



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Organizational Meeting

Monday, July 22, 2019 6:30 PM

Agenda of Organizational Meeting

The Board of Education Waverly Community Schools

A Organizational Meeting of the Board of Education of Waverly Community Schools will be held July 22, 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.

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- III. Correspondence
- IV. Public Comment - Agenda Items Only
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- VI. ***Approval of Minutes 5
- VII. Organizational Meeting Items
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Pledge

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

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

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, June 17, 2019, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, MI. The meeting was called to order at 6:40 PM by Board President, Mary Ann Martin and the pledge to the flag was led by Member Sherry.

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

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
 Mike Moreno
 Molly Francis
 Shawn Talifarro
 Vickie Tisdale
 Terri Collett-Such

Others Present: Ms. Slice

Special Presentations:

Mike Moreno – Waverly Middle School Instructional Report

Principal Moreno spoke about Instruction, Data, and Building Culture at the Middle School. Working on their building culture, they use daily bulletins to all staff to promote communication, daily teacher emails to parents, and positive behavior interventions & supports like:

PRIDE, Champs, Behavior Recognition slips, weekly drawings, Blue Turkey Award for recognition of teachers, Restorative Justice, PBIS Bldg. Leadership Team along with Robotics and Quiz Bowl.

WMS Challenge is to increase engagement, improve attendance & seat time, decrease academic distractions, increase work completion and increase test scores.

Highlights include: For Class – daily agendas for students to follow. For School – Daily Bulletin. For Communication home – Daily emails from teachers to home for all students. Keeping the parents informed on what is going on at school.

They are working on Early Intervention for grades & student success. They have extra supports at lunchtime, after school, elective pull outs and Foundations. And math continues to be a focus intervention area as a building.

Correspondence:

Member Krause reported that there was a letter from Ingham Intermediate School District with the election results from the Board Election. Elected to the 6 year terms were Erin Schor & Michael Flowers and elected to the 4 year partial term was Lori Zajac.

Public Comment:

None

Student Representative – Marcus Love - Absent

Board Member Comment:

Member Beasley remarked that Graduation was really good, a little hot, but well done.

Member Guevara Warren agreed with Member Beasley and said that the kids were excited and energized.

Member Sherry – No comment

Member Sosnowski mentioned that she was also at graduation. It was awesome.

Member Nester said that it was great to see the energy of the graduates.

Member Krause commented that it was really neat to be on the stage and see all of the graduates. She also went to the Underclassmen Awards.

Member Martin said that she also went to the underclassmen awards but also went to the Senior Awards Night. Lots of parents were there to see their kids. She appreciated all of the work that went into Graduation. Graduation was very good and everyone was well behaved.

Adoption of Agenda

A motion was presented by Member Sherry and supported by Member Krause.
Motion: The Board of Education approve the agenda as written.

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

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

The minutes of the regular meeting of May 20, 2019 were approved as presented.

Advisory Committee Reports – None

Approve Ratification of Master Agreement – Report #18-68

A motion was made by Member Sherry and supported by Member Sosnowski to approve the Ratification of International Union of Operating Engineers Local 324-AFLCIO contract. This contract is from July 1, 2019 thru June 30, 2022.

Motion passed. Vote: 7 Ayes; 0 Nays

******Personnel Report #18-63 – For Action***

The Board of Education approved the

Employment of:

Certified: Bethany Rylander – Colt - Speech & Language Therapist
Shelby Parks – 1st Grade Teacher - Winans

Resignation of:

Administration: Shannon Huff – District Discipline Supervisor
Certified: Samantha Jean - Winans Special Education Teacher
Tricia Mullins – Winans Special Education Teacher
Hailey LeBar – East Art Teacher
Lance Beasley – High School Science Teacher
Julianna Schoon – High School Orchestra Teacher
Non-Certified: Demetreon Young – 3rd Shift High School Custodian
Jeannette Barbour – Elmwood Head Secretary

Transfer of:

Certified: Rebecca Barnell – From Colt Para to Colt ASD Rm. Teacher
Non Certified: Daryl Harris – From Elmwood 2nd shift Custodian to WHS 3rd shift Custodian

Retirement:

Administration: Helene McNeilly – Winans Elementary Principal
Tracy Thomas – High School Deputy Assistant Principal

***** Finance Report - #18-69 – For Action**

The Board of Education approved the Finance Report as presented.

WCS 2018-2019 Budget Amendment Resolutions – Report #18-70

A motion was made by Member Sherry and supported by Member Nester to approve the 2018-2019 General Fund Budget Amendment Resolutions.

Motion passed. Vote: Ayes – 7; Nays - 0

Summer Tax Levy – Report #18-71 (was supposed to be on the consent agenda)

A motion was made by Member Sherry and supported by Member Sosnowski to approve the Summer Tax Levy.

Motion passed. Vote: Ayes – 7; Nays – 0

WCS 2019-2020 Budget Resolutions – Report #18-72

A motion was made by Member Sherry and supported by Member Nester to approve the 2019-2020 Budget Resolutions.

Motion passed. Vote: Ayes – 7; Nays - 0

Superintendent's Report

Superintendent Blake wanted to thank everyone for a successful year.

Robotics Update – 19-20 HS team will have 40+ students in the club. Members are filming pilot episodes to recruit more members. At the H.S. we will include a new elective course “Introduction to Robotics”. We will be expanding the Robotics pilot to Elmwood and East. We have 6 silent partners and 70 total partners now. Due to the new construction we will have a fall open house.

Construction – Construction has started across the district – You will see orange cones and yellow caution tape many places, where concrete is being replaced. Work is also going on in the H.S. gym.

Employment – Hiring and of course interviews are in full swing in the district right now. Many openings because of retirements, resignations and more help needed in particular areas.

Public Comment – Open Comment for District Issues: Terri Collett-Such spoke to the Board in regards to the Red for Ed Rally at the Capitol tomorrow, Tuesday, June 18, 2019. The rally starts at 11:00 at the Lansing Center and they will march to the Capitol.

Other Board Business - None

Adjournment at: 7:20 PM

***Denotes Consent Agenda

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Krause".

Amy Krause, Secretary

par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
June 17, 2019 @ 6:00 PM**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Mary Ann Martin at 6:00 PM in the Board Room of the Administrative Center, 515 Snow Rd., Lansing, Michigan.

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

Staff Present: Mrs. Kelly Blake, Superintendent
Mr. Evan Nuffer, Director of Finance
Mrs. Susan Friend, Director of Human Resources
Mrs. Tiffany Wright, Director of Spec. Services
Dr. Lara Slee, Director of Teaching & Learning
Mrs. Patty Roost
Mr. Chris Huff
Mr. Mike Moreno
Mrs. Vickie Tisdale
Mrs. Molly Francis
Mrs. Shawn Talifarro
Mrs. Terri Collett-Such

Others Present: Ms. Slice

Purpose of the Meeting:

Public Hearing on the 2019-2020 Budget and Proposed Tax Millage Rate presented by Mr. Evan Nuffer.

