



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, July 16, 2018 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 July 16, 2018, 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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- II. Board Pledge 4
- III. Correspondence
- IV. Public Comment - Agenda Items Only
- V. Adoption of Meeting Agenda
- VI. \*\*\*Approval of Minutes 5
- VII. Special Meeting Activities
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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

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### *Opening of Meeting*

The regular meeting of the Waverly Community Schools Board of Education was held Monday, June 18, 2018, 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, Britt Slocum and the pledge to the flag was led by Patty Roost.

Members Present: Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mrs. Mary Ann Martin, Secretary  
Mr. Alan Wright, Treasurer  
Mrs. Holly Nester, Trustee

Members Absent: Mrs. Melissa Sherry, Vice Secretary-Treasurer  
Mr. Calvin Jones, Trustee

Student Rep. None

Staff Present: Mrs. Kelly Blake, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mrs. Tiffany Wright, Director of Spec. Education  
Patty Roost  
Chris Huff  
Vickie Tisdale  
Helene McNeilly  
Shawn Talifarro  
Mary Whittet

Others Present: Veronica Beasley

### *Special Presentations:*

**Mary Whittet, Preschool Teacher,** This program is very popular. The two morning sessions for 4 year olds are already full, the 3 year old full day program is full likewise the morning 3 year old program is full. That was pretty much full by May. Word of mouth seems to do a lot for us. We learn through play and have a close relationship with the Kindergarten teachers so that they are learning things the same way that they will be in Kindergarten. Mary spoke very passionately about her program.

***Correspondence:***

None

***Public Comment:***

None

***Board Member Comment:***

Member Martin: Member Martin went to Graduation and Senior Honors Night. The High School staff did an excellent job on both. Graduation was very nice and we were out in record time.

Member Witwer: Member Witwer thanked Mary for her Preschool presentation and she said congratulations to everyone on their retirements.

Member Wright: Member Wright mentioned that this was his last graduation as a Board member. Everyone did a good job!

Member Nester: Member Nester stated that graduation went well and that she spoke for about two minutes.

Member Slocum: Member Slocum said Ditto to everyone else's comments.

***Adoption of Agenda***

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

Motion carried. VOTE: AYES - 5 ; NAYS - 0

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

The minutes of the regular meeting of May 21, 2018 were approved as presented.

***Advisory Committee Reports - None***

***\*\*\*Personnel Report #17-75 – For Action***

The Board of Education approved the employment of (Administration) Dannie Bolden II (Custodial Supervisor); the employment of (Certified) Mary Diedrich (Colt Speech & Language Therapist); Lisa Postema (Special Ed Resource Room Teacher); Katy Swift (Colt ASD Classroom Teacher); Kimberly Guley (7<sup>th</sup> Grade ELA Teacher); Alyssa Bengel (Elmwood Speech & Language Therapist); Kelvin McGill (Re-Hire East 5<sup>th</sup> Grade Teacher) and Courtney Miller (East 5<sup>th</sup> Grade Teacher); the resignation (Certified) of Lance Berrier (High School Teacher); Dawn Boschi (Elmwood Teacher); Tessa Joseph (Winans Teacher) and Rebecca Stewart (High School Teacher); the retirement (Administration) Vince Perkins (Winans Asst. Principal – 6/30/2018); and the retirement (Non-Certified) of George Dixon (High School Custodian – 5/31/2018).

***Policy update – Report #17-76***

A motion was presented by Member Wright and supported by Member Martin. MOTION: The recommendation to approve Report #17-76, Policy # 5460, Update our Certificate of Completion and Personal Curriculum Guidelines to match current practice.

Motion carried. VOTE: AYES: 5; NAYS: 0 (Members Sherry & Jones – Absent)

***Certificate of Summer Tax Levy – Report #17-77***

A motion was presented by Member Witwer and supported by Member Wright. MOTION: Recommendation to approve Report #17-77, Certification of Sumer Tax Levy – City of Lansing, Delta Township and Lansing Township.

Motion carried. VOTE: AYES: 5; NAYS: 0 (Members Sherry & Jones – Absent)

***\*\*\* Finance Report - #17-78 – For Action***

The Board of Education approved the Finance Report as presented.

***Budget Amendment Resolution for 2017-18 School Year – Report #17-79***

A motion was made by Member Martin and supported by Member Witwer. MOTION: Recommendation to approve the 2017-2018 Budget Amendment Resolution, Report #17-79.

Motion carried. VOTE: AYES - 5 ; NAYS - 0 (Members Sherry & Jones – Absent)

***Playground Equipment Repair/Replacement – Report #17-80***

A motion was made by Member Wright and supported by Member Nester. MOTION: Recommendation to approve contracts for playground repair/replacement, Report #17-80.

