



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, April 15, 2019 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 April 15, 2019, 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 Mary Ann Martin
- II. Special Presentations
 - A. Special Presentation by Representative Angela Witwer
 - B. Winans Elementary Instructional Report - Helene McNeilly, Principal
 - C. WHS Instructional Report - Chris Huff, Principal
 - D. Student Technology Showcase - Andrew Shauver
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Student Representative Report - Marcus Love
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes 4
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Personnel & Policy
 - 2. Finance & Facilities
 - 3. Teaching & Learning
 - 4. Sinking Fund
 - B. Personnel & Policy
 - 1. ***Recommendation to approve Report #18-58, Personnel Recommendations 9
 - C. Finance & Facilities
 - 1. ***Recommendation to approve - Report #18-59 , Finance Report 10
 - D. Teaching & Learning

1. Recommendation to approve - Report #18-60, Reading Now Network resolution	17
E. Other	
1. Recommendation to approve Report #18-61, Ingham Intermediate School District (IISD) General Education Fund 2019-2020 Proposed Budget	19
X. Superintendent's Report	
XI. Public Comment - Open Comment for District related items	
XII. Other Board Business	
XIII. Adjournment	
XIV. *** Denotes Consent Agenda	

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was held Monday, March 18, 2019, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, MI. The meeting was called to order at 6:30 PM by Board President, Mary Ann Martin and the pledge to the flag was led by Chris Beasley.

Members Present: Mrs. Mary Ann Martin, President
Mrs. Holly Nester, Vice President
Mrs. Amy Krause, Secretary
Mrs. Rhonda Sosnowski, Treasurer
Mrs. Melissa Sherry, Vice Secretary-Treasurer
Mrs. Alicia Guevara Warren, Trustee
Mr. Chris Beasley, Trustee

Student Rep. Absent

Staff Present: Mrs. Kelly Blake, Superintendent
Mr. Evan Nuffer, Director of Finance
Mrs. Tiffany Wright, Director of Spec. Education
Mrs. Susan Friend, Director of Human Resources
Dr. Lara Slee, Director of Teaching & Learning
Patty Roost
Chris Huff
Vickie Tisdale
Molly Francis
Helene McNeilly
Shawn Talifarro
Tim Lyman
Todd Simon
Angie Moore

Others Present: Representative from Barton Malow
Robert Gonzales

Special Presentations:

Tim Lyman – Elmwood Elementary Instructional Report:

Principal Lyman did an introduction of himself and that he has been the Principal at Elmwood and worked for the District for 8 years now. He has a daughter in elementary school, a son in middle school and another son in high school.

Principal Lyman also spoke about PBIS, RTI Interventions, after school activities and partnerships that they have at their building. He also mentioned that there are 27 teachers and 8 support staff in his building.

In the Elmwood “Community” they have; Great Lakes Christian College student volunteers, Kids Hope Mentors, Impact Church (In the mall) came in and secured Christmas presents for some of our families that can’t afford them, Eaton County Sheriff Dept. (deputy one a week) and the Garden Club that supplies them with all of the pretty daffodil bulbs. Chic Fil A – is a new sponsorship with us also.

Principal Lyman invited the Board Members to come and visit his building.

Correspondence:

None

Public Comment:

None

Board Member Comment:

Member Nester - Apologized for not being here last month. I had something very important come up at the last minute, that I had to take care of.

Member Sosnowski – Member Sosnowski worked at the recent book fair at Colt, and that was quite an experience. Member Sosnowski recognized Rylie Farr, she is a senior at the high school, she was awarded the 2019 DAR Good Citizenship Award. And at Waverly Middle School we had Karina Short who was the 2018 YPF (Youth Passing it Forward) Award. She collected pop cans and sold suckers. The middle school is doing a Passing Kindness Forward Program. And the WHS top ten breakfast, and that was awesome.

Member Guevara Warren – Member Guevara Warren also attended the Top Ten Breakfast at WHS and it was pretty remarkable. She also mentioned that participating in the Strategic Plan - I just wanted to commend the staff. It was well organized, engaging and efficient. I would also like to mention that the MASB has its day @ the Capitol on April 17th. Should be an interesting time with a new Governor.

Member Beasley – Had the pleasure of going to the Festival Choir Concert last week with all of the high school. It sounded nice and all three of the groups did a great job.

Adoption of Agenda

A motion was presented by Member Nester and supported by Member Sosnowski. Motion: The Board of Education approved the agenda as written.

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

*****Approval of Minutes**

The minutes of the regular meeting of February 25th, 2019 were approved as presented.

Advisory Committee Reports - None

*****Personnel Report #18-53 – For Action**

The Board of Education approved the employment of (Non-Certified) Diamond Love (East – Food Service); and Mark Wesley (On Call Custodian) the resignation (Certified) of Jessica Pingle (Colt Kindergarten Teacher); the resignation of (Non-Certified) Faith Walsh; the termination (Non-Certified) Shakira Jackson (Elmwood Food Service); and the retirement (Certified) of Virginia Larson (Winans 4th Grade Teacher – Effective 6-7-2019).