Public Comment:

Addressing the Board during Public Comment were: None

Adjournment:

The meeting adjourned at 6:37 PM

Respectfully submitted,

Amy Krause, Secretary

par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: July 22, 2019**

Report #19-1

FOR ACTION ***

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

Recommendation:

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

2019

2020

August 19, 2019

January 13, 2020

September 5, 2019 **PD**

January 30, 2020 **PD**

September 16, 2019

February 10, 2020

October 21, 2019

March 16, 2020

November 18, 2019

April 20, 2020

December 16, 2019

May 18, 2020

June 16, 2020

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center Board Room. Professional Development meeting times are TBD and will be held in the Administrative Center PD Room.

A regular meeting of the Board of Education for the 2020-2021 school year will be held on Monday, July 20, 2020.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 22, 2019

Report #19-2

FOR ACTION ***

Subject: **Designation of Person to Post Meetings**

Recommendation:

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

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 22, 2019

Report #19-3

FOR ACTION ***

Subject: Membership Resolution – Michigan High School Athletic Association

Recommendation:

The Superintendent recommends the Waverly Community School District continues its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2019 through July 31, 2020.

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

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

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

This authorization shall be effective from August 1, 2018 and shall remain effective until July 31, 2019, during which time the authorization may not be revoked.

Background Information/Historical Perspective:

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

Rational for Recommendation:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 22, 2019**

Report #19-4

FOR ACTION***

Subject:

Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the following banking and investment institutions for the deposit of all funds over which the Board has direct or supervisory control.

PNC Bank

General Fund – Checking

General Fund – Checking (Payroll)

Debt Retirement Fund – Money Market

Capital Projects Fund (2016 Building and Site, Series II) – Money Market

Capital Projects Fund (2019 Building and Site, Series IiI) – Money Market

Capital Projects Fund (Sinking Fund) – Money Market

Public Improvement Fund (General Fund Appropriations) – Money Market

COMERICA BANK

Food Service Fund – Checking and Investments

Community Services Fund – Checking and Investments

General Fund – Checking and Investments

Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate depositories for school funds; M.C.L. 380.1221

Background Information:

The District uses PNC Bank for its primary depository institution for all activities related to the General Fund and Capital Projects. Funds for Trust & Agency, Preschool, Food Services and Debt Retirement are held with Comerica Bank in segregated accounts so as not to commingle those funds.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 22, 2019**

Report #19-5

FOR ACTION***

Subject:

Designation of Professional Service Consultants – Attorneys

Recommendation:

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

Statement of Purpose:

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

Background Information:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, bonding proposals, state aid note preparation, negotiations, personnel matters, and other concerns.

Budget Impact:

The retainer charged in January 2019 by Thrun Law Firm, P.C. was \$2,200. The cost of professional services fees paid to Thrun in 2018-19 was \$30,862.18

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 22, 2019**

Report #19-6

FOR ACTION***

Subject:

Designation of Audit Firm for 2019-20

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the year ended June 30, 2020

Statement of Purpose:

Board Policy 6830 requires that after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Background Information:

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

Budget Impact:

The cost of the professional services fees paid to Plante Moran in 2018-19 was \$37,750.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 22, 2019**

Report #19-7

FOR ACTION***

Subject:

Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2019-2020 fiscal year.

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

**General Fund
Community Services Fund
Lunch Fund
Debt Fund
Capital Projects Fund(s)
Trust & Agency Fund**

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

The Superintendent recommends the Board of Education authorize the Director, Finance and Operations, or his/her designee, to sign purchase orders for the 2019-2020 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2019-2020 fiscal year.

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate those persons authorized to sign checks, contracts, agreements, and purchase orders

Background Information:

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

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 22, 2019**

Report #19-8

FOR ACTION***

Subject:

Designation of Electronic Transfer Officer (ETO)

Recommendation:

The Superintendent recommends the Board of Education designate the Treasurer and the Director, Finance and Operations as the Electronic Transfer Officers (ETO) for the 2019-2020 school year

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144 – Investments, which states, The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board

Background Information:

The District executes electronic transfers for the interfund movement of cash for the purposes of making debt retirement payments, tax receipts for debt retirement, food service receipts and trust and agency payments.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 22, 2019**

Report #19-9

FOR ACTION ***

Subject: Designation of Charitable Giving Fiscal Agent

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education selects the Waverly Education Foundation as its charitable giving campaign fiscal agent for the 2019-2020 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Waverly Education Foundation as the only agency having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaign for the 2019-2020 school year.

Background Information/Historical Perspective:

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

Rationale for Recommendation:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 22, 2019**

Report #19-10

FOR ACTION***

Subject:

Breakfast, Lunch and Milk Prices for 2019-2020

Recommendation:

The Superintendent recommends the Board of Education establish the following rates for food service for the 2019-2020 school year:

*Elementary Breakfast (K-6)	no charge
*Secondary Breakfast (7-12)	no charge
Adult Breakfast	\$2.50
*Elementary Lunch (K-6)	no charge
*Secondary Lunch (7-12)	no charge
Adult Lunch	\$4.00
Milk	\$0.50

*Community Eligibility Provision (CEP) K-12

Statement of Purpose:

The purpose of the recommendation is to establish prices for the 2019-2020 school year, consistent with the requirements of the National School Lunch Program

Budget Impact:

The impact to the budget is estimated to remain neutral.

Historical Perspective:

The District began serving breakfast and lunch under the CEP during the 2018-19 school year. The number of lunches served increased approximately 10% since inception of CEP. Overall revenue also increased due to the increased participation.

Rationale for Recommendation:

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced price meals in high poverty local educational agencies (LEAs) (or districts) and schools. The Act further requires an LEA to agree to serve free lunches AND breakfasts to all students for up to four consecutive years in approved schools. Under this provision, ALL students will receive a free breakfast and lunch.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 22, 2019**

Report #19-11

Subject: Personnel Report***

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Daniel Kemsley	High School Assistant Principal	\$95,804	07/01/2019

B. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Emily Barber	Grs 6-12 Art Teacher East/MS/HS	BA Step 2/\$41,493	08/19/2019
Beth Schulte	Grs 1-6 Art Teacher Elmwood/East	BA Step 5/\$48,493	08/19/2019
Katherine Franklin	Special Education Teacher HS	BA Step 2/\$41,493	08/19/2019
Tracy Bryan	ELA Interventionist/Spec Ed Support MS	MA Step 8/\$61,724	08/19/2019
Camille Means	Grade 2 Elementary Teacher Winans	BA Step 2/\$41,493	08/19/2019
Kendra Randolph	Math Interventionist Middle School	MA Step 8/\$61,724	08/19/2019
Nathaniel Lewis	Chemistry Teacher High School	MA Step 11/\$72,888	08/19/2019
Elex Dean Jr.	Grade 4 Teacher Winans	MS Step 5/\$52,272	08/19/2019
Kerry Rogers	Grade 4 Teachers Winans	BA Step 1.5/\$40,429	08/19/2019
Erin Jimmerson	Grade 1 Teacher Elmwood	BA Step 6/\$51,079	08/19/2019

C. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Shanice Moore	Spec Ed Kindergarten Para Class II	\$15.26/hr	08/19/2019
Shelby Zick	Spec Ed Kindergarten Para Class II	\$15.26/hr	08/19/2019
Rhea McCarty	Resource Room Para Winans	\$15.26/hr	08/19/2019

