



**WAVERLY**  
**COMMUNITY SCHOOLS**  
Pride. Tradition. Excellence.

**Waverly Community Schools**

**Regular Meeting**

**Monday, September 16, 2019 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held September 16, 2019, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President Mary Ann Martin
- II. Special Presentations
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Board Member Comment
- VI. Adoption of Agenda
- VII. \*\*\*Approval of Minutes 3
- VIII. Presentation of Reports
  - A. Advisory Committee Reports
  - B. Personnel & Policy
    - 1. \*\*\*Recommendation to approve Report #19-22, Personnel Recommendations 7
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve - Report #19-23, Finance Report 8
- IX. Superintendent's Report
- X. Public Comment - Open Comment for District related items
- XI. Other Board Business
- XII. Adjournment
- XIII. \*\*\* Denotes Consent Agenda

# Minutes of Organizational Meeting

## The Board of Trustees Waverly Community Schools

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### *Opening of Meeting*

The Organizational meeting of the Waverly Community Schools Board of Education was held Monday, August 19, 2019, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, MI. The meeting was called to order at 6:30 PM by Board President, Mary Ann Martin and the pledge to the flag was led by: B.O.E. Member Holly Nester.

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

Members Absent: Mrs. Alicia Guevara Warren, Trustee

Staff Present: Kelly Blake, Superintendent  
Tiffany Wright, Director of Student Services  
Lara Slee, Director of Teaching & Learning  
Susan Friend, Director of Human Resources  
Patty Roost, Secretary  
Vickie Tisdale, Principal – East Intermediate  
Mrs. Mary Herbach - Paraprofessional

### *Correspondence:*

Member Krause reported that there was no correspondence.

### *Public Comment:*

None

### *Board Member Comment:*

Member Beasley – Nothing

Member Sherry – Has a conflict with the date of the Regular September Meeting. Won't be available.

Member Sosnowski – Nothing

Member Nester – Mentioned reading the book 10% Happier by author Dan Harris. Good read!

Member Krause – Nothing

Member Martin – Today’s opening session with staff was a wonderful experience. Loved handing out the 5 – 35 year pins to employees.

***Adoption of Agenda***

A motion was presented by Member Krause and supported by Member Sherry.

Motion: The Board of Education approve the agenda as written with the addition of a Closed Session to discuss Staff.

Motion passed. VOTE: AYES - 6; NAYS – 0

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

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

***Advisory Committee Reports – Finance – (Nuffer absent)***

Finance Committee met last week.

The Robotics Lab is coming along nicely.

Concrete has been replaced at many different sights.

9:00 PM Wednesday night the Waverly High School Band will perform their Half Time Show under the lights at the Football Stadium. They will also have activities for the band members until 11:00 PM and then any seniors that would like to stay overnight at the school can. There will be chaperones with them.

The roof at Waverly East is close to done. The porta potty has been removed from the roof now. The high school gym is looking very nice.

Looking at a Bond exploratory meeting in the future because one of our bonds will be completed.

We have a new benefit for employees who work less than 30 hours per week. SET SEG Primary care, (which is located behind Farm Bureau and Findley’s on West Saginaw) is a walk in clinic and it is available to these employees starting on September 1<sup>st</sup>.

***Policy 2<sup>nd</sup> Reading – Report #19-15***

The Board of Education approved the Policy at the 2<sup>nd</sup> Reading. Member Beasley made a motion and Member Sosnowski supported it.

Discussion: Went through each Policy to make sure everyone understood them.

Motion passed: VOTE: Aays: 6; Nays: 0

***\*\*\*Personnel Report #19-16 – For Action***

The Board of Education approved the

**Employment of:**

Certified: Eric Strommer, 8<sup>th</sup> Grade Science Teacher – MS;  
Nicole Woodard, Kindergarten Resource Room Teacher – Colt;  
Rachel Carnagie, 4<sup>th</sup> grade teacher - Elmwood;  
Breanna Hill, US History/Economics Teacher – HS;  
Jennifer Mathenia, Resource Room Teacher – East Inter.;  
Evan Fedewa, 6<sup>th</sup> Grade Teacher – East Inter.;  
Thomas DeLong – Blended Learning Teacher, HS;  
Monica Kavanagh, Tech/STEM Teacher – MS & East Inter.; and  
Beth Ambrose, Resource Room Teacher – Elmwood.

**Employment of:**

Non-Certified: Linda Greeley – Food Service – HS;  
Fawn Bennett – Food Service – Elmwood;  
Jennifer Wagemaker – Food Service – Colt;  
Pat Feldhahn – Food Service – HS;  
Julia Puente – Food Service – HS;  
Mildred Nettles – Salad Bar Head – HS;  
Jeannette Payne – Food Service; and  
Katherine Tiffany – Spec. Ed. Para – Elmwood & Winans.