***** Finance Report - #18-54 – For Action**

The Board of Education approved the Finance Report as presented.

Sinking Fund Award for 2019 Summer Projects – Report #18-55

A motion was made by Member Sherry and supported by Member Sosnowski. MOTION: The Board of Education approved awards to the lowest responsible bidder through Barton Malow for Summer 2019 Projects using the Sinking Fund , Report #18-55.

Motion carried. VOTE: AYES - 6; NAYS - 1

Proposal for Extended/Overnight Trip – Report #18-56

A motion was made by Member Sherry and supported by Member Krause to approve an extended, overnight trip to Washington DC for students in Sign Language at WHS.

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

Limited Schools of Choice Program for the 2019-2020 School Year – Report #18-57

A motion was made by Member Sherry and supported by Member Nester to approve Limited Schools of Choice in the following grades for the 2019-2020 school year:
Kindergarten – 15, Grade 5 – 1, Grade 6 – 1, Grade 7 – 1, Grade 8 – 1, Grade 9 – 1.

Motion carried. VOTE; AYES-6; NAYS – 1

Superintendent's Report – Superintendent Blake asked the Principals that were present to give a short 1 minute – “This is what is happening in our building” report.

Principal McNeilly – Winans – Black History Concert is finally going to happen tomorrow night in the East Gym at 5:30 PM. Also the Winans Carnival is on Friday from 5:00 – 7:00 PM.

Principal Tisdale – East – Students are having a Pennies for Patients drive right now. March is Reading Month is happening now and there is a competition between the students for minutes that they have read during school. On the Friday after Spring Break they will have a PBIS incentive – Minute to win it.

Principal Lyman – Elmwood – He also mentioned the Black History Concert on March 19th, 2019 at East and on May 29th, Elmwood will have their end of year carnival.

Principal Talifarro – Colt – 81 families came out last week for Kindergarten Round-up. They had their ABC parade today with the WHS drumline leading the parade. March is reading month – Colt Facebook page has someone reading a book every day.

Principal Huff – WHS – Spring Sports have started. This is the time of year when they have the most participation in sports so there are people everywhere inside and outside the building. Little Mermaid play sneak peek is Wednesday. Unified Basketball team will play on March 27th at 10:15 am. Intention is to bring the world to Waverly. There are workshops with students from Cuba and a woman that comes to work with about 20 students. Of course Spring Break is right around the corner and so is Testing (right after Spring Break).

Todd Simon – WHS Teacher – Talked about the students that went to Chicago to see “Hamilton” and all the rigor they went through to get to go. Delta Rotary Club and Waverly Education Foundation helped to fund the trip. Linda Vainner and food service helped to provide food for the 66 students that went. Todd thanked the Board of Education for approving the trip, Both Rotary and WEF for helping fund the trip and Principal Huff and Superintendent Blake for all of their help and support for the trip.

Superintendent Blake add that the WHS play The Little Mermaid is this week, Thursday through Sunday. And, Camp Highfields has a grant that we will apply for to do an after school program @ W. East for 2 ½ hours 4 days a week after school for the 2019-2020 school year. Principal Tisdale and Superintendent Blake will both meet with them.

Public Comment – Open Comment for District Issues: Addressing the Board tonight was Robert Gonzales.

Other Board Business

Adjournment at: 7:34 pm

***Denotes Consent Agenda

Respectfully submitted,

Amy Krause

Amy Krause, Secretary

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
April 15, 2019**

Subject: Personnel Report*

A. Employment – Certified

None

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Ricki Mendoza	Food Service Helper	\$10.40/hr	03/12/2019
Kimberly Robinson	Food Service Helper	\$10.40/hr	03/14/2019
Ashley Ampey	Food Service Helper	\$10.40/hr	03/18/2019
Tamra Kosier	Food Service Helper	\$10.40/hr	03/11/2019

C. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jonathan Hayden	High School Science Teacher	Personal	06/07/2019

D. Resignation – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Laurie Douglass	High School Paraprofessional	Personal	04/12/2019
Tiffany McGhee	Food Service Helper	Personal	03/01/2019

E. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
None			

F. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Andy Mejia	MS 2 nd Shift Custodian	HS 2 nd Shift Custodian	02/11/2019

G. Termination – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
Juanita Valencia	Back Up Bus Driver	04/12/2019

H. Retirement – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
None			

I. Retirement – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jaclyn Sewell	Student Services Secretary	Personal	09/30/2019

J. Leave of Absence – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
Angela Moore	Librarian – Colt and Elmwood	2019-20

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
APRIL 15, 2019
Report #18-59**

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of February 28, 2019 was \$5,714,322.90. Receipts during March, consisting of state aid, property taxes, and other revenues in the amount of \$4,221,225.21 minus disbursements during March of \$4,521,452.13, left the district with a General Fund cash balance, as of March 31, 2019, of \$5,414,095.98, including \$1,500,000.00 from the issuance of a State Aid Note.