D. Resignation – Administration

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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E. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Joe Thornton	Grade 4 Teacher Elmwood	Personal	08/16/2019

F. Resignation – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Khawla Kata	Winans Food Service Helper	Personal	06/07/2019

G. Transfer – Administration

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Tim Lyman	Elmwood Principal	Winans Principal	07/01/2019
Molly Francis	East Assistant Principal	Elmwood Principal	07/01/2019
Jeremy Miller	HS Teacher	East Assistant Principal	08/05/2019

H. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Kysha Crenshaw	1 st Grade Teacher Winans	Winans K-4 Instructional Coach	08/19/2019
Bevin Francis	Special Education Teacher East	K-12 Program Specialist	08/19/2019
Rachel Goodman	K-12 Program Specialist	K-12 ELL Teacher	08/19/2019
Rebecca Barnell	Colt Paraprofessional	ASD Room Teacher Colt	08/19/2019
Michelle Wanbaugh	1 st Grade Teacher Winans	Colt Kindergarten Teacher	08/19/2019
Nicole Haney	Elmwood Interventionist	Elmwood Instructional Coach	08/19/2019
Kellie Charron	Middle School Spec Ed Teacher	Elmwood/Winans Resource Room Teach	08/19/2019
Tricia Mullins	Winans Special Ed Teacher	Middle School Special Ed Teacher	08/19/2019
Michelle Rowe	Grade 3 Winans Teacher	Elmwood Interventionist	08/19/2019
Lisa P Rodriguez	Elmwood Resource Room Teacher	Winans Resource Room Teacher	08/19/2019
Kristen Delaney	Elmwood Special Ed Teacher	Winans Behavior Program	08/19/2019
Kristine Wing	Elmwood Social Worker	Winans Social Worker	08/19/2019
Ryan Houthoofd	Grade 4 Winans Teacher	Grade 5 Teacher East	08/19/2019
Jeremy Tuller	East EI Teacher	East Resource Room Teacher	08/19/2019
Lisa Nestor	7/8 English/Math Teacher	8 th Grade English Teacher	08/19/2019
Susan Lutor	7/8 Math/Soc Studies Teacher	8 th Grade Math Teacher	08/19/2019
Candice Dill	HS Math Co-Teacher	MS Resource Room Teacher	08/19/2019
Joe Szombati	HS Blended Learning Teacher	HS WAVE Teacher PE/Health	08/19/2019
Sam Sicilia	MS English/Computer Teacher	HS WAVE Teacher English/Computers	08/19/2019
Nadia Mathis	HS Special Education Teacher	HS Student Testing/Accomm Teacher	08/19/2019
Lance Enderle	HS Student Test/Accomm Teach	HS MiCi Teacher	08/19/2019
Randy Cusack	HS MiCi Teacher	HS Special Ed WAVE Teacher	08/19/2019
Madelyn Johnson	HS Math Teacher	HS WAVE Teacher Math	08/19/2019
Brittany Szombati	HS Special Ed Teacher	HS WAVE Special Education Teacher	08/19/2019
Jodie Boehlke	HS English	HS WAVE Teacher English	08/19/2019
Chuck Tolhurst	Winans Social Worker	Elmwood Social Worker	08/19/2019

I. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Erin Symonds	Special Education Admin Asst	Pupil Account/Spec Ed Auditor	07/01/2019
Deb Hoxie	Winans Head Secretary	ECSE-6 Registrar/SE Admin Asst.	07/01/2019
Ronisha Kidd	Part-time Elmwood Secretary	Elmwood Head Secretary	08/05/2019
Sandra Forgrave	Part-time Winans Secretary	Winans Head Secretary	08/05/2019

J. Termination – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
Naomi Harvey	Winans Food Service	06/07/2019

K. Retirement – Administration

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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L. Retirement – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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M. Retirement – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: July 22, 2019**

FOR FUTURE ACTION

Subject: POLICY – First Reading

Volume 33, No. 2

Revised Bylaw – 100	Definitions
Revised Bylaw – 0167.2	Closed Session – Board Meetings
New Policy – 1422.01	Drug Free Workplace
Revised Policy – 2210	Curriculum Development
Revised Policy – 2414	Reproductive Health and Family Planning
Revised Policy – 3120	Employment of Professional Staff
Revised Policy – 3120.04	Employment of Substitutes
Revised Policy – 5113.01	Schools of Choice (Intra-District)
Revised Policy – 5113.02	Schools of Choice Options Provided by Federal Law
Revised Policy – 5200	Revised Attendance
Revised Policy – 6321	New School Construction, Renovation
Revised Policy – 6325	Procurement – Federal Grants/Funds
Revised Policy – 6605	Crowdfunding
Revised Policy – 8400	School Safety Information
New Policy – 8402	Emergency Operations Plan
Revised Policy – 8500	Food Services
Revised Policy – 8640	Transportation for Field & Other District-Sponsored Trips

Recommendation:

The Superintendent recommends the Board of Education review the policy updates listed above at first reading.



Book	Policy Manual
Section	0000 Bylaws
Title	Vol. 33, No. 2 - February 2019 Revised DEFINITIONS
Code	po0100
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

0100 - **DEFINITIONS**

Whenever the following items are used in these () bylaws and policies () bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), () and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives. The Superintendent must hold an appropriate school administrator certificate or permit. __Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty, Board members must be physically present to have their vote officially recorded in the Board minutes. () **[OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.**

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Book	Policy Manual
Section	0000 Bylaws
Title	Vol. 33, No. 2 - February 2019 Revised CLOSED SESSION
Code	po0167.2
Status	Policy Committee
Adopted	June 14, 2004

0167.2 - **CLOSED SESSION**

The Board may () by means of a roll call vote [**END OF CHOICE**] meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider materials exempt from discussion or disclosure under State or Federal statute, including by way of example only, written opinions of legal counsel, and school safety plans **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff **(a majority vote is required)**

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

Legal

M.C.L. 15.267, 15.268



Book	Policy Manual
Section	1000 Administration
Title	Vol. 33, No. 2 - February 2019 New DRUG-FREE WORKPLACE
Code	po1422.01
Status	Policy Committee

1422.01 - **DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

[] [OPTION #1 (needed only if Federal funds come directly from Washington)]

meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.