**Resignation of:**

Certified: Mary Wever – Tech/STEM Teacher – MS & East Inter.;  
Aileen Myer – Alternative Ed Teacher – HS;  
Candice Dill – Special Ed Teacher – MS.

Non-Certified: Randa Chakhtoura – Food Service;  
Nikolaos Pehlivanoglu – Food Service;  
Khawla Kata – Food Service;  
Julie Marrison – Paraprofessional – MS.

**Transfer of:**

Certified: Sam Sicilia – From: MS English/Computer Teacher – To: HS English/Computer Teacher;  
Ann Kennedy – Resource Room East – to: Basic Classroom – East Inter.;  
Christopher Onze – Additional .2 FTE Orchestra at the HS.

**Transfer of:**

Non Certified: Amy Luzbetak – from: Food Service District Lead to Food Service Asst. Manager.

***Purchase of New Grounds Truck - Report #19-19***

A Motion was made by Member Beasley and supported by Member Nester to purchase a new Grounds Truck.

Discussion: Member Nester asked what the Public Improvement Fund is. It was explained that it is a spreadsheet account where they keep track of things that need to be replaced occasionally.

Motion carried: Vote Ayes - 6; Nays - 0

***Public Comment*** – None

***Superintendent's Report:***

Superintendent Blake talked about the RAVE Panic Button App. Training that everyone had today at the kick off meeting. She talked about Communities in Schools and that the folks in charge of that started today. There are a few things yet to complete in the buildings. She also mentioned the Band performance. Superintendent Blake also talked about Robert Lurie getting the National Ann Franke Award.

***Other Board Business – Closed Session***

Regular meeting Adjournment at: 7:37 PM

Closed Session began at 7:40 PM

Closed Session Adjourned at 8:08 PM

\*\*\*Denotes Consent Agenda

Respectfully submitted,



Amy Krause, Secretary

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
September 16, 2019**

**Report #19-22**

**Subject: Personnel Report\*\*\***

**A. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kristina Meeker	Alternative Ed Teacher HS	MA+45/Step 9.5 \$75,199	08/19/2019
Peter Sherry	PE/Health Teacher MS & HS	MA/Step 4 \$49,555	09/09/2019

**B. Employment – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Phyllis Konen	Assistant Secretary Elmwood	\$18.25/hr	08/15/2019
Corinthia Conner	Food Service Worker Elmwood	\$12.02/hr	08/27/2019
DiAnne Warfield	Ele Lib Media Specialist Colt 1 yr Assign	\$20.55/hr	08/26/2019
Jeannette Payne	Food Service Worker Winans	\$12.02/hr	08/26/2019
Carmen Olger	Associate Preschool Teacher Colt	\$12.00/hr	09/03/2019
Amari Glaspie	Assistant Secretary Winans	\$20.55/hr	09/04/2019
Mateo Palacios	Paraprofessional MS	\$16.35/hr	09/12/2019
Rosemary Moore	Food Service Worker East	\$12.02/hr	09/05/2019
Jessica Allie	Food Service Worker Colt	\$12.02/hr	09/09/2019

**C. Resignation – Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Tim Cornman	Physical Ed Teacher MS	Personal	08/23/2019
Stephanie Biscorner	2 <sup>nd</sup> Grade Teacher Elmwood	Personal	09/20/2019

**D. Resignation – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Nikolaos Pehlivanoglu	Food Service Worker MS	Personal	08/21/2019
Marilyn Hester	Bus Driver	Personal	08/28/2019

**E. Transfer – Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Nicole Woodard	Special Ed Teacher Colt	Special Ed Teacher Elmwood	09/11/2019
Heather Wakefield	Special Ed Paraprofessional Colt	Resource Room Teacher Colt	09/12/2019
Misty Church	2 <sup>nd</sup> Grade Teacher Winans	2 <sup>nd</sup> Grade Teacher Elmwood	09/20/2019

**F. Termination – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
Tayanna Thomas	Food Service Lunch Aide Colt	08/28/2019
Tamra Kosier	2 <sup>nd</sup> Shift Custodian Elmwood	09/04/2019

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
SEPTEMBER 16, 2019**

**Report #19-23**

**FOR ACTION\*\*\***

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of July 31, 2019 was \$4,678,545.95. Receipts during August, consisting of state aid, property taxes, and other revenues in the amount of \$2,898,067.52 minus disbursements during July of \$4,212,983.78, left the district with a General Fund cash balance, as of August 31, 2019, of \$3,363,629.69, including \$1,500,000.00 from the issuance of a State Aid Note.