2018-19 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$266,695. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2018-19 Sinking Fund revenues exceed expenditures by \$411,387. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2018-19 Capital Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$967,074. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2016 Building and Site, Series II Bonds remaining to be allocated, including \$15,312 of accrued interest, is \$178,501. A summary of life to date activity is included in the supporting documentation

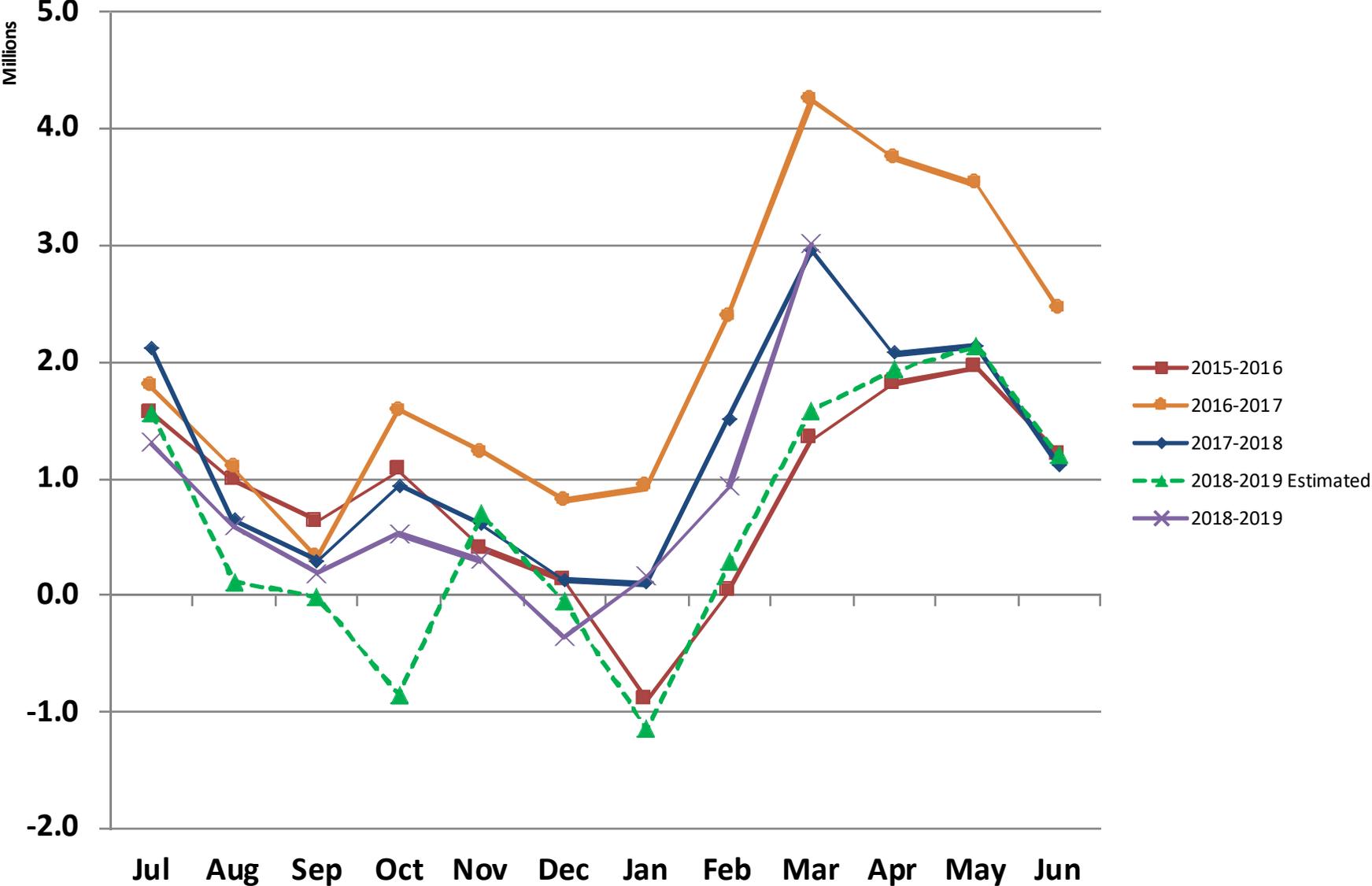
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended March 31, 2019