[X] [OPTION #2 (applies to most schools)]

is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

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Legal	P.L. 101-126
	Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
	20 U.S.C. 3224A



Book	Policy Manual
Section	2000 Program
Title	Vol. 33, No. 2 - February 2019 Revised CURRICULUM DEVELOPMENT
Code	po2210
Status	Policy Committee
Adopted	June 14, 2004

2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; [DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]
- B. provides instruction in courses required by statute and State Department of Education regulations;
- C. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- E. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- F. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- G. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

- H. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- I. utilizes a variety of learning resources to accomplish the educational goals;
- J. encourages students to utilize guidance and counseling services in their academic and career planning;
- K. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

annually.

periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

M.C.L. 380.1282, [380.1166a](#)

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Legal

M.C.L. 380.1282, 380.1166a



Book	Policy Manual
Section	2000 Program
Title	Vol. 33, No.1 - February 2019 Revised REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 21, 2018

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Book	Policy Manual
Section	3000 Professional Staff
Title	Vol. 33, No. 2 - February 2019 Revised EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Superintendent
- B. Asst. Superintendent
- C. Directors
- D. Principals
- E. Supervisors
- F. Managers
- G. _____

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Superintendent.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

The Board will not employ (but may reemploy) the

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, ~~is at least twenty two (22) years of age,~~ or for a full school year if the person has met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated, ~~substitutes teachers~~ to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 1. at least a bachelor's degree;

2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);

C. for secondary or middle school teachers new to the profession this also requires:

1. at least a bachelor's degree, and
2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
 20 U.S.C. 6319 & 7801
 R 390.1105



Book	Policy Manual
Section	3000 Professional Staff
Title	Vol. 33, No. 2 - February 2019 Revised EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	February 25, 2019

3120.04 - EMPLOYMENT OF SUBSTITUTES

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

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

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

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

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least sixty (60) semester hours of college credit or an associate degree from a college or university or community college. The sixty (60) semester hours do not need to be from the same college, university or community college. ~~and, for substitute teaching in grades 9 to 12, is at least twenty two (22) years of age.~~
- C. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

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

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

A substitute shall be paid

actual hours worked.

a minimum of _____ hours once the substitute is called.

The Board may enter into a contract with a person or entity (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish substitute teachers to the District as necessary to carry out the operations of the District. A contract entered into under this section shall include the following provisions:

- A. Assurance that the person or entity will furnish the School District with qualified teachers in accordance with the School Code and any implementing rules and regulations.
- B. Assurance that the person or entity will not furnish to the School District any teacher who, if employed directly by the School District, would be ineligible for employment by the District as a substitute teacher under the School Code.
- C. A description of the level of compensation and fringe benefits to be provided for the employees of the person or entity who are to be assigned to the District as substitute teachers.
- D. A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the School District.
- E. Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the District, will comply with and provide to the Board the criminal history record information obtained under section 1230 and with the results of the criminal record check under section 1230a of the School Code.

A school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district and the person or entity against losses or liabilities incurred by the district and person or entity arising out of any claim for personal injury or property damage caused by the District, its officers, employees, or agents. A district may pay premiums for the insurance out of its operating funds.

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Legal M.C.L. 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1233b, 380.1531
M.C.L. 380.1236, 380.1236a
A.C. Rule 390.1105(1), 390.1141(2), 390.1146



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOLS OF CHOICE (Intra-District)
Code	po5113.01
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 28, 2013

5113.01 - **SCHOOLS OF CHOICE (Intra-District)**

The Board of Education supports the concept of providing parents with the choice of which () elementary () middle () high school their child may attend in the District.

The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.

See also, Policy 5113.02 - School Choice Options Provided by Federal Law ~~the No Child Left Behind Act~~

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Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW
Code	po5113.02
Status	Policy Committee
Adopted	January 5, 2005

5113.02 - SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW ~~THE NO CHILD LEFT BEHIND ACT~~

The Board of Education acknowledges that the Federal ~~No Child Left Behind Act of 2001 ("NCLBA")~~ Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, as amended

Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended ~~No Child Left Behind Act of 2001~~

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended ~~No Child Left Behind Act of 2001~~

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Legal	Title I, Section 1116(b)(1)(E) of the Elementary and Secondary Education act, as amended
	Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended
	Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised ATTENDANCE
Code	po5200
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	January 5, 2005

5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than days duration;
- D. repeated unexplained absence and tardiness.
- E. _____

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments

- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports

daily

weekly

to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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M.C.L.380.1561, 380.1561(3a-3c), 380.1586(3)

Last Modified by Patty Roost on May 10, 2019



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	Policy Committee
Adopted	May 22, 2006
Last Revised	January 11, 2010

6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 1. specify the date and time by which all bids must be received by the Board at a designated location;
 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
 4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent

of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.

- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders:

which use a Michigan-based business as the primary contractor.

which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267

[M.C.L. 380.1264](#)

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Legal M.C.L. 380.1267

M.C.L. 380.1264



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	Policy Committee
Adopted	June 20, 2016
Last Revised	July 16, 2018

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;

- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list _____ **[insert frequency. see Drafting Note]**.

[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

Solicitation Language

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 **[not to exceed \$10,000]**. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold as defined by the State of Michigan of ~~\$_____~~. Small purchase procedures require that price or rate quotations shall be obtained from () _____ an adequate number of qualified sources. **[Drafting Note: The District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

C. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2017-2018 base pertaining to construction, renovation,**

repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$23,881.]

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from () _____ an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **[Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. (See Policy 6320.)]**

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an () _____ adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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2 C.F.R. 200.317 - .326



Book	Policy Manual
Section	6000 Finances
Title	Vol. 33, No. 2 - February 2019 Revised CROWDFUNDING
Code	po6605
Status	Policy Committee
Adopted	July 10, 2017

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

"Crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]

[] [OPTION #1]

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

[END OF OPTION #1; END OF POLICY]

OR

[X] [OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

OR

() of the Board upon the recommendation of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

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Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOL SAFETY INFORMATION
Code	po8400
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 17, 2017

8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

[NOTE: END OF OPTION]

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

[] The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

~~Annually,~~ The Superintendent shall convene a meeting for the purpose of ~~reviewing the provisions of~~ conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper, discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement () **agency** () **agencies**. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. teachers;
- F. parents;
- G. students in grades 11 through 12;
- H. Fire Marshal or his/her designee;
- I. representative(s) from emergency medical services;
- J. representative(s) from county emergency management service agency;
- K. School Resource Officer;
- L. representatives from other school districts within _____ [county/ISD];
- M. _____ [other].

The Superintendent shall make a report to the Board about ~~this annual review~~ all such reviews and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for the Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law.

[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.] ~~The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.~~

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most

recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent principal assistant principal(s) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and [Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence](#). ~~U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates.~~ The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis and _____ **[insert level of frequency]** _____ and **[END OF OPTIONS]** when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;

- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

[END OF OPTION]

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement **agency** **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement **agency** **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Title IX, Section 9532 of the ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, ~~and~~ 380.1310a, 752.913, 771.2 a

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Legal

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 New EMERGENCY OPERATIONS PLAN
Code	po8402
Status	Policy Committee

8402 - **EMERGENCY OPERATIONS PLAN**

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

Legal

M.C.L. 380.1308a



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No. 2 - February 2019 Revised FOOD SERVICES
Code	po8500
Status	Policy Committee
Adopted	June 14, 2004
Last Revised	May 17, 2017

8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

~~On a case-by-case basis~~ If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, (.), substitutions to the standard meal requirements may be made, at no additional charge, for ~~students who are not "disabled persons", but have a student who is not a "disabled person" but has~~ a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Superintendent and the Food Service Supervisor. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Office. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;

- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

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Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book	Policy Manual
Section	8000 Operations
Title	Vol. 33, No.2 - February 2019 Revised TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	Policy Committee
Adopted	June 14, 2004

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for

all field trips.

a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

~~It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips, the District:-~~

A. will assume the transportation costs.

B. will assume the vehicle cost but the cost of the driver shall be paid

by the sponsoring organization.

from the designated fund.