Discussion: Where is it all going? New equipment is going to Waverly East and replacement equipment will be at each elementary building. We will be replacing decking, swings, etc...

Motion carried. VOTE: AYES - 5 ; NAYS - 0 (Members Sherry & Jones – Absent)

***WCS 2018-2019 proposed budget – Report #17-81***

A motion was made by Member Wright and supported by Member Martin. MOTION: Recommendation to approve the WCS 2018-2019 proposed budget, Report #17-81 as presented at the Public Hearing on 6/18/2018 @ 6:00 PM.

Motion carried. VOTE: AYES - 5 ; NAYS - 0 (Members Sherry & Jones – Absent)

**WCS 2018-2019 Budget Resolutions – Report #17-82**

A motion was made by Member Nester and supported by Member Witwer. MOTION: Recommendation to approve the following resolutions: 2018-19 General Fund Resolution, 2018-19 General Fund Resolution, 2018-2019 Debt Retirement Fund Resolution, 2018-19 Special Revenue Funds Resolution & 2018-19 Sinking Fund Resolution.

Motion carried. VOTE: AYES - 5 ; NAYS - 0 (Members Sherry & Jones – Absent)

**Superintendent's Report** – Superintendent Blake thanked all of the staff members for a great year. She also thanked the Board of Education for supporting the pay raises for the WEA, and thanked the members of the WEA for their dedicated work.

The Administrators at both Admin. and the other buildings had a three (3) day summit last week working on their Vision of Waverly and also discussed their goals.

Schools of Choice is now closed and Superintendent Blake will be working on pulling the applications that have suspensions before the lottery. Parents will receive notification of whether their child has been accepted or not.

Windemere View is now flattened. Fill dirt was brought in and grass seed has been put down. Thrun is drafting an agreement for Lansing Township & Waverly Schools over the driveway to the pump house that will remain on the grounds.

**Public Comment** – Open Comment for District Issues: Addressing the Board tonight was Veronica Beasley.

**Other Board Business**

Member Slocum thanked Angela for running last month's meeting, while he was away. He also mentioned that the self-evaluation of the Board needs to be done before November and also the evaluation of the Superintendent.

Adjournment at: 7:34 pm

\*\*\*Denotes Consent Agenda

Respectfully submitted,

Mary Ann Martin, Secretary  
par

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING  
Date: June 18, 2018 @ 6:00 PM**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:00 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:*** Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mrs. Mary Ann Martin, Secretary  
Mr. Alan Wright, Treasurer  
Mrs. Holly Nester, Trustee

***Member Absent:*** Mr. Calvin Jones, Trustee  
Mrs. Melissa Sherry, Vice Secretary-Treasurer

***Staff Present:*** Mr. Evan Nuffer  
Mrs. Kelly Blake  
Mrs. Shawn Tallifaro  
Mr. Chris Huff  
Mrs. Vickie Tisdale  
Mrs. Patty Roost  
Mrs. Tiffany Wright  
Mrs. Helene McNeilly

***Purpose of the Meeting:***

Public Hearing on the 2018-2019 Budget and Proposed Tax Millage Rate

***Public Comment:***

Addressing the Board during Public Comment were:  
None

***Adjournment:***

The meeting adjourned at 6:19 PM

Respectfully submitted,

Mary Ann Martin, Secretary  
par

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
July 16, 2018**

**Report #18-1**

**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:

<b><u>2018</u></b>	<b><u>2019</u></b>
August 20, 2018	January 28, 2019
September 17, 2018	February 25, 2019
September 24, 2018 (PD)	March 11, 2019 (PD)
October 15, 2018	March 18, 2019
November 19, 2018	April 15, 2019
December 3, 2018 (PD)	May 20, 2019
December 17, 2018	June 17, 2019

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center Board Room. Professional Development meetings will begin at 9:00 A.M. and will be held in the Administrative Center PD Room.

A regular meeting of the Board of Education for the 2019-2020 school year will be held on Monday, July 22, 2019 at 6:30 P.M.

WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
July 16, 2018

Report #18-2

**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 16, 2018**

**Report #18-3**

**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, 2018 through July 31, 2019.

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 16, 2018**

**Report #18-4**

**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 (Sinking Fund) – Money Market

Capital Projects 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 comingle those funds.