Balance on Hand February 28, 2019	5,714,322.90
Revenues	
State Aid	2,022,264.02
Taxes	1,902,007.25
Other Revenue	296,953.94
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,221,225.21</u>
Disbursements	
Payroll and Related Liabilities	(3,557,962.50)
Other Expenditures	(963,277.08)
State Aid Repayment	-
	<u>(4,521,239.58)</u>
Prior Month Adjustments During March 2019	(212.55)
Balance on Hand March 31, 2019	<u><u>5,414,095.98</u></u>
PNC Bank - General	5,301,539.47
MILAF	7,662.32
PNC Bank - Payroll	69,071.64
Comerica - Checking	35,822.55
	<u><u>5,414,095.98</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended March 31, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,431,247	9,212,712	(218,535)	2.3%
State sources	22,433,338	12,397,370	(10,035,968)	44.7%
Federal sources	805,282	144,416	(660,866)	82.1%
Intergovernmental	2,915,892	1,326,431	(1,589,461)	54.5%
Transfers In	80,000	-	(80,000)	100.0%
Total revenue	35,665,759	23,080,930	(12,584,829)	35.3%
Expenditures				
Current:				
Instruction:				
Basic program	15,211,177	9,544,875	(5,666,302)	37.3%
Added needs	4,689,947	3,058,345	(1,631,602)	34.8%
Total instruction	19,901,123	12,603,220	(7,297,903)	36.7%
Support Services:				
Pupil	3,022,274	1,910,116	(1,112,158)	36.8%
Instructional staff	1,471,845	1,028,834	(443,011)	30.1%
General administration	438,282	343,215	(95,067)	21.7%
School administration	2,377,072	1,782,545	(594,527)	25.0%
Business	539,193	354,233	(184,960)	34.3%
Operations and maintenance	3,465,187	2,664,221	(800,966)	23.1%
Pupil transportation services	1,033,311	721,517	(311,794)	30.2%
Central	621,971	442,678	(179,293)	28.8%
Other	87,208	78,414	(8,794)	10.1%
Total support services	13,056,343	9,325,772	(3,730,571)	28.6%
Athletics	591,997	433,398	(158,599)	26.8%
Community services	42,969	30,033	(12,936)	30.1%
Non Publics	19,400	5,994	(13,406)	69.1%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	11,650	6,150	(5,500)	47.2%
Capital outlay	378,242	195,901	(182,341)	48.2%
Payments to other public schools	1,278,274	682,157	(596,117)	46.6%
Total expenditures	35,409,998	23,347,626	(12,062,373)	34.1%
Excess of Revenue (Under)Over Expenditures	255,761	(266,695)	(522,456)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(94,239)	(266,695)	(172,456)	
Favorable Expenditure Variance (1.5%)	531,150			
Projected Change in Fund Balance	436,911			
Fund Balance - Beginning of year	4,034,306			
Fund Balance - End of year	4,471,217			
	12.6%			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended March 31, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	817,625	802,150	(15,475)	1.9%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	817,625	802,150	(15,475)	1.9%
Expenditures				
Current:				
Support Services - Business	-	4	4	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	77,650	92,841	15,191	-19.6%
Architecture and Engineering Services	64,636	78,653	14,017	-21.7%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	218,335	219,265	930	-0.4%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	360,621	390,763	30,142	-8.4%
Excess of Revenue (Under)Over Expenditures	457,004	411,387	(45,617)	
Transfers Out	-	-	-	
Net Change in Fund Balance	457,004	411,387	(45,617)	
Fund Balance - Beginning of year	743,402	743,402		
Fund Balance - End of year	1,200,406	1,154,789		

Waverly Community Schools
Capital Improvement Fund - Budgetary Comparison Schedule
For the Month Ended March 31, 2019

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	5,501	5,501	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
Total revenue	350,000	5,501	(344,499)	98.4%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	42,985	42,985	-	0.0%
Support Services - Transportation	177,588	179,962	2,374	-1.3%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	680,608	584,280	(96,328)	14.2%
Architecture and Engineering Services	14,200	4,898	(9,302)	65.5%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	165,241	160,450	(4,791)	2.9%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	1,080,622	972,575	(108,047)	10.0%
Excess of Revenue (Under)Over Expenditures	(730,622)	(967,074)	(236,452)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(730,622)	(967,074)	(236,452)	
Fund Balance - Beginning of year	1,223,703	1,223,703		
Fund Balance - End of year	493,081	256,629		

Waverly Community Schools
2016 Building and Site Bonds, Series II
Budget Summary
As of March 31, 2019

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	928,411	946,155	0	(17,745)
Site Improvements	228,638	228,638	(0)	0
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	1,157,049	1,174,793	0	(17,745)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	122,000	58,022	0	63,978
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,162,653	1,070,136	-	92,517
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	82,602	-	(29,252)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	1,138,395	-	112,608
District				
Loose Equipment (Furniture & Transportation)	781,396	781,670	6,271	(6,545)
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	30,903	30,903	-	-
Field General Conditions	-	18,992	-	(18,992)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	117,024	117,024	-	(0)
District Subtotal	969,948	959,328	6,271	4,349
Totals	3,500,000	3,330,539	6,271	163,190

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date April 15, 2019**

Report #18-60

FOR ACTION

Subject: **Resolution in support of participation in the “Reading Now Network”**

Recommendation:

The Superintendent recommends the Board of Education approve the Resolution in support of participation in the “Reading Now Network”.

Statement of Purpose/Issue:

The goal of the Reading Now Network is to realize a minimum of 80% of third graders reading proficiently at grade level and systematically implementing intervention strategies for the 20% who, due to normal developmental differences, take a little longer.