C. will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.

This charge is to be paid

by the sponsoring organization.

from the designated fund.

~~It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~by the sponsoring organization.~~

~~from the designated fund.~~

~~It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~by the sponsoring organization.~~

~~from a designated fund.~~

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 22, 2019**

Report #19-1

FOR ACTION

Subject:

Recommendation to Purchase Printing and Copying Devices

Recommendation:

The Superintendent recommends the Board of Education authorize the Superintendent, or her designee, to enter into a purchase agreement for printers/copiers with AOS in accordance with board policy 6320 (Purchasing).

Statement of Purpose:

The District conducted a review of the current devices and maintenance costs associated with the existing printing and copying equipment. We currently have 14 printing/copying devices, from our fleet of more than 90+ devices, that have exceeded their expected useful life based on the total copy/print volume.

Background Information:

In 2014, the District purchased 90 printing/copying devices and executed a five-year maintenance agreement with AOS for support, ink/toner and device repair/maintenance. The five-year agreement is set to expire by September 1, 2019.

Consortium purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. This recommendation is based on The Association of Educational Purchasing Agencies' (AEPA) pricing and is compliant with the Revised School Code.

Budget Impact:

The total cost of this recommendation is not to exceed Eighty-One Thousand Nine Hundred Twenty-Nine and 45/100 dollars (\$81,929.45). This purchase has an expected payback period of 2.5 years based on the proposed maintenance agreement renewal due to the difference in cost of support for current equipment compared to new equipment plus the flexibility to further reduce the volume of color copies. This purchase will be funded entirely by the proceeds of the 2019 Building and Site, Series III bonds.

Discussion of Options:

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

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

Strategic Plan Reference:

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



American Office Solutions

Prepared For:

Waverly Community Schools

Prepared By:

Malachi Crane

American Office Solutions

June 28, 2019

The contents of this proposal are confidential trade secret information and are intended for the use of Waverly Community Schools only. The contents herein may not be reproduced without the specific written permission of American Office Solutions. This is a proposal only and informative in nature. Actual contract terms and conditions, as well as final pricing, will be submitted upon request.



06/28/2019

Waverly Community Schools
515 Snow Rd
Lansing, MI 48917

Evan & Jon,

We are appreciative of the opportunity to craft a proposal for the continued partnership between American Office Solutions and Waverly Community Schools. After carefully analyzing your needs, we have come up with the solutions included in this proposal. Since 1969, we have been committed to building a culture of care, which has earned us recognition for exceeding industry standards. Our hope is that we will be able to continue to share our dedication with Waverly Community Schools first-hand.

Your daily workflow is a vital part of your organization's productivity. We are committed to matching our nationally recognized service with the right equipment and technology solutions for your specific needs.

Please do not hesitate to reach out with any questions that you may have, or if I may be of any further assistance to you throughout your review of this proposal.

Sincerely,

Malachi Crane
Vice President
(517) 783-2855
malachi@getaos.com

Kyocera TASKalfa 7002i DATASHEET



This product image may be configured with additional options/accessories not shown above.

Description

The TASKalfa 7002i is an advanced Black-and-White MFP that offers the best of all worlds outstanding ease of use extraordinary image quality fast throughput and exceptional durability. This versatile system is ideal for busy workgroups that require the flexibility to communicate in hardcopy and digital form. Print at up to 70 pages per minute. Scan at up to 220 images per minute. To further streamline processes the customizable TASKalfa 7002i can be equipped with additional paper drawers professional finisher and integrated plug-and-play Kyocera business applications. Combined with ultra-reliability and long-life technology Kyocera takes the end-user experience and your business to another level.

Copier / Printer Features

- Crisp Black White Output up to 70 Page per Minute
- Exceptional Print Quality up to 1200 dpi
- Flexible Media Support and Paper Sizes up to 12" x 48"
- Customizable 9" Color Touch Screen with Tablet-like Home Screen
- Advanced Finishing Options Available for Professional Output including a 4000-sheet External Finisher and Optional Booklet Folding
- Efficient High-speed Color Scanning up to 220 ipm
- Convenient Wireless Printing and Scanning
- Apple AirPrint Google Cloud Print and KYOCERA Mobile Print Compatible for Anytime Anywhere Connectivity
- Standard Near Field Communication (NFC) for Android and Wi-Fi Direct Provides Added Smart Device Convenience
- KYOCERA Fleet Services a secure cloud-based monitoring system optimizes device uptime

Kyocera TASKalfa 5053ci DATASHEET



This product image may be configured with additional options/accessories not shown above.

Description

Empowering your workforce with unmatched features and functionality the TASKalfa 5053ci Color Multifunctional System raises the bar on maximizing workflow efficiency productivity and security. A versatile array of scanning input and professional finishing options brings exceptional results in vibrant high-impact color. Expertly engineered to drive your business forward the TASKalfa 5053ci delivers with capabilities that exceed the needs of even the most demanding offices.

Copier / Printer Features

- Vivid Color and Black and White Imaging up to 50 Pages per Minute
- Flexible Media Support and Paper Sizes up to 12" x 48
- Customizable 10.1" Color Touch Screen with Intuitive Tablet-Like Usability
- Standard USB Host Interface for On-the-Go Printing and Scanning
- Efficient Color Scanning up to 220 ipm
- Convenient Wireless Printing and Scanning
- Apple AirPrint Google Cloud Print Mopria and KYOCERA Mobile Print Support

Proposed Solution

Based on our analysis of your organization's workflow and needs, we recommend the following solution. We would be happy to demonstrate the equipment in person and let you get hands on with the proposed equipment and technology.

Equipment

Qty	Manufacturer	Model	Description
13	Kyocera	TASKalfa 7002i	70 PPM A3 BW MFP
13	Kyocera	DF-7110	4000 Sheet Staple Finisher
13	ESP	AR-D5143NT	Surge Protector
1	Kyocera	TASKalfa 5053ci	50/50 PPM A3 Color MFP
1	Kyocera	DP-7110	270 Sheet Dual Scan Document Processor
1	Kyocera	DF-7110	4000 Sheet Staple Finisher
1	Kyocera	BF-730	Booklet and Tri Folding Unit
1	Kyocera	PH-7A	Punch Unit
1	Kyocera	PF-7110	Dual 1500 Sheet Paper Trays
1	Kyocera	Fax System 12	Fax Board
1	Kyocera	AK-7110	Attachment Kit
1	ESP	AR-D5133NT	Surge Protector

Equipment Price: \$81,929.45

Support Agreement includes parts, supplies, toner, labor, service calls, preventative maintenance, and training excludes paper and staples.

- The total amount of included prints/copies will be determined by Evan and AOS.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 22, 2019**

Report #19-13

FOR ACTION

Subject:

State Aid Note program borrowing resolution

Recommendation:

The Superintendent recommends the Board of Education approve the resolution to borrow money for school operations and issue its notes therefore pledging for the payment of moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94 as amended

Statement of Purpose:

Based on a statement of cash flows prepared for upcoming 2019-2020 fiscal year, it is anticipated the District will need to borrow up to \$1,500,000 to maintain a minimum operating cash balance during the 2018-2019 fiscal year. \$900,000 is the approximate amount required to meet bi-weekly payroll and benefits.

Budget Impact:

Interest expense related to this short term borrowing has been budgeted for \$38,000.

Historical Perspective:

Under the terms of Section 1225 of Act 451, the School District is authorized to borrow money for school operations and issue notes pledging for the repayment of those notes. For the first time in 2012-2013 the District needed to borrow from the Michigan Finance Authority (MFA) State Aid Note (SAN) program to meet cash needs. Last year the District borrowed direct from PNC Bank at a fixed interest rate of 2.433% per annum.

Discussion of Options:

The Board of Education can adopt the resolution as presented, or reject the resolution and seek an alternate source of short term borrowing for the upcoming fiscal year

Rationale for Recommendation:

Short term borrowing will be necessary to meet the cash flow obligations of the School District during the 2019-2020 school year. State Aid Notes, either through the MFA or through a direct bank placement, offer a low cost financing opportunity to borrow money for school operations by pledging monies received pursuant to the "State Aid Act", which shall be the full faith and credit obligation of the School District.

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.

STATE AID OPERATING NOTES RESOLUTION

Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan (the “Issuer”)

A regular meeting of the board of education of the Issuer (the “Board”) was held in the _____, within the boundaries of the Issuer, on the 22nd day of July, 2019, at ____ o’clock in the __.m.

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. Under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (“Act 451”), a school district is authorized, either by achieving qualified status as described in Section 303(2) of Act 34, Public Acts of Michigan, 2001, as amended, or upon receiving prior approval of the authorized representative of the Department of Treasury, to borrow money for school operations and issue its notes therefor, pledging for the payment thereof monies to be received by it from the state school aid fund, which notes shall be the full faith and credit obligation of the Issuer; and

2. The estimated amount of such state aid appropriations allocated, or to be allocated, to this Issuer is \$22,742,665 for fiscal year 2019-2020, of which amount the sum of \$0 has been heretofore distributed and received, leaving a balance of \$22,742,665 as the estimated amount remaining to be distributed to the Issuer pursuant to Act 451; and

3. This Issuer has immediate need to borrow the sum of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) to pay current operating expenses for fiscal year 2019-2020; and

4. The principal amount of the notes payable from the undistributed balance of the appropriations allocated to this Issuer for said fiscal year which have heretofore been issued and are now outstanding is \$0; and

5. Five percent (5%) of estimated fiscal year 2018-2019 operating expense is \$1,773,019; and

6. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, is prohibitively more expensive than negotiating the sale of the Notes (defined below) to a bank or financial institution or obtaining bids through the distribution of a solicitation for bids.



NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Issuer shall borrow the sum of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) or such lesser amount as the Department of Treasury may approve or as reduced by a member of either the administrative staff or the Board of the Issuer, and shall issue its note or notes (the "Notes") therefor. The Issuer hereby appropriates a sufficient amount of state aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefor, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof, subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 451. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

It is hereby declared that said borrowing is necessary for the purpose of securing funds for school operations and it is agreed with the purchaser of said Notes that the proceeds thereof will be used exclusively for that purpose.

2. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, the Board authorizes the negotiated sale of the Notes to a bank or financial institution or the distribution of a solicitation for bids, without publication, to obtain bids under the terms of Paragraph 4 of this resolution.

3. Book Entry. If requested by the initial purchaser of the Notes, the ownership of one fully registered note for each maturity, in the aggregate principal amount of such maturity shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC"). So long as the Notes are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. The Superintendent is hereby authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by the Superintendent, in consultation with note counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Notes, or the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the note certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Notes as requested by DTC of like principal amount, series and maturity, in authorized denominations to the identifiable beneficial owners in replacement of the beneficial interest of such beneficial owners in the Notes, as provided herein.

So long as the book-entry-only system remains in effect, in the event of a partial redemption the Paying Agent will give notice to Cede & Co., as nominee of DTC, only, and only Cede & Co. will be deemed to be a holder of the Notes. DTC is expected to reduce the credit balances of the applicable DTC Participants in respect of the Notes and in turn the DTC Participants are expected to select those Beneficial Owners whose ownership interests are to be extinguished or reduced by

such partial redemptions, each by such method as DTC or such DTC Participants, as the case may be, deems fair and appropriate in its sole discretion.

4. Said Notes shall be dated as of August 20, 2019, or the date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding four percent (4%) per annum on the balance from time to time remaining unpaid, shall be in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on August 20, 2020, but subject to the right of the Issuer to pay the same in whole or in part, without penalty, at any time prior to maturity. If more than one note is issued, the Notes shall be numbered serially from 1 upwards, and any such payments made prior to maturity shall be applied to the Notes in direct numerical order. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or "State Aid Notes".

5. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit A.

6. Once the Issuer has either achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, or received prior approval for the issuance of the Notes from the authorized representative of the Department of Treasury, and based upon the determination of Paragraph 2 of this resolution, a member of either the administrative staff or the Board of the Issuer is authorized to arrange for the sale of such Notes without the taking of competitive bids thereon, provided that when bids, competitive or otherwise, are solicited and more than one bid received, such Notes shall be awarded to the lowest responsible bidder. The Notes shall be executed by the President and Secretary of the Board. In the absence of the President, the Superintendent may sign in the place of the President, and in the absence of the Secretary, the Treasurer of the Board may sign in place of the Secretary.

7. The form of solicitation for bids shall be in substantially the form set forth and attached hereto as Exhibit B.

8. If the Issuer has not achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, a member of either the administrative staff or the Board of the Issuer is hereby authorized and directed to file a certified copy of this resolution with the authorized representative of the Department of Treasury for and on behalf of the Issuer and an application for an order approving such borrowing and issuance of said Notes, if applicable, and to pay any applicable fee therefor.

9. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to maintain the exemption of interest on the Notes from federal income taxation.

10. The Issuer hereby designates the Notes of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which

issue obligations on behalf of the Issuer during calendar year 2019 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

11. A member of either the administrative staff or the Board of the Issuer is further authorized to approve the specific interest rate to be borne by the Notes, not exceeding the maximum rate authorized herein, the purchase price of the Notes, and other terms and conditions relating to the Notes and the sale thereof. A member of either the administrative staff or the Board of the Issuer is directed to execute a certificate accepting the interest rate and purchase price of the Notes on behalf of the Issuer.

12. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

13. The President, Vice President, Secretary, Treasurer, Superintendent and the individual acting in the capacity of the school business official are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

14. 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 Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on July 22, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI/bgk

IN WITNESS WHEREOF, Waverly Community Schools, Counties of Ingham, Eaton and Clinton, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of August 20, 2019, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

Waverly Community Schools
Counties of Ingham, Eaton and Clinton
State of Michigan

By Form Only - Not for Execution
President

And Form Only - Not for Execution
Secretary

CERTIFICATE OF AUTHENTICATION

Dated: _____

This Note is one of the Notes described herein.

[NAME OF BANK]

_____, MICHIGAN

PAYING AGENT

By _____

Authorized Signatory

EXHIBIT B

SOLICITATION FOR BIDS

**WAVERLY COMMUNITY SCHOOLS
COUNTIES OF INGHAM, EATON AND CLINTON
STATE OF MICHIGAN
\$1,500,000
STATE AID NOTES**

Unconditional and firm bids for the purchase of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) of State Aid Notes (the “Note” or “Notes”) will be received by Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan (the “Issuer”), at the administrative offices of the Issuer, 515 Snow Road, Lansing, Michigan 48917-4502, on the ____ day of _____, 2019, until ____ o’clock in the __.m., prevailing Eastern Time, at which time and place said bids will be publicly opened and read. Award of Notes will be made on behalf of the Issuer by an authorized officer of the Issuer on that date.

FAXED BIDS: Bidders may submit signed bids via facsimile transmission to the Issuer at (517) 321-8577 provided that the faxed bids are received prior to the time and date fixed for receipt of bids. Bidders submitting faxed bids bear the full risk of failed or untimely transmission of their bids. Bidders are encouraged to confirm the timely receipt of their full and complete bids by telephoning the Issuer at (517) 321-7265.

NOTE DETAILS; INTEREST RATE; PAYING AGENT; AND DENOMINATION: The Notes will be dated August 20, 2019, or date of delivery, due on August 20, 2020, and will bear interest at a rate not exceeding four percent (4%) per annum. Both principal and interest will be payable at a bank or trust company located in the State of Michigan; New York, New York; or Chicago, Illinois, to be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the state in which it is located or of the United States, with paying agent fees, if any, to be paid by the purchaser of the Notes. The Notes shall be issued in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000. If more than one Note is issued, the Notes shall be numbered serially from one upwards.

DTC BOOK-ENTRY: If requested by the initial purchaser, the Notes may be registered in the name of Cede & Co., as registered owner and nominee for The Depository Trust Company, New York, New York (“DTC”) under DTC’s Book-Entry-Only system of registration. Purchasers of interests in the Notes (the “Beneficial Owners”) will not receive physical delivery of note certificates and ownership by the Beneficial Owners of the Notes will be evidenced by book-entry-only. As long as Cede & Co. is the registered owner of the Notes as nominee of DTC, payments of principal and interest payments will be made directly to such registered owner which will in turn remit such payments to the DTC participants for subsequent disbursement to the Beneficial Owners.

NO OFFICIAL STATEMENT: The Issuer will not provide a Near Final or final Official Statement. Further, compliance with Rule 15c2-12 of the Securities and Exchange Commission regarding sale to limited numbers of sophisticated investors is the sole responsibility of the successful bidder.

PRIOR REDEMPTION: The Notes shall be subject to the right of the Issuer to pay the same in whole or in part, without penalty, at any time prior to maturity.

AWARD OF NOTES: For the purpose of awarding the sale of the Notes, the interest cost of each unconditional and firm bid will be computed on a 360-day year, 30-day month, by determining, at the rate specified therein, the total dollar value of all interest on the Notes from _____, 20____, to maturity and deducting therefrom any premium and adding thereto any discount. Any net premium bid on the Notes shall not result in a purchase price in excess of _____% of the par value of the Notes. The Notes will be awarded to the bidder whose unconditional and firm bid on the above computation produces the lowest dollar interest cost to the Issuer. No proposal for the purchase of less than all the Notes or at a price less than their par value will be considered. Any and all fees or charges of the bidder must be incorporated into the rate.

SECURITY: The Notes are issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the 2019-2020 fiscal year. The Issuer has pledged for the payment of the Notes, monies to be received by it from state school aid.

As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, the Notes are payable from tax levies within its constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

LEGAL OPINION: Bids shall be conditioned upon the unqualified opinion of Thrun Law Firm, P.C., attorneys of East Lansing, Michigan, which opinion will be furnished without expense to the purchaser prior to the delivery thereof, approving the legality of the Notes.

TAX MATTERS: In the opinion of note counsel, assuming continued compliance by the Issuer with certain requirements of the Internal Revenue Code of 1986, as amended (the “Code”), interest on the Notes is excluded from gross income for federal income tax purposes, as described in the opinion, and the Notes and interest thereon are excluded from taxable income for State of Michigan income tax purposes. Further, the Notes and the interest thereon are subject to inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof. The Issuer has designated the Notes as “**QUALIFIED TAX-EXEMPT OBLIGATIONS**” within the meaning of the Code and has covenanted to comply with those requirements of the Code necessary to continue the exclusion of interest on the Notes from gross income for federal income tax purposes.

CERTIFICATE REGARDING “ISSUE PRICE”: The successful bidder will be required to furnish, prior to the delivery of the Notes, a certificate in a form acceptable to note counsel as to the “issue price” of the Notes within the meaning of Section 1273 of the Internal Revenue Code of 1986, as amended. By submitting a bid, the bidder represents to the Issuer that it intends to hold the Notes for its own account with no present intention to reoffer the Notes unless the bidder has notified Note counsel, in writing, at least 72 hours before the bid deadline that the bidder intends to reoffer the Notes.

INVESTMENT CERTIFICATE: As a condition of award, the successful bidder will be required to furnish prior to the delivery of the Notes a certificate in a form acceptable to note counsel that documents the investment experience of the successful bidder and provides representations that either the Notes are being purchased for the bidder's own portfolio without the intent to sell or re-offer the Notes or that if there is an intent to sell or re-offer the Notes, the bidder will obtain from the subsequent purchaser an investment certificate that is substantially identical to the certificate provided by the successful bidder. A sample form investment certificate acceptable to note counsel is available for review through note counsel prior to the sale and will be provided by note counsel to the successful bidder after the sale.

CUSIP NUMBERS: If the purchaser requires CUSIP numbers on the Notes, the purchaser shall request assignment of CUSIP numbers for the Notes and provide the numbers to the Issuer and Thrun Law Firm, P.C., within forty-eight (48) hours of the Note sale. CUSIP numbers will be imprinted on the Notes at the expense of the Issuer. An improperly imprinted number or failure to print CUSIP numbers shall not constitute basis for the purchaser to refuse to accept delivery of the Notes. The purchaser shall be responsible for the payment of any charges for the assignment of numbers.

CLOSING DOCUMENTS: Drafts of all closing documents, including the form of Note and note counsel's legal opinion, may be requested from Thrun Law Firm, P.C. Final closing documents will be in substantially the same form as the drafts provided. Closing documents will not be modified at the request of a bidder, regardless of whether the bidder's proposal is accepted.

DELIVERY OF NOTES: The Issuer shall furnish Notes ready for execution at its expense. Notes will be delivered without expense to the purchaser at a place located in the STATE OF MICHIGAN, to be mutually agreed upon between the purchaser and the Issuer. Delivery can also be made in Chicago, Illinois or New York, New York, but at the EXPENSE of the PURCHASER. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the Notes, will be delivered at the time of the delivery of the Notes. Accrued interest to the date of delivery of the Notes, if any, shall be paid by the purchaser at the time of delivery.

Payment for the Notes shall be in such manner as to assure receipt of funds by the Issuer on the day of delivery of the Notes.

BIDDER CERTIFICATION - NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311, et seq.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

The bids should be plainly marked "Proposal for Waverly Community Schools State Aid Notes".

Form Only - Not for Execution
Superintendent
Waverly Community Schools

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
Date: July 22, 2019**

Report #19-14

FOR ACTION

Subject: Extended Field Trip

Recommendation:

The Superintendent recommends the Board of Education approve an extended field trip to New York City, New York – including Ellis Island, Liberty Island (see Statue of Liberty), Central Park, NBC Studios, Rockefeller Center, Carnegie Hall, Broadway show, Times Square, 9/11 Memorial Museum, One World Observatory, and the musicians will perform on the deck of the USS Intrepid.

This will include HS Marching Band students, HS Choir students, and HS Orchestra students. Planned is 50 marching students, 35 choir students, and 25 orchestra students although that number may be higher due to interest. None of these students are currently experiencing any academic problems.

Staff in charge will be David Gorbe and Kaleb Lenneman. Mr. Gorbe has taken students to New York several times, and Orland, Florida several times as well as this past year with Mr. Lenneman. Mr. Gorbe has also taken middle school students to Cedar Point for many years. There could be other staff members going if they chaperone their own students.

In addition to staff members, there could be about 25+ other chaperones going. It will depend on the number of available seats. These “other” chaperones would be Band/Choir/Orchestra Booster and other parents.

The trip will depart on Friday, May 22nd, 2020 and return on Tuesday, May 26th, 2020 around 10:30 AM. Students and staff may want to go home and sleep after being on a bus overnight.

Cost per students is estimated at \$1032, but may fluctuate depending on the actual number of participants. Students can use their individual booster activity accounts that their fundraiser money has been kept in. The treasurer of the boosters will pay Educational Tours as directed by the parents from their student’s accounts. Parents will pay the difference directly to Educational Tours through their website, so no money will need to be collected by the school.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of trip Waverly Warrior Marching Band/HS Choir/Orchestra Performance in New York, NY

Proposed Departure Date Friday, May 22, 2020 Return Date Tuesday, May 26, 2020

Proposer David Gorbe/Kaleb Lenneman/(Orchestra Dir) Position Band/Choir/Orchestra Directors

Date by which response is needed prefer 7/22/19, otherwise 8/19/19 Proposal Date 6/4/2019

A. Purpose

1. What is the major place to be visited or event to be attended?

New York City – including Ellis Island, Liberty Island (see Statue of Liberty), Central Park, NBC Studios, Rockefeller Center, Carnegie Hall, Broadway show, Times Square, 9/11 Memorial Museum, One World Observatory, and the musicians will perform on the deck of the USS Intrepid

2. How is the trip related to the educational program of the District?

We would have a chance to see a professional Broadway performance, and visit many historic and educational sites throughout the city, as well as get a chance to perform on the deck of a decommissioned aircraft carrier that is now an air and space museum.

3. In what ways will the students benefit?

The students will benefit in many ways, such as the emotional connection one gets from visiting the 9/11 Memorial and the incredible experience of seeing an actual Broadway performance.

4. In what ways will the District benefit?

A trip like this promotes our music programs and the district.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Feedback from students and parents.

B. Students and Staff

1. Which students (grade, class, or organization) will be going?

HS Marching Band students, HS Choir students, and HS Orchestra students.

B. Students and Staff (cont'd)

2. How many students in total?

Planned is 50 marching students, 35 choir, and 25 orchestra students although that number may be higher due to interest.

3. How many students are currently experiencing academic problems?

None.

4. Which staff member will be in charge?

David Gorbe, Kaleb Lenneman, and (Orchestra Director).

5. What previous experience has the staff member had in conducting overnight or extended field trips?

I have taken our marching band to NY seven years ago, three years ago, and Orlando five years ago as well as last year with Kaleb Lenneman. I have also taken middle school students to Cedar Point for many years.

6. What other staff members will be going?

Depends on whether any staff members chaperone their students.

7. How many chaperones, in addition to staff members, will be going?

25+ would be my guess. It depends on the number of available seats.

8. What are their names and affiliations with the students?

Band/Choir/Orchestra Boosters and other parents.

9. How many school days will be missed?

One: Tuesday, May 26, 2020. We will get back at 10:30 AM, but I'm assuming kids will want to go home and sleep after being on a bus overnight. I know I will.

10. How will teachers be advised in advance that the students will be out of school?

Lists will be sent via school email as early as possible, which could be as many as 60 days before the trip.

C. School Work

1. How will missed work be made up?

Arrangements can be made to do work early if possible, or students can catch up during band or choir class when we return from the trip.

2. What special assistance will be provided students with academic problems?

Study help after school or at lunch with peers and upperclassmen, or tutoring help from teachers and NHS members.

D. Itinerary

1. What is the destination?

New York City (hotel is in New Jersey).

2. What will be the mode of transportation? What liability insurance does the carrier have?

Motor coaches arranged through Educational Tours, which carries \$4,000,000 liability insurance.

3. Where will the group be housed and fed?

Hotel is the Doubletree Newark, 128 Frontage Rd., Newark, NJ 07114 (973-690-5500). Meals are at various restaurants throughout the city (see itinerary).

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

Ellis Island, Liberty Island (see Statue of Liberty), Central Park, NBC Studios, Rockefeller Center, Carnegie Hall, Broadway show, Times Square, 9/11 Memorial Museum, Empire State Building

5. What arrangements have been made for dealing with emergency situations?

We are provided with a tour manager that travels with us while in New York. We will also carry our own emergency medical forms for each student.

6. If tour guides are involved, what liability insurance do they carry?

See American Income Life Insurance Company information sheet attached with the itinerary.

E. Finances

1. What is the estimated total cost and cost per student?

Cost per student is estimated at \$1032, but may fluctuate depending on the actual number of participants. The more seats we fill on the buses, the less each individual has to pay.

2. What is the source of funds?

Student activity accounts are set up after a band student has participated in a fund raiser and are available to the student to pay for trips and band camp. Choir and orchestra students have something similar. Parents pay the difference.

3. How will the funds be collected and safeguarded?

Payments will be made by parents directly to Educational Tours through their website. Money will not need to be collected at all. Fundraised money will be sent by the booster treasurer.

4. How will any shortfall be made up or excess funds used?

There shouldn't be any since payments are made directly to the tour company.

5. What provision has been made for students who are financially unable to pay any necessary costs?

Our booster program offers many fundraising opportunities from the time students are in beginning band all the way through HS. Students may also apply for scholarships through the SYTA Youth Foundation at www.sytayouthfoundation.org.

F. Communications

- 1. How will you communicate to parents prior to, during, and after the trip?

Through emails, social media, Facebook, and parent meetings.

- 2. List telephone numbers at destination and where group will be housed.

**Hotel is the Doubletree Newark, 128 Frontage Rd., Newark, NJ 07114 (973-690-5500).
Education Tours 24 hour number (800)654-4560**

- 3. What information will be provided to the media and the community?

A press release will be provided, and the booster newsletters and band website will also provide information.

Signature of the Requestor

Date

Approved:

C. [Signature]

Principal

6-6-19

Date

Board of Education

Date