2019-20 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$2,055,527. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2019-20 Sinking Fund expenditures exceed revenues by \$584,745. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2019-20 Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$5,395. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2019 Building and Site, Series III Bonds remaining to be allocated, including \$37,107 of accrued interest and proceeds from the sale of surplus equipment, is \$706,786. A summary of life to date activity is included in the supporting documentation

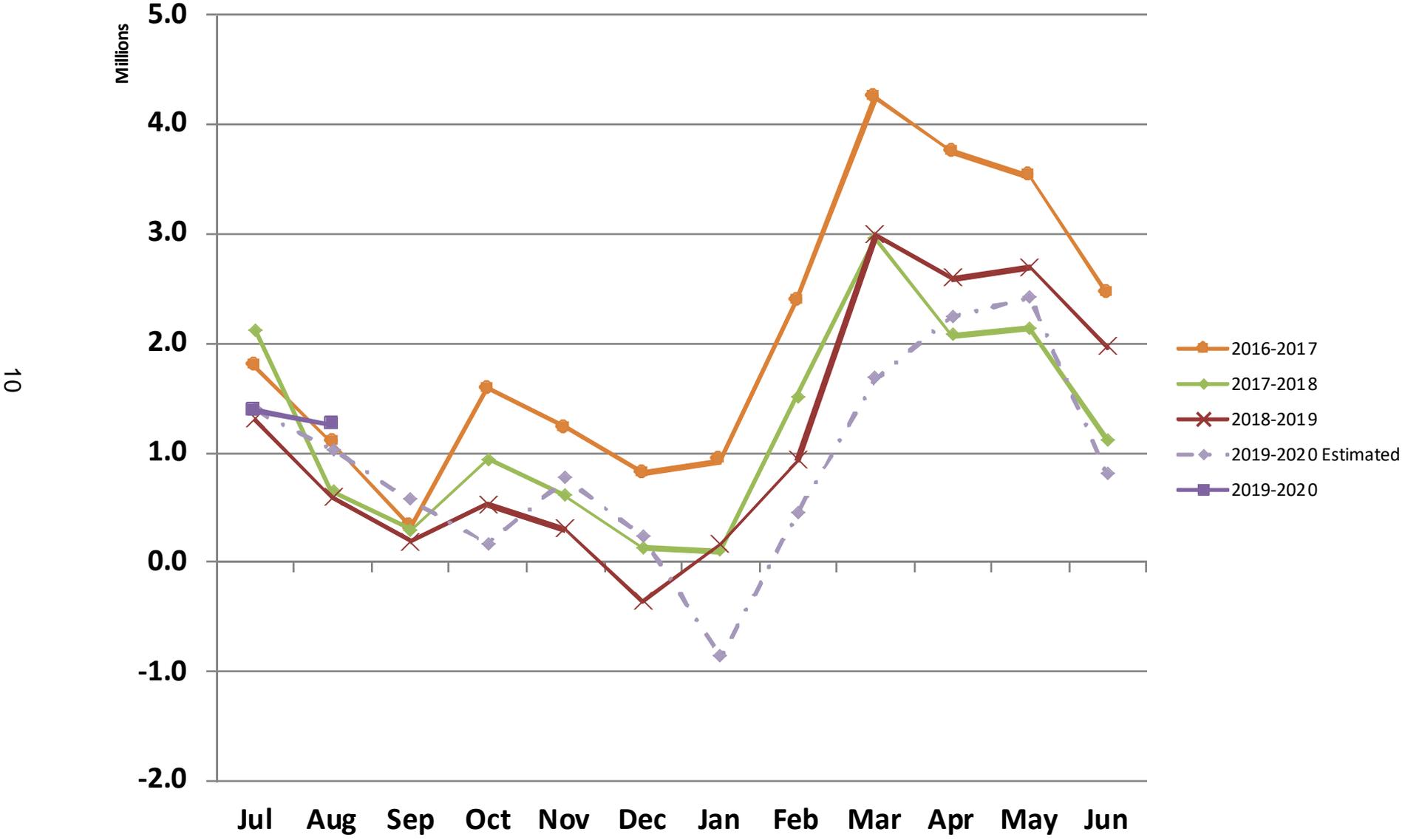
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended August 31, 2019

Balance on Hand July 31, 2019	4,678,545.95
Revenues	
State Aid	2,026,422.82
Taxes	625,984.78
Other Revenue	245,659.92
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,898,067.52</u>
Disbursements	
Payroll and Related Liabilities	(3,084,367.62)
Other Expenditures	(1,128,614.81)
State Aid Repayment	-
	<u>(4,212,982.43)</u>
Prior Month Adjustments During August 2019	(1.35)
Balance on Hand August 31, 2019	<u><u>3,363,629.69</u></u>
PNC Bank - General	3,248,187.13
MILAF	7,722.86
PNC Bank - Payroll	72,901.84
Comerica - Checking	34,817.86
	<u><u>3,363,629.69</u></u>
Difference	-

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,587,085	765,391	(8,821,694)	92.0%
State sources	23,059,260	-	(23,059,260)	100.0%
Federal sources	749,258	-	(749,258)	100.0%
Intergovernmental	2,866,968	2,699	(2,864,269)	99.9%
Transfers In	90,000	-	(90,000)	100.0%
<b>Total revenue</b>	<b>36,352,571</b>	<b>768,090</b>	<b>(35,584,482)</b>	<b>97.9%</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Basic program	15,974,610	737,398	(15,237,212)	95.4%
Added needs	5,110,326	239,425	(4,870,901)	95.3%
<b>Total instruction</b>	<b>21,084,936</b>	<b>976,823</b>	<b>(20,108,113)</b>	<b>95.4%</b>
<b>Support Services:</b>				
Pupil	3,189,913	160,382	(3,029,531)	95.0%
Instructional staff	1,548,112	218,141	(1,329,971)	85.9%
General administration	485,408	92,757	(392,651)	80.9%
School administration	2,416,439	398,486	(2,017,953)	83.5%
Business	561,122	81,267	(479,855)	85.5%
Operations and maintenance	3,708,160	533,927	(3,174,233)	85.6%
Pupil transportation services	1,067,043	71,050	(995,993)	93.3%
Central	562,355	136,455	(425,900)	75.7%
Other	82,194	13,832	(68,362)	83.2%
<b>Total support services</b>	<b>13,620,746</b>	<b>1,706,296</b>	<b>(11,914,450)</b>	<b>87.5%</b>
Athletics	627,679	49,389	(578,290)	92.1%
Community services	42,637	7,293	(35,344)	82.9%
Non Publics	19,400	-	(19,400)	100.0%
Facility Acquisition	-	-	-	0.0%
<b>Debt service:</b>				
Principal	135,000	-	(135,000)	100.0%
Interest	9,050	-	(9,050)	100.0%
Capital outlay	275,219	27,561	(247,658)	90.0%
Payments to other public schools	1,336,854	56,254	(1,280,600)	95.8%
<b>Total expenditures</b>	<b>37,151,521</b>	<b>2,823,616</b>	<b>(34,327,904)</b>	<b>92.4%</b>
Excess of Revenue (Under)Over Expenditures	(798,949)	(2,055,527)	(1,256,578)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(1,148,949)	(2,055,527)	(906,578)	
Favorable Expenditure Variance (1.5%)	557,273			
Projected Change in Fund Balance	(591,676)	(2,055,527)		
Fund Balance - Beginning of year	4,145,907			
Fund Balance - End of year	3,554,231			
	9.6%			

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

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	835,436	69,961	(765,475)	91.6%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>835,436</b>	<b>69,961</b>	<b>(765,475)</b>	<b>91.6%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	98,863	41,651	(57,212)	57.9%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	1,258,054	613,055	(644,999)	51.3%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>1,356,917</b>	<b>654,706</b>	<b>(702,211)</b>	<b>51.8%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	(521,481)	(584,745)	(63,264)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	(521,481)	(584,745)	(63,264)	
<b>Fund Balance - Beginning of year</b>	743,402	743,402		
<b>Fund Balance - End of year</b>	221,921	158,657		

**Waverly Community Schools**  
**Public Improvement Fund - Budgetary Comparison Schedule**  
**For the Month Ended August 31, 2019**

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	-	737	737	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
<b>Total revenue</b>	<b>350,000</b>	<b>737</b>	<b>(349,263)</b>	<b>99.8%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	33,000	-	(33,000)	100.0%
Support Services - Transportation	264,000	-	(264,000)	100.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	1,046	6,133	5,087	-486.3%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>298,046</b>	<b>6,133</b>	<b>(291,914)</b>	<b>97.9%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	51,954	(5,395)	(57,349)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	51,954	(5,395)	(57,349)	
<b>Fund Balance - Beginning of year</b>	1,223,703	1,223,703		
<b>Fund Balance - End of year</b>	1,275,657	1,218,308		

**Waverly Community Schools**  
**2019 Building and Site Bonds, Series III**  
**Budget Summary**  
**As of August 31, 2019**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	-	-	-	-
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	-	-	-	-
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	-	-	-	-
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	901,471	169,087	11,649	720,735
Servers/Backend Systems	-	-	-	-
Printers	81,929	-	82,404	(475)
AV Equipment	-	3,530	2,320	(5,850)
Non-Instructional Equipment (from FFE)	-	-	35,931	(35,931)
<b>Tech Equipment Owner PO Subtotal</b>	983,400	172,617	132,304	678,479
<b>District</b>				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	-	-	-
Tech Design/Construction Mgr	-	-	-	-
<b>District Subtotal</b>	13,600	22,400	-	(8,800)
<b>Totals</b>	997,000	195,017	132,304	669,679