Waverly Community Schools
RESOLUTION IN SUPPORT OF PARTICIPATION IN
THE READING NOW NETWORK

WHEREAS, the Board of Education for **Waverly Community Schools**, along with education leaders throughout West Michigan, understands the importance of developing talent that is career ready and college capable, and

WHEREAS, one in six children who do not read proficiently in third grade fail to graduate from high school on time, four times the rate for children with proficient third grade reading skills, and

WHEREAS, there is a moral and economic imperative to the relentless pursuit of early literacy, and

WHEREAS, the Reading Now Network is an alliance of school and community organizations from across West Michigan dedicated to collaboratively raising literacy rates, and

WHEREAS, the Reading Now Network has adopted the goal of realizing a minimum of 80% of third graders reading proficiently at grade level and systematically implementing intervention strategies for the 20% who, due to normal developmental differences, take a little longer, and

WHEREAS, the involvement of **Waverly Community Schools** in the Reading Now Network will promote the sharing of successful, research-based literacy instruction, and

WHEREAS, all children in Michigan deserve educational opportunities that allow them to compete on a national and international basis,

NOW THEREFORE BE IT RESOLVED, that the Board of Education for **Waverly Community Schools** fully supports the goal of the Reading Now Network and

BE IT FURTHER RESOLVED that the Board directs the Superintendent to collaborate in the work of the Reading Now Network for the support of students in the district and across the region.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Board of Education for **Waverly Community Schools** at a meeting thereof held on the _____ day of April, 2019, by the following vote of the Trustees thereof:

AYES, AND IN FAVOR OF THEREOF:

NAYS:

Absent:

Board Secretary

Date

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
April 15, 2019**

Report #18-61

FOR ACTION

Subject:

Ingham Intermediate School District (IISD) General Education Fund 2019-20 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

Inspiring Innovation One Learner at a Time

2019-20 Proposed General Fund Budget



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.

Ingham Intermediate School District is pleased to provide this information regarding our 2019-20 Proposed General Fund Budget. A wide variety of programs and services to support our constituent districts are encompassed within our General Fund Budget. 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 and Technical Education. [Public Act 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.

We strive to provide programs and services to support our efforts toward fulfilling our Mission, which is to serve and lead through collaboration, innovation, and advocacy. Our budget resource allocations also support our Vision that Ingham ISD, in partnership with stakeholders, will transform our community by fostering the success of all learners in preparation for college, work, and life.

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 General Fund Overview

Ingham ISD's General Fund Budget supports our Mission and Vision in many different ways. Our programs and services are provided in collaboration with districts and are focused on individual district needs. Our General Fund Budget totals approximately \$28 million and encompasses:

Instructional programs ([see page 8](#))

- Alternative education programs
- Substitute consortium

Instructional supports to districts to improve student outcomes ([see page 9](#))

- Multi-Tiered System of Supports (MTSS)
- Content-area supports for literacy, behavior, and STEM (Science, Technology, Engineering, and Math)
- Continuous Improvement and Priority and Focus Schools
- Student instructional data systems and supports for the use of data
- Training and coaching

Early childhood initiatives to ensure school readiness ([see page 10](#))

Collaborations with districts to maximize resources ([see pages 10-11](#))

- General education transportation services
- Technology services
- Business services
- Communication services
- Software consortiums
- Cooperative purchasing
- Technology-wide area network and internet bandwidth

The following pages and related links provide additional information regarding the Ingham ISD General Fund Budget.

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Focus on Increasing Student Outcomes

In collaboration with our districts, Ingham ISD is committed to an “All Education” model that encompasses early childhood, general education, special education, and career and technical education. Our General Fund supports planning with districts for services, training, and professional learning, focused on individual district needs and aligned to building-level and district-level Improvement Plans to embrace an “All Education” model.

Our instructional strategies include support for academic content and positive behaviors that improve student outcomes. This starts with our early childhood efforts, which has dedicated General Fund dollars, to ensure school readiness and family/community involvement, that are critical for subsequent success. While we support all content areas, a large focus for all pre-kindergarten through elementary grades is improving literacy achievement and specifically supporting all students reading proficiently by grade 3.

We continue to use a Multi-Tiered System of Supports (MTSS) framework, for early childhood and pre-K through grade 12, to improve student outcomes. This framework is data-driven, research-based and evidence shows utilizing these key practices increases the achievement and outcomes for students.

Ingham ISD is committed to serving our districts. To that end, our support includes the following practices in local districts which depend on individualized needs:

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- Utilize evidence-based curriculum and instructional practices, e.g. [General Education Leaders Network \(GELN\) Essentials](#), [Next Generation Science Standards \(NGSX\)](#), Reading and Go Math
- Utilize data for continuous improvement and problem solving, such as district data days
- Collect universal screening and progress monitoring data to identify student needs, e.g. developing the individual reading improvement plans for each student to share with parents
- Provide support in the areas of Positive Behavior Intervention Support (PBIS) and academics
- Provide targeted professional learning and job-embedded coaching opportunities, e.g. Haggerty training, math problem-solving, English Language Arts (ELA) essential practices, late start professional learning, and technical assistance for school leadership and teachers
- Support parents and family/community involvement, e.g. Family Learning Connection, Early Learning and K-1 Literacy Calendars

This system of data-driven instructional support for all students continues to evolve as we work with districts to support their needs aligned with their Continuous Improvement efforts starting in early childhood settings. 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. Our budget strives to leverage our General Fund resources and deploy staff to continue this collaborative work with our constituent districts, families, and community.



General Fund 2019-20 Proposed Budget

	<u>2018-19 Revised</u>	<u>2019-20 Proposed</u>	<u>Increase/ (Decrease)</u>
Revenue	32,713,393	27,657,151	(5,056,242)
Expense	<u>32,257,919</u>	<u>27,609,166</u>	<u>(4,648,753)</u>
Excess Revenue (Expense)	455,474	47,985	(407,489)
Beg Fund Balance	<u>3,840,132</u>	<u>4,295,606</u>	<u>455,474</u>
End Fund Balance	<u><u>4,295,606</u></u>	<u><u>4,343,591</u></u>	<u><u>47,985</u></u>

Program and service descriptions are on pages 8-11.

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 2019-20 proposed budget includes revenue of \$27.7 million, expenditures of \$27.6 million and an ending fund balance of \$4.3 million. The 2019-20 excess of revenue of \$47,985 compares with 2018-19 revised budget excess revenue of \$455,474. The 2018-19 revised budget excess revenue was an improvement over the original budget, which incorporated excess revenues of \$91,556. The current year improvement was largely due to positive adjustments for several grants.

New ISD General Fund initiatives include: support for the implementation of evidence-based science curricula, a collaborative purchase for a school data analytical tool, planning with districts for the use of a new state aid categorical for mental health services, support for two districts' implementation of Munis finance software, a regional transportation training agency, and transportation routing and management services.

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 portion of the General Fund programs and services is funded by undesignated sources.



General Fund Revenue - \$27.7 million

State - \$11.3 million

Early Childhood	\$8.10
State Aid Sec. 81 ISD Operations	1.60
State Aid Sec. 147(c) MPSERS	.70
Other	.90

Local - \$6.8 million

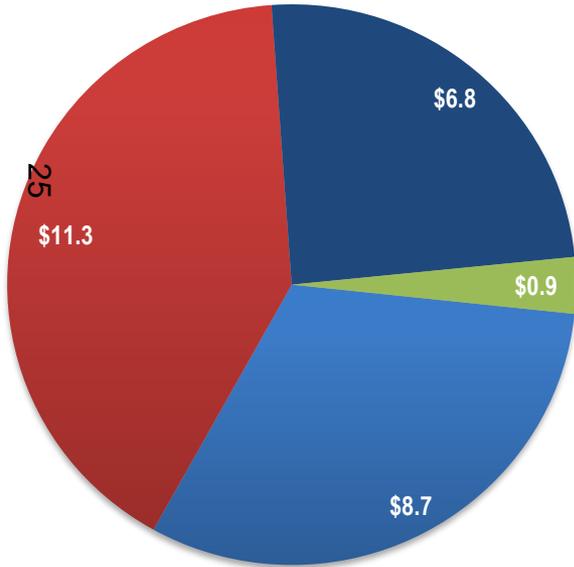
District Business, Technology and Communication Services	\$2.20
Property Taxes	1.90
REMC Statewide Coop Purchasing	1.40
Ingham Academy	.60
Instructional Improvement	.50
Other	.20

Federal - \$0.9 million

Title I, Priority & Focus Schools	\$.80
Early Childhood	.10

Incoming & Other - \$8.7 million

Central Michigan Substitute System	\$4.10
The Early College at LCC and HSDCI	1.60
General Education Transportation	1.50
Ingham Academy	.60
Student Instructional Services, MTSS	.30
REMC 13	.20
Student Data and Assessment Software	.10
StarNET Wide Area Network	.10
Student Management Software	.10
Other	.10



Program and service descriptions are on pages 8-11.

Revenue Highlights

Budgeted total revenue for 2019-20 is \$27.7 million, a decrease from the \$32.7 million 2018-19 revised budget. General Fund revenue sources include property taxes, state aid, fees for programs/services and grants. 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 \$1.9 million in revenue and are based on a levy of 0.20 mills. The ISD General Fund levy is an allocation from Ingham County's authorized millage. The budget assumes a 2.75 percent increase in property tax revenue from projected taxable value increases. State aid section 81 revenue totals \$1.5 million and is budgeted at the same level as the current year. The 2019-20 budget also includes a significant reduction in General Ed transportation consortium revenue, and offsetting expense, for services that will be provided directly from the contractor.

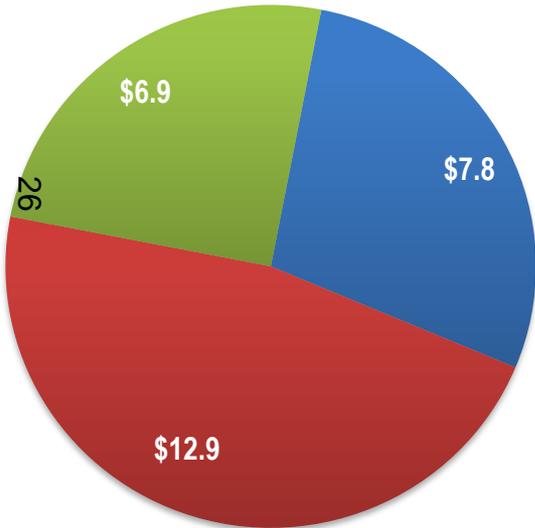
The majority of the revenue is restricted and relates directly to a specific expenditure. Examples include instructional programming at Ingham Academy, early childhood programs and services, regional substitute consortium, local district transportation, technology, business, and communication services.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



General Fund Expense - \$27.6 million

Instructional Programs - \$6.9 million

Central Michigan Substitute System	\$4.10
The Early College at LCC and HSDCI	1.60
Ingham Academy	1.10
Other	.10



Outgoing & Other - \$7.8 million

Early Childhood	\$6.40
REMC Statewide Coop Purchasing	.60
Central Michigan Substitute System	.20
Capital Projects Fund Transfers	.20
Other	.40

Support Services - \$12.9 million

Student Instructional Services, MTSS	\$2.70
Technology Services	1.90
Early Childhood	1.80
Administrative Services and Support	1.80
General Education Transportation	1.60
Instructional Data, Software and Analysis	1.10
REMC 13 & Statewide Cooperative	1.00
Business Services	.50
StarNET Wide Area Network	.20
Pupil Accounting & Truancy	.20
Communication Services	.10

Program and service descriptions are on pages 8-11.

Expense Highlights

General Fund expenditures include a wide variety of programs and services as noted on this graph. Expenses for 2019-20 are budgeted at \$27.6 million, a decrease from the \$32.3 million 2018-19 revised total expense. 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. An example would be the \$5.0 million decrease in General Ed Transportation consortium services noted in the Revenue Highlights, which is a direct result of the decrease in expense.

This budget includes three staffing additions which are largely budget neutral. The position increases are covered by new funding sources, including a Regional Transportation Training Grant, the continuation of the Regional Assistance Grant for Priority Schools, and an increase in ISD technology services. Salary and benefit assumptions include a 1.0 percent schedule increase, a step increase, and health care hard cap and retirement increases at the respective statutory rates. Expenditure increases were recorded for new State Aid funding to support mental health needs for general education students in our service area. Budget adjustments were also recorded for various grants to reflect expected grant funding and timing.



Programs and Services Supported by Ingham ISD’s General Fund

Instructional Programs

Central Michigan Substitute System **\$4.3 million***

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

The Early College at Lansing Community College **\$1.4 million**

The Early College at Lansing Community College (LCC) is a three-year program that provides 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 (HSDCI) **\$0.2 million**

HSDCI is a partnership between Ingham ISD and LCC offering an alternative path to graduation for students who need a different environment to complete their high school diploma. Students are able to earn high school and college credit concurrently.

Ingham Academy **\$1.1 million**

Ingham ISD partners with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day-school for adjudicated youth that provides educational and behavioral support. Ingham Academy is funded by state aid with the remaining cost billed to the Circuit Court.

Gifted and Talented and Other Support **\$0.10 million**

Ingham ISD works cooperatively with local school districts, Lansing Community College, and Michigan State University to provide challenging education enrichment opportunities for students. Support is also provided for gifted and talented programs and services operated in local districts.

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* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.



Programs and Services Supported by Ingham ISD’s General Fund

Student Instructional Svcs (SIS), MTSS \$2.7 million

Multi-Tiered System of Supports (MTSS)

Ingham ISD, in collaboration with or constituent districts, is committed to implementing the essential, research and evidence-based practices of MTSS to increase achievement for all pre-K-12 students. Specifically, Ingham ISD supports stakeholders in the following ways:

Data Review

Ingham ISD provides training and facilitation for ongoing data reviews, utilizing a problem-solving process at the grade, building, and district level.

English Language Arts (ELA) Steering Committee

The ELA Steering Committee provides a platform and opportunity for literacy educators in the service area to learn about and implement the essential evidence-based literacy practices within an MTSS framework. The emphasis of this work focuses on four core areas: collaboration, professional development, assessment/data, and research-based practices.

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

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

Survey of Enacted Curriculum

In collaboration with the University of Wisconsin, Ingham ISD provides training and support in the use of The Surveys of Enacted Curriculum (SEC) to assist district/school leadership and teachers in aligning instruction to the Common Core.

Continuous Improvement and Priority and Focus Schools

Technical assistance and support are provided to identified schools consistent with our MTSS framework for Michigan’s required continuous school improvement model.

Literacy and Math Supports

Ingham ISD provides county-wide and customized support, pre-K-12, for evidence-based curriculum, assessment and instructional practices within the universal tier and for supplemental and intensive support. Ingham also provides in-district math and literacy coaching support that augments our professional learning opportunities. For 2018-19, Ingham has focused our literacy support on grade 2 using the GELN essential classroom practices to build capacity and expertise in area schools. We also provide Literacy Across the Disciplines where multi-disciplinary teachers engage in learning and observation of each other’s teaching through classroom learning walks.

Science, Technology, Engineering, and Mathematics (STEM)

Ingham ISD provides training, support, and technical assistance for implementing an integrated curriculum aligned with the [Next Generation Science Standards](#) as well as engineering design practices pre-K-12. Ingham conducted a collaborative curriculum material review and has recommended resources aligned with the Next Generation Science Standards. As part of the implementation support, we have allocated General Fund budget to support district implementation of the new science curriculum.

Leadership Academy

Leadership Academy is provided for our constituent districts’ administrators and leadership teams. It provides a networking opportunity for school-based leaders that combines updates from the state, problem solving, collaboration, and leadership learning.

Ingham ISD is working with constituent districts to plan for the use of new state aid funding for mental health services, section 31n.



Programs and Services Supported by Ingham ISD's General Fund

Early Childhood Programs \$8.2 million*

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 children from birth to age eight and for their families. Through facilitation of the Ingham Great Start Collaborative (GSC), Ingham ISD guides local districts, human service agencies, and families in the development, implementation, and sustainability of an ISD-wide early childhood education and care system. The majority of these activities are grant funded and support core implementation of the GSC and the Great Start Parent Coalitions (GSPC).

Great Parents, Great Start (GPGS)

Ingham ISD provides a parent involvement and education program that offers personal visits, developmental screenings, playgroups and connections to community resources for families with children, birth to kindergarten, to improve school readiness.

Great Start Readiness Program (GSRP)

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

Instructional Data, Software & Analysis \$1.1 million

Data, Systems and Analysis Team (DSA)

The DSA team assists district stakeholders in the use of data to improve student outcomes. This includes facilitating, collecting, moving, analyzing data, and making it accessible and actionable. The DSA team also disseminates research, bridges the gap between research and practice, and develops innovative practices by conducting rigorous research. Research is interwoven in DSA and Ingham ISD activities by examining the effectiveness of third-party vendors, Ingham ISD programs, and services.

Student Data and Assessment Software

Eleven districts and Ingham ISD are part of a student data and assessment software collaboration utilizing Illuminate Education DnA, 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.

Data Visualization Tool

Eleven districts and Ingham ISD are part of a service area agreement with Eidex for software to assist in data visualization and calculations of student growth.

Regional Educational Media Center (REMC) \$1.6 million*

REMC SAVE

The REMC SAVE (Statewide Aggregated Volume for Education) is provided as a project of the REMC Association of Michigan for all Michigan schools. It is managed through a fiscal agent agreement with Ingham ISD. The project provides large volume contracts for a variety of educational resources. By using REMC SAVE contracts, Michigan schools have saved more than \$901 million since 1990.

Regional Educational Media Center 13 (REMC 13)

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

* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.



Programs and Services Supported by Ingham ISD’s General Fund

Other

General Education Transportation

\$1.6 million

The ISD operates a general education transportation consortium to provide a cost-effective and quality transportation service option for participating districts. New in 2018-19 is the provision of transportation routing services and certain management consulting services, as well as the operation of a regional bus driver and transportation supervisor training which serves Ingham, Clinton, and Eaton ISD service areas.

Technology Services

\$1.9 million

Ingham ISD provides a variety of technology support services including comprehensive technology services for five local districts, network engineering for two districts, and ad hoc services to other districts as needed. In addition, a large and growing number of other technology services are being provided or shared including Help Desk services, web content filtering, website hosting, data center hosting, VoIP phone system support, blended and online learning supports, technology integration, and various instructional resources such as Edgenuity content servers.

Business Services

\$0.5 million

Ingham ISD provides comprehensive business services including finance, accounting, purchasing, payroll and benefits, budgeting and reporting services to two local districts and two public school academies, as well as payroll and benefit services to a third local district.

Communication Services

\$0.1 million

Ingham ISD provides communication services including media support, crisis management, website support, writing and/or graphic design to three local districts and one regional education service agency.

Pupil Accounting & Truancy

\$0.2 million

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

Sharing Technology & Academic Resources Network (StarNET) \$0.2 million

StarNET wide area network 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 and Meal Magic servers) and other shared technical resources. Cooperative purchasing and sharing of services, such as software for student data and assessment and special education, are also done through StarNET. Additionally, StarNET is the mechanism in place for connecting local districts to the Statewide Educational Network (MiSEN) for Statewide cooperative buying power on things like Internet Service, peering with content providers as well as secure data transport to projects such as The Data Hub for automating movement of student data easily to common school resources.

Administrative Services and Support

\$1.8 million

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, and purchasing collaborations.

General Fund (Fully Funded)

Ingham ISD provides programs and services to improve the effectiveness and efficiency of school operations supported by the General Fund. The following programs are supported with the use of Ingham ISD’s General Fund dollars: Superintendents’ Round Table facilitation, finance software system (MUNIS) and Human Resources employee application system.

Capital Projects Fund Transfers

\$0.2 million

The General Fund Budget includes an outgoing transfer to our Capital Projects Fund on behalf of the Ingham ISD Special Education Fund as an allocation of state aid section 81.



Next Steps and Responsibility

Next Steps	Responsibility
Submit 2019-20 General Fund Budget to local districts by May 1.	Ingham ISD
<p>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.</p> <p>Send resolution to Ingham ISD, c/o Superintendent's Office.</p>	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 _____, 2019, 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, 2019.

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 _____, 2019, 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

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 _____, 2019, 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 reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2019.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of 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 _____, 2019, 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