Capital Projects Fund transfer	.20
Other	.20

Support Services - \$14.0 million

General education transportation	\$5.20
Student Instructional Services, MTSS	2.70
Early Childhood	1.50
Administrative services & support	1.40
Instructional data, software & analysis	1.00
Regional Educational Media Center (REMC)	.80
Local district technology services	.60
Local district business services	.40
Pupil accounting & truancy	.20
StarNET wide area network	.20

Program and service descriptions are on pages 7-9.

Expense Highlights

General Fund expenditures include a wide variety of programs and services, as noted on this graph. Expenses for 2015-16 are budgeted at \$29.0 million, which is up from the 2014-15 revised budget expenses of \$27.9 million.

There are no staffing increases incorporated in the 2015-16 General Fund Budget. Staffing changes in the current year 2014-15 revised budget included four positions to support the expansion of instructional support services for Priority and Focus schools in our service area, increased staff for instructional technology and local district technology services, early childhood programs and the general education transportation consortium. These staffing increases in 2014-15 were funded by new dedicated revenue restricted for the specific purpose.

Salary and benefit budgets include a 1.0% salary schedule increase and an increase for salary steps where applicable, which equates to 1.3% of salaries. For health care, the statutory hard cap increase of 2.3% is budgeted. For retirement expense, there is no increase in district share of the MPSERS rate. Offsetting revenue and expense are budgeted for the growing portion of retirement which is funded by a state aid categorical.

A focus of the General Fund for 2015-16 is working with districts to improve math student achievement; a review of curricula and a potential collaborative purchase is currently underway. An additional \$80,000 has been budgeted to help offset districts' math curriculum cost.

The General Fund Budget includes a \$100,000 transfer to our Capital Projects Fund to provide resources for future mechanical system, roof and space updates at the Thorburn Education Center.

As noted on the Revenue Highlight page, the majority of expenditures for this fund have specific and designated revenues. As these designated revenues increase or decrease, there is an offsetting change in the related expenditures. For 2015-16, there are budgeted expenditure increases, with offsetting revenue increases, for the general education transportation consortium and early childhood Great Start Readiness Program.



Programs and Services Supported by Ingham ISD's General Fund

Instructional Programs

Central Michigan Substitute System

Ingham ISD, along with Clinton County RESA and Eaton RESA, provide a regionalized substitute teacher system to identify and contract for substitute teachers for participating districts. Ingham ISD provides coordination, contract administration and billing for schools.

The Early College at Lansing Community College

The Early College at LCC is a three-year program offering to provide high school students an opportunity for early entry to a higher education environment. Students can earn a post-secondary credential, up to 60 college credits, or an associate degree focused in Science, Technology, Engineering and Mathematics (STEM).

High School Diploma Completion Initiative

Lansing Community College, Ingham ISD and other partners have teamed up to offer students who have dropped out an opportunity to complete their high school diploma and earn college credit concurrently.

Ingham Academy

Ingham ISD partners with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day-school offering for adjudicated youth which provides educational and behavioral support.

Alternative Education Program

An alternative education program which provides a rigorous, personalized, high school program is provided through Ed Trek. This program has low student teacher ratios, online learning and individualized work stations.

Support Services

Multi-Tiered System of Support (MTSS)

Ingham ISD, in collaboration with our constituent districts, is committed to implementing the essential, research-based practices of a Multi-Tiered System of Support (MTSS) to increase achievement for all pre-K-12 students. Specifically, Ingham ISD supports stakeholders in the following ways:

Common Core

Training, support and technical assistance is provided to align curriculum, assessment and instruction on an ongoing basis.

Data Review

Training and facilitation is provided for ongoing data reviews utilizing a problem solving process at the grade, building and district level.

Early Warning Systems and Positive Behavioral Intervention and Support (PBIS)

Ingham ISD supports the collection and analysis of K-12 early warning indicators and delivers training and technical support for the implementation of school-wide and classroom PBIS systems.

Family Learning Connection

This internet resource equips families with the information needed to support their children pre-K-12 via the Family Learning Connection website.

Literacy and Math

Ingham ISD provides customized support, pre-K-12, for evidence-based curriculum, assessment and instructional practices within the universal tier and for supplemental and intensive support

Science, Technology, Engineering and Mathematics (STEM)

Integrated learning to infuse the Next Generation Standards, or Michigan version, as well as, engineering design practices and performance tasks pre-K-12 is important. Ingham ISD increases district and teacher awareness.

Michigan Integrated Behavior Learning Support Initiative (MiBLSi)

MiBLSi partners with Ingham ISD to support consensus, infrastructures and implementation of an MTSS framework.

School Improvement and Priority and Focus Schools

Ingham ISD provides technical assistance and support to identified schools consistent with our MTSS framework for Michigan's required continuous school improvement model.



Programs and Services Supported by Ingham ISD's General Fund

Teachers Learning Together

Educators are paired together to observe each other's teaching and provide feedback, particularly about students' levels of engagement. Learning Walks provide further opportunities for teachers to observe each other and receive feedback on instruction.

Gifted and Talented

Ingham ISD and Michigan State University partner to operate summer enrichment programs and provide support services for gifted and talented programs and services.

Early Childhood

Ingham ISD provides Early Childhood administrative support and coordination for the implementation of a comprehensive continuum of early childhood programs and services for young children birth to age 5 and their families. Through facilitation of the Ingham Great Start Collaborative, Ingham ISD guides local districts, human service agencies and families in the development, implementation and sustainability of a county-wide early childhood education and care system. The majority of these activities are grant funded.

Great Start Readiness Program (GSRP)

Ingham ISD operates the consortium in coordination with local districts, public school academies and competitive grantees who provide eligible at-risk four-year olds with preschool programming.

Great Parent, Great Start

This parent involvement and education program offers personal visits, playgroups and support for all families with children, birth to kindergarten, in Ingham County.

Ingham Healthy Families

This program connects expectant parents and caregivers of newborns to parenting support in their home. The Home Visit expansion grant through the Michigan Department of Community Health utilizes the Healthy Families America model.

Other Early Childhood

Early Childhood Investment Corporation (ECIC) supports core implementation of the Great Start Collaborative (GSC) and the Great Start Parent Coalitions (GSPC). The overall purpose is to create a single early childhood system of support for public and private programs working together in a community to accomplish better outcomes for young children and families.

Instructional Data, Software & Analysis Data, Systems and Analysis Team

This team assists district stakeholders in the collection and use of data, including the development of customized reports to improve student outcomes, programs and services.

Student Data and Assessment Software

All twelve districts are part of a student data and assessment software collaboration utilizing Illuminate Education, which helps districts manage and leverage student data and assessments to improve student outcomes.

Student Information Software

Eight districts and Ingham ISD are using PowerSchool as their student information system. Ingham ISD provides application support to seven school districts and hosts PowerSchool for five districts.

Pupil Accounting & Truancy

Ingham ISD assists local districts by conducting Michigan Department of Education required audits to verify the accuracy of pupil membership counts, which in turn, determine the amount of state school aid a district receives. Statutorily-required student attendance and truancy services are also provided.

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Programs and Services Supported by Ingham ISD's General Fund

Regional Educational Media Center (REMC)

This regional collaboration among Ingham ISD, Clinton RESA and Eaton RESA provides services and instructional resources to districts within the service area.

REMC Statewide Cooperative Purchasing

Ingham ISD is the fiscal agent for the REMC Statewide \$AVE Project which is provided as a service of the REMC Association of Michigan for all Michigan schools. The Project does sealed bidding and awards vendor contracts that Michigan districts can access for a variety of educational purchases. By using REMC \$AVE contracts, Michigan schools have an option for efficient access to savings achieved through high-volume purchasing.

StarNET Wide Area Network

(Sharing Technology and Academic Resources)
StarNET members (all twelve local districts and Ingham ISD) share resources including a wide area network and internet bandwidth. Members collaborate on a variety of instructional and other resources including student information systems, web content filtering, data center hosting, shared application servers (Edgenuity video servers, Event Management System), and other shared technical resources. Cooperative purchasing and sharing of services such as alerting systems, software for student data and assessment and special education, and wireless networking are also done through StarNET.

Local District Business Services

Ingham ISD provides comprehensive business services including finance, accounting, payroll and benefits, budgeting and reporting services to two local districts and three public school academies.

Local District Technology Services

Ingham ISD provides a variety of technology support services, including comprehensive technology services for three local districts, network engineering for two districts, and desktop and intern services for five districts. In addition, a large and growing number of other technology services are being provided or shared, including Helpdesk services, Event Management System, web content filtering, website hosting, data center hosting and VoIP phone system sharing, as well as various instructional resources such as Moodle and Edgenuity servers.

General Education Transportation

Nine districts are part of a general education transportation consortium formed to provide a cost-effective and quality transportation service option for consortium districts which elect to contract for these services. Four districts have implemented services and others districts are considering a future implementation.

Administrative Services & Support

General Fund (Partially Funded)

Ingham ISD's General Fund Budget partially funds programs designed to assist local districts, such as:

- District shared administrative services
- Facilitation and support for board members, curriculum directors, human resources directors, business directors and technology directors
- Acquisition of grant funds
- Communication and public information planning
- Property tax reporting assistance
- Schools of Choice data collection and advertising
- Purchasing collaborations

General Fund (Fully Funded)

Ingham ISD provides programs and services to improve the effectiveness and efficiency of school operations that are supported by the General Fund. The following programs are supported with the use of Ingham ISD's General Fund dollars:

- Facilitation of the Superintendents' Round Table
- Finance software system (MUNIS)
- Human Resources employee application system



Next Steps and Responsibility

Next Steps	Responsibility
Submit 2015-16 General Fund Budget to local districts by May 1.	Ingham ISD
By June 1, adopt a resolution either in support or in disapproval of the General Fund Budget. If disapproved, submit specific objections and proposed changes. Send resolution to Ingham ISD, c/o Superintendent's Office.	Local Districts
Adopt General Fund Budget by July 1.	Ingham ISD

If we can provide additional information, please call 517.244.1212 or email moneil@inghamisd.org.



ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2015, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2015.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education