



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, October 11, 2010 7:30 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 October 11, 2010, beginning at 7:30 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 John Broughton
- II. Special Presentations
  - A. October Staff Spotlight - Vickie Cameron
  - B. Presentation of District Annual Report - Dr. Jones
- III. Correspondence - Secretary Mary Ann Martin
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. \*\*\*Approval of Minutes 3
- IX. Presentation of Reports
  - A. Curriculum
    - 1. For Information - Instructional Report - Waverly Middle School
  - B. Finance & Personnel
    - 1. \*\*\*Recommendation to approve Report #10-20, Financial Recommendation 7
    - 2. Recommendation to approve Report #10-21, Acceptance of 2009-2010 Audit Report 10
    - 3. Recommendation to approve Revised Report #10-22, Personnel Recommendations 11
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment
- XIV. \*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
September 27, 2010**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:30 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

Mr. John Broughton, President  
Mr. Britt Slocum, Vice President  
Mrs. Mary Ann Martin, Secretary  
Mrs. Kim Smith, Vice Secretary-Treasurer  
Mr. Mike Knaggs, Trustee

***Members Absent:***

Mrs. Fonda Brewer-Williams, Treasurer  
Mr. Calvin Jones, Trustee

***Staff Present:***

Dr. Debra L. Jones, Superintendent  
Mr. Rob Spagnuolo, Chief Operations Officer  
Gretchen Mikula  
Michelle Frederick  
Dan Pock  
Patty Little  
Diane Flanagan  
Johanna Germain  
Shawn Talifarro  
Dean Sunderlin  
Dave Ames  
Rebecca Pease

***Other:***

Mary Jo White  
Mary Shafer  
Jamie Essenmacher  
Dave Percival  
Marty Pohl  
Dave Hill  
Karen Hill  
Gregory McKay  
Terri Raterink

***Pledge***

Member Martin led the pledge of allegiance to the flag.

***Announcements***

President Broughton announced Member Brewer-Williams was absent due to personal reasons and Member Jones was absent due to a business commitment.

***Special Presentations***

The first special presentation featured recognition of high school head custodian Dean Sunderlin in the first staff spotlight of the year. Dean was hired June 8, 1992 in a full-time custodial position between Elmwood and the Middle School. After his probationary period, he was transferred to East full-time in August of 1992.

***Special Presentations (cont.)***

In February of 1995 he became a custodian at the Middle School. He has also worked in skilled maintenance and as a grounds man at the Service Building. In July of 2004 he was promoted to head custodian at the High School. Dean is a graduate of Waverly High School as is his daughter Nicole. He is considered organized and professional and has an excellent relationship with staff at the High School.

A video was shown highlighting Dean's career at Waverly, with testimonials from staff. Dr. Debra Jones presented Dean a plaque and certificate. His name will also appear on a plaque to be displayed in the Administrative Center lobby which will have names of future Staff Spotlight employees.

Mary Schafer and Jamie Essenmacher of Plante & Moran, PLLC, presented information to the Board on the district's audit for the 2009-2010 school year. The audit included a management letter and a summary displayed in charts and graphs. All reports were clean reports with no exceptions.

***Correspondence***

Secretary Martin reported a thank you note had been received from retiree Gail Arndt. President Broughton read excerpts from a letter received from Don Symonds, President of the Grand Ledge Board of Education. He read: "You may know that this was a special evening for Grand Ledge with our players displaying the names of members of the military that have lost their lives defending our country. For no reason that I can think of other than you have a first class program your team decided to stay and participate in the pageantry after the game. I watched as they took a knee at the 10 yard line and participated with applause for every name that was mentioned. They could have been on a bus and back to your school by the time the presentation ended but they chose to stay. What a display of sportsmanship and community awareness."

***Public Comment***

Addressing the Board during Public Comment were Dianne Flanagan and Dave Percival.

***Student Representative Report***

None

***Board Member Comment***

Member Smith thanked the Plante and Moran representatives for their report. She noted Dean Sunderlin has always been the "go-to guy" at Waverly High School.

Member Slocum echoed Member Smith's remarks on Plante & Moran and Dean Sunderlin. He thanked Rob Spagnuolo, Jackie Blodgett and the business office staff, noting every year the audit report comes back clean.

Member Martin stated Dean Sunderlin is absolutely 100% deserving of the Spotlight presentation. She said having run the band's apple pie-making extravaganza; she prayed that he would be there to help. Member Martin noted she heard from friends in Grand Ledge about the wonderful respect the Waverly football team and audience gave last Friday night at the special ceremony following the football game and applauded them. Member Martin thanked Plante & Moran for the excellent report, noting it is partly because of our superior money crunchers Rob Spagnuolo, Jackie Blodgett and the business office staff. Member Martin thanked those supporting her in her candidacy for school board and reminded everyone to vote on November 2<sup>nd</sup>.

***Adoption of Agenda***

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education adopt the meeting agenda as presented, with revised Personnel Report #10-19.

***Adoption of Agenda (cont.)***

Motion carried. VOTE: AYES –5; NAYS – 0 (Member Brewer-Williams and Member Jones absent).

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

The minutes of the regular meeting of September 13, 2010 were approved as presented.

***Facility/Policy Advisory Committee Report***

Member Martin reported Marty Pohl and Karen Hill had met with the Facility/Policy Advisory Committee on September 13<sup>th</sup> to discuss naming the high school swimming pool in honor of Howard Comstock. They noted Mr. Comstock had demonstrated many years of commitment, loyalty, and a love of coaching and officiating both in his years as a high school principal and in his retirement. Recognition of Mr. Comstock would be in the form of a plaque and painting a wall in the pool area with the phrase “Howard Comstock Pool”. All expenses would be covered by the Waverly Swim Boosters.

***Recognition of Howard Comstock for past service to Waverly – Report #10-18 – For Action***

A motion was made by Member Martin and supported by Member Smith. MOTION: The Board of Education formally recognize Howard Comstock for his service to Waverly by placing a plaque outside the entrance to the Waverly High School pool and having a wall of the pool painted with the phrase “Howard Comstock Pool”.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Brewer-Williams and Jones absent).

***Personnel Report – Report #10-19 Revised – For Action***

A motion was presented by Member Slocum and supported by Member Knaggs. MOTION: The Board of Education approved Revised Report #10-19 to include the employment of Amy Luzbetak (HS lunch assistant) and the following high school/middle school coaching positions: Christopher Huff (Varsity Football Coach); Don Dimick (Varsity Assistant Football Coach); Todd Simon (JV Football Coach); Michael Wallace (Varsity Assistant Football Coach); Anthony Walker (Freshman Football Coach); Robert Lurie (Girls HS Cross Country Coach); Megan Helsen (Varsity Volleyball Coach) and Michelle DeBrabander (MS Cross Country Coach).

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Brewer-Williams and Jones absent).

Also included for information were the following administrative transfers: Jacklin Blodgett from Assistant Superintendent to Assistant Superintendent and Interim East Principal; Mike Moreno from East Intermediate Principal to Middle School Principal; Vincent Perkins from Middle School Principal to High School Principal; Christine Holman from High School Principal to Student Services Administrator; Becky McQuillan from East Dean of Students to Middle School Dean of Students; and Carmon McClure-Mobley from .5 Winans Social Worker to Interim East Intermediate Dean of Students.

***Superintendent’s Report***

Dr. Jones stated the smartest thing this Board has ever done is to hire Rob Spagnuolo. She noted the district’s history of clean audits, and said he knows what he is doing and leads a great team.

***Public Comment***

Addressing the Board during Public Comment were Gregory McKay and Karen Hill.

***Other Board Business***

None

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September 13, 2010

*Adjournment*

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

\*\*\*Consent Agenda

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
October 11, 2010**

**Report #10-20**

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

**Subject:           Financial Recommendation**

**Recommendation:**

It is recommended the following be approved:

**Approval of Treasurer's Report:**

The General Fund Financial Report dated September 30, 2010 has been reviewed and it is recommended that the Report be approved. The cash balance as of August 31, 2010 was \$2,760,318.31. Receipts during September 2010 consist of current taxes and other revenues in the amount of \$1,357,816.41 less disbursements during September of \$2,533,224.18 left the district with a General Fund cash balance as of September 30, 2010 of \$1,584,910.54.

Waverly Community Schools  
 Budget Status Report as of 9/30/10  
 General Fund - Revenue Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
MAJOR CLASS 111 TOTALS	Property Tax Levy	9,090,352.00	1,459,133.18	7,631,218.82	83.95
MAJOR CLASS 119 TOTALS	Delinquent Taxes	40,000.00	8,023.81	31,976.19	79.94
MAJOR CLASS 131 TOTALS	Tuition	11,000.00	7,393.01	3,606.99	32.79
MAJOR CLASS 151 TOTALS	Interest On Investments	10,000.00	0.00	10,000.00	100.00
MAJOR CLASS 171 TOTALS	Athletic Revenue	163,043.00	28,919.48	134,123.52	82.26
MAJOR CLASS 191 TOTALS	Rental on Buildings	20,000.00	1,120.00	18,880.00	94.40
MAJOR CLASS 199 TOTALS	Miscellaneous	5,000.00	217.72	4,782.28	95.65
MAJOR CLASS 311 TOTALS	State Revenue	16,911,991.00	0.00	16,911,991.00	100.00
MAJOR CLASS 414 TOTALS	Federal Grants	629,359.00	0.00	629,359.00	100.00
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	341,083.00	0.00	341,083.00	100.00
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	19,000.00	4,137.83	14,862.17	78.22
MAJOR CLASS 519 TOTALS	IISD Reimbursements	2,250,000.00	0.00	2,250,000.00	100.00
	Total For Revenues	29,490,828.00	1,508,945.03	27,981,882.97	94.88

Waverly Community Schools  
Budget Status Report as of 9/30/10  
General Fund - Expense Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
FUNCTION 111 TOTALS	Elementary	7,210,787.00	693,756.53	6,517,030.47	90.38
FUNCTION 112 TOTALS	Middle School	2,444,279.00	263,837.19	2,180,441.81	89.21
FUNCTION 113 TOTALS	High School	4,911,598.00	448,310.39	4,463,287.61	90.87
FUNCTION 119 TOTALS	Summer School	3,000.00	372.88	2,627.12	87.57
FUNCTION 122 TOTALS	Special Education	3,266,087.00	313,998.90	2,952,088.10	90.39
FUNCTION 125 TOTALS	Compensatory Education	533,669.00	57,000.24	476,668.76	89.32
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	10,000.00	0.00	10,000.00	100.00
FUNCTION 212 TOTALS	Guidance Services	615,873.00	70,385.14	545,487.86	88.57
FUNCTION 215 TOTALS	Speech Pathology & Audiology	581,508.00	57,691.28	523,816.72	90.08
FUNCTION 216 TOTALS	Social Work Services	564,441.00	60,204.12	504,236.88	89.33
FUNCTION 218 TOTALS	Teacher Consultant	300,899.00	30,343.59	270,555.41	89.92
FUNCTION 219 TOTALS	Other Pupil Services	41,662.00	12,537.42	29,124.58	69.91
FUNCTION 221 TOTALS	Improvement of Instruction	706,376.00	35,864.27	670,511.73	94.92
FUNCTION 222 TOTALS	Educational Media Services	815,257.00	189,062.95	626,194.05	76.81
FUNCTION 226 TOTALS	Supervision & Direction	262,494.00	61,739.48	200,754.52	76.48
FUNCTION 231 TOTALS	Board of Education	63,343.00	34,987.85	28,355.15	44.76
FUNCTION 232 TOTALS	Executive Administration	348,637.00	107,174.15	241,462.85	69.26
FUNCTION 241 TOTALS	Office of the Principal	1,812,788.00	359,103.38	1,453,684.62	80.19
FUNCTION 249 TOTALS	Other School Administration	78,347.00	10.00	78,337.00	99.99
FUNCTION 252 TOTALS	Fiscal Services	355,912.00	106,536.17	249,375.83	70.07
FUNCTION 257 TOTALS	Internal Services	61,472.00	12,679.39	48,792.61	79.37
FUNCTION 259 TOTALS	Other Business Services	69,042.00	50,000.71	19,041.29	27.58
FUNCTION 261 TOTALS	Operating Building Services	3,278,695.00	696,295.06	2,582,399.94	78.76
FUNCTION 266 TOTALS	Security Services	81,712.00	8,094.42	73,617.58	90.09
FUNCTION 271 TOTALS	Pupil Transportation Services	817,898.00	100,036.01	717,861.99	87.77
FUNCTION 283 TOTALS	Staff/Personnel Services	232,381.00	47,669.28	184,711.72	79.49
FUNCTION 284 TOTALS	Information Management Services	195,186.00	86,832.89	108,353.11	55.51
FUNCTION 285 TOTALS	Other Central Services	434.00	(105.00)	539.00	124.19
FUNCTION 293 TOTALS	Athletic Activities	474,082.00	73,933.57	400,148.43	84.40
FUNCTION 299 TOTALS	Other Support Services	35,000.00	6,514.00	28,486.00	81.39
FUNCTION 331 TOTALS	Communication	14,206.00	13,835.70	370.30	2.61
FUNCTION 511 TOTALS	Equipment Loan Principal & Interest	156,435.00	156,489.84	(54.84)	(0.04)
FUNCTION 621 TOTALS	Child Care Support	150,000.00	0.00	150,000.00	100.00
Total for Expenses		30,493,500.00	4,155,191.80	26,338,308.20	86.37

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
October 11, 2010**

**Report #10-21**

**FOR ACTION**

**Subject:** Acceptance of 2009-2010 Audit Report

**Recommendation:**

The Superintendent recommends the Board of Education approve and accept the annual audit report from Plante & Moran, PLLC for the 2009-2010 fiscal year in order to comply with State and Federal regulations.

**Statement of Purpose/Issue:**

The District is required to have an annual audit conducted by external auditors. The audit must be accepted by the District and then distributed to various State and Federal agencies.

**Budget Impact:**

The District pays \$20,050 in fees for the audit to be completed.

**Historical Perspective:**

The audit is required to be conducted annually.

**Discussion of Options:**

The annual audit is required to be conducted by external auditors and approved by the Board of Education.

**Strategic Plan Reference:**

The annual audit supports Strategy 2, providing financial communication for the district.

*Strategy #2 – Communication:* We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 11, 2010**

**Report #10-22 Revised**

**Subject:            Personnel Report**

**FOR ACTION**

**A.        Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Abigail Taylor	HS Special Ed Teacher	BA+0, Step 0/\$37,184	8/27/10

**B.        Employment – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Deborah Whiting	Colt Lunch Assistant	Class G/\$9.48	10/11/10

**C.        Resignation – Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Amy Henry	HS English Teacher	Personal	10/22/10

**D.        Resignation – NonCertified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Lindy Baynes	Colt Lunch Assistant	Personal	9/24/10

**E.        Extra-Curricular Schedule B Stipends**

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
Beth Sullivan	HS National Honor Society Co-Advisor	1/2 of 3 \$1,482	2010-11 Sch. Yr.
Kirstina Boomer	HS National Honor Society Co-Advisor	1/2 of 3 \$1,482	2010-11 Sch. Yr.
Benjamin Knapp	HS Vocal Music Director	3 \$4,744	2010-11 Sch. Yr.
Anthony Terranova	HS Student Senate Advisor	3 \$2,964	2010-11 Sch. Yr.
Beth Bergh	HS Band Director	1 \$3,327	2010-11 Sch. Yr.
Jennifer Spurbeck	HS Orchestra Director	3 \$3,163	2010-11 Sch. Yr.
Eric Anderson	HS Freshman Class Advisor	3 \$2,000	2010-11 Sch. Yr.
Patricia Rienstra	HS Sophomore Class Advisor	3 \$2,200	2010-11 Sch. Yr.
Anthony Terranova	HS Junior Class Advisor	3 \$2,831	2010-11 Sch. Yr.
Amy Ranke	HS Senior Class Advisor	1 \$1,241	2010-11 Sch. Yr.
Dan Carr	HS Spanish National Honor Society Advisor	3 \$1,867	2010-11 Sch. Yr.
Chris Barrera	HS School Improvement Co-Chair	1/2 of 3 \$771.50	2010-11 Sch. Yr.
Chris Huff	HS School Improvement Co-Chair	1/2 of 1 \$661.50	2010-11 Sch. Yr.
Nancy Breen	East Yearbook Advisor	3 \$1,660	2010-11 Sch. Yr.
Duff Schad	East Student Council Advisor	3 \$1,723	2010-11 Sch. Yr.
Susan Stahly	East School Improvement Co-Chair	1/2 of 3 \$771.50	2010-11 Sch. Yr.
Kate Tonnos	East School Improvement Co-Chair	1/2 of 3 \$771.50	2010-11 Sch. Yr.
Becky Greisinger	Colt Student Council Co-Advisor	1/2 of 3 \$861.50	2010-11 Sch. Yr.
Kristen Hood	Colt Student Council Co-Advisor	1/2 of 2 \$761.50	2010-11 Sch. Yr.
Jodi Thelen	Colt Resource for Math Chairperson	3 \$771	2010-11 Sch. Yr.
Jamie Holland	Colt Resource for Language Arts Chair	2 \$661	2010-11 Sch. Yr.
Gwen Bertram-Huber	Colt Resource for Science Chairperson	3 \$771	2010-11 Sch. Yr.
Karen Burgess	Colt Resource for Social Studies Chair	3 \$771	2010-11 Sch. Yr.
Amanda Nemeth	Colt School Improvement Math Chairperson	1/3 of 3 \$514.33	2010-11 Sch. Yr.
Karen Burgess	Colt School Improvement Reading Chair	1/3 of 2 \$477.67	2010-11 Sch. Yr.
Leo Blundell	Colt School Improvement Writing Chair	1/3 of 2 \$477.67	2010-11 Sch. Yr.
Rhonda Berns	Elmwood School Improvement Co-Chair	1/2 of 1 \$661.50	2010-11 Sch. Yr.
Steve Wood	Elmwood School Improvement Co-Chair	1/2 of 1 \$661.50	2010-11 Sch. Yr.

Rhonda Berns	Elmwood Student Council Co-Chairperson	1/2 of 3	\$861.50	2010-11 Sch. Yr.
Steve Wood	Elmwood Student Council Co-Chairperson	1/2 of 3	\$861.50	2010-11 Sch. Yr.
Lynn Moule	Elmwood Resource for Social Studies Chair	3	\$771	2010-11 Sch. Yr.
Cathy Mosher	Elmwood Resource for Math Co-Chair	1/2 of 3	\$385.50	2010-11 Sch. Yr.
Rhonda Berns	Elmwood Resource for Math Co-Chair	1/2 of 1	\$271.50	2010-11 Sch. Yr.
Lucinda Sartor	Elmwood Resource for Science Chairperson	3	\$771	2010-11 Sch. Yr.
Arden LaMere	Elmwood Resource for Language Arts Chair	3	\$771	2010-11 Sch. Yr.
Steve Wood	Elmwood Future Problem Solving Chair	3	\$552.80	2010-11 Sch. Yr.
Lisa Hamilton	View Resource for Math Chairperson	3	\$771	2010-11 Sch. Yr.
Helene McNeilly	View Resource for Science Chairperson	2	\$661	2010-11 Sch. Yr.
Pam Hawkins	View Resource for Language Arts Chair	3	\$771	2010-11 Sch. Yr.
Christel Benjamin	View Resource for Social Studies Chair	2	\$661	2010-11 Sch. Yr.
Tamara Pepper	View Student Council Advisor	3	\$1,723	2010-11 Sch. Yr.
Mark Nester	View School Improvement Co-Chair	3	\$771.50	2010-11 Sch. Yr.
Lisa Hamilton	View School Improvement Co-Chair	3	\$771.50	2010-11 Sch. Yr.
Mark Nester	View Future Problem Solving Chair	3	\$552.80	2010-11 Sch. Yr.
Barb Knighton	Winans Student Council Advisor	3	\$1,723	2010-11 Sch. Yr.
Barb Knighton	Winans Resource for Social Studies Chair	3	\$771	2010-11 Sch. Yr.
Michelle Gillespie	Winans Resource for Math Chairperson	3	\$771	2010-11 Sch. Yr.
Allison Orwat	Winans Resource for Language Arts Chair	3	\$771	2010-11 Sch. Yr.
Karen Berry	Winans Resource for Science Chair	3	\$771	2010-11 Sch. Yr.
Allison Orwat	Winans School Improvement Chair	3	\$1,543	2010-11 Sch. Yr.

F. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
David Pike	JV Football Assistant Coach	3	\$4,004	Fall Season

# *Waverly Community Schools*

## **Personnel Office**

### **STAFF APPOINTMENTS**

**2010-2011**

**NAME:** Abigail Taylor

**POSITION:** High School Special Education Teacher

**SALARY:** BA+0, Step 0

**START DATE:** August 27, 2010

**CERTIFICATION:** K-5 All Subjects  
K-8 Self Contained  
6-12 Language Arts  
6-12 Social Studies  
Resource Room

**COLLEGE:** Bachelors Degree from Olivet College