**Budget Impact:**

Not applicable

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JULY 16, 2018**

**Report #18-5**

**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 2018 by Thrun Law Firm, P.C. was \$2,200. The cost of professional services fees paid to Thrun in 2017-18 was \$52,798.11.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JULY 16, 2018**

**Report #18-6**

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

**Subject:**

Designation of Audit Firm for 2018-19

**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, 2019

**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 2017-18 was \$35,526.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JULY 16, 2018**

**Report #18-7**

**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 2018-2019 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 2018-2019 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2018-2019 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 16, 2018**

**Report #18-8**

**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 2018-2019 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 16, 2018**

**Report #18-9**

**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 2018-2019 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 2017-2018 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 16, 2018**

**Report #18-10**

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

**Subject:**

Breakfast, Lunch and Milk Prices for 2018-2019

**Recommendation:**

The Superintendent recommends the Board of Education establish the following rates for food service for the 2018-2019 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 2018-2019 school year, consistent with the requirements of the National School Lunch Program

**Budget Impact:**

The impact to the budget is estimated to remain neutral. Based on 2017-18 reimbursement data, the calculated federal revenue shortfall is approximately \$70,000. However, we believe that the following factors will offset this shortfall in federal revenue: 1) Reduction in paperwork at the school district level. 2) Simplified meal counting and claiming. 3) Potential labor savings. 4) Increased breakfast and lunch participation 5) Reduction in bad debt write-off.

**Historical Perspective:**

The District has historically operated with an average budget surplus of \$50,000 annually in the Food Service Fund. As a way to increase participation, eliminate overt identification of students in poverty and improve nutrition for students at-risk, the district is eligible to participate in CEP.

The District's current Free and Reduced percentage is 65.4 as of the Fall 2017 count date, up from 56.6 in the Fall 2016.

**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 BOARD MEETING  
July 16, 2018**

**Report #18-11**

**FOR ACTION**

**Subject:** BYLAWS & POLICY – Second Reading

**Recommendation:**

The Superintendent recommends the Board of Education approve the policy updates listed below at second reading.

**Volume 32, No. 2**

Revise Bylaw 143.1	Public Expression of Board Members
Revise Policy #1421	Criminal History Record – Administration
Revise Policy #3121	Criminal History Record – Professional Staff
Revise Policy #4112	Board-Staff Communications
Revise Policy #4121	Criminal History Record – Support Staff
Revise Policy #4162	Controlled Substance & Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers – Support Staff
Revised Policy #5111	Eligibility of Resident/Non-Resident Students
Replace Policy #7540.02	Web Accessibility, Content, Apps & Services
Revise Policy #8321	Criminal Justice Information Security
Revise Policy #7530	Lending of BOARD-owned Equipment
Revise Policy #7530.02	Staff Use of Personal Communication Devices
Revise Policy #7542	Access to District Technology Resources and/or information Resources from Personal Communication Devices
Revise Policy #7543	Utilization of the District’s Website and Remote Access to the District’s Network
Revise Policy #6325	Procurement – Federal Grants/Funds

**Statement of Purpose/Issue:**

The revised and new policies listed above were reviewed by the Policy Advisory Committee and were presented to the Board of Education on Monday, June 18, 2018 at first reading.

**Budget Impact:**

None

**Historical Perspective/Background:**

NEOLA provides updates to policies current with applicable laws and regulations. The administration also reviews policies periodically and brings changes to the Board Policy Advisory Committee for review and consideration.

**Discussion of Options/Alternatives:**

The Board may refer policies to the Advisory Committee for further review.

**Rational for Recommendation:**

These policies were reviewed by the Policy Committee as part of a periodic update.



I. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Chelsea Ott	Food Service Lunch Aide-Colt	Paraprofessional Colt	8/21/2018
Angela Williams	High School Food Service	Elmwood Food Service	8/21/2018
Ivy Morey	Colt Paraprofessional	Elmwood Paraprofessional	8/21/2018
Mary Potter	Winans Paraprofessional	East Paraprofessional	8/21/2018
Laurie Douglas	Winans Paraprofessional	Middle School Paraprofessional	8/21/2018
Ryan Holmes	East Paraprofessional	Middle School Paraprofessional	8/21/2018

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
July 16, 2018**

**Report #18-13**

**FOR ACTION**

**Subject:**

Technology Device Purchase Recommendation - Chromebooks

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of technology devices through TIPS, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to begin purchasing technology devices as part of the Building and Site, Series II Bond implementation.

**Budget Impact:**

The total cost of this recommendation is not to exceed Forty-Two Thousand Six Hundred Fifty-Five and 00/100 Dollars (\$42,655.00). The purchase will be funded with the proceeds from the sale of \$3,500,000 Building and Site, Series II bonds. The total cost of this recommendation is within the budget allocated for these purchases.

**Historical Information:**

These devices are replacing First through Sixth Grade Student and Staff devices purchased in Series I. These devices provide increased processing power, portability, and battery life and also conform to the District standard for portable devices. This recommendation is for the purchase of Ninety-Five (95) additional devices for students and staff beyond what was approved in May 2018.

TIPS purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

**Rationale for Recommendation:**

The rationale for this recommendation is to maintain our technology fleet by replacing aging and slow technology that no longer meet the needs of students and staff. This request is to purchase enough devices for each core class to have enough devices for a full classroom set. The devices being replaced were scheduled for replacement after an expected useful life of 4 years.

**Strategic Plan Reference:**

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



Sales Quote SQ002741

July 2, 2018

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<u>No.</u>	<u>Description</u>	<u>MFG Code</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Line Amount</u>
				Subtotal	42,655.00
				Total Tax	0.00
				<b>Total US Incl. Tax</b>	<b>42,655.00</b>

*Finance this \$42,655.00 order at \$1,211.24/month with a 36 Month FMV Lease.*



### **Trinity3, LLC Warranty Statement**

Trinity3 LLC (“Trinity3”) with its principal offices at 2550 University Avenue West, Suite 315-S, St. Paul, MN 55114 is providing extended warranty coverage (“Warranty”) for the specific products purchased from Trinity3 on your sales quote or sales order. The Warranty period starts on the date of product delivery and continues until the expiration listed on your Trinity3 sales order. The warranty is limited to the original buyer and is not transferable.

The Warranty may provide for duplicate coverage already provided to you by other insurance policies or manufacturer’s warranties available to you. You are not required to purchase a Warranty in order to purchase a computer or other electronic device from Trinity3.

#### **What is covered?**

Trinity3 will repair or replace (at our sole discretion) hardware failure and damage by accident for the specific serialized system purchased from Trinity3 or the specific technology covered under our extended Warranty (Gold Warranty) or upgraded Warranty (Platinum Warranty) during the time frame identified on your Trinity3 sales order. Accidental damage protection (“ADP”) is only offered under the Gold & Platinum Warranties and applies only for the designated coverage period from the date of original purchase or date of warranty agreement. The warranty protection period varies by product type, specific warranty purchased and the specific coverage period indicated on the Trinity3 sales order. For a summary of the differences between coverages, please see the link below.

[www.trinity3.com/Warranty/Warranties](http://www.trinity3.com/Warranty/Warranties)

#### **What are the Claim Limits?**

The Warranty is limited to an individual user accidental damage incident that renders the system unusable. The Warranty does not include preventive maintenance, so you should maintain the system or device in accordance with the manufacturer’s instructions. ADP is not intended to and does not protect multi-system damage events nor does it protect against the following: general use wear and tear, cosmetic wear, vandalism, human/natural disasters (including, but not limited to: fire, smoke, flood, power surge and storm-related damages) and laptop battery replacement. Platinum Warranty coverage on laptop batteries is three years (on new mobile devices only) with one battery replacement from the date of purchase.

[www.trinity3.com/Warranty/Warranties](http://www.trinity3.com/Warranty/Warranties)

#### **What is the Deductible?**

There is no deductible or any other fees required to fulfill a repair and/or replacement.

#### **How do I report a Problem?**

In the case of hardware failure or an accidental damage event, loss or theft, we can provide simple and fast help. Call Trinity3 Customer Service at 1-855-862-5120 or submit online;



[www.trinity3.com/warranty/add](http://www.trinity3.com/warranty/add)

Submissions must be reported in a timely manner and please be prepared to provide the serial number and description of the problem or defect.

Trinity3 repairs all products at our technical facility located in St. Paul, MN. Unless a claim is for loss or theft, returning the original device is required. Trinity3 will provide you with a prepaid shipping label for you to return your device to Trinity 3. Failure to return your original device to Trinity3 will result in additional charges for the non-returned equipment.

Trinity3 service technicians located at the Trinity3 technical center: 650 Pelham Blvd, Suite 600, St. Paul, MN 55114 will assess the device and take appropriate action to repair and/or replace the hardware failure, once the product is returned.

Repairs and/or replacements may be fulfilled with new or reconditioned equipment. Reconditioned equipment may have minor cosmetic flaws. Replacement of accessories may be with generic or non-original manufacturer accessories. If the exact model is not available, the replacement will be of like kind and quality but you will be notified in advance if a different model is to be returned.

Trinity3 will use reasonable efforts to amicably resolve any disputes with respect to our Warranties. If you have and issues or problems with our warranties or your customer experience working with Trinity3, we welcome and invite you to contact your sales and/or customer service representative to reach a positive outcome.

[www.trinity3.com/OurTeam/ContactUs](http://www.trinity3.com/OurTeam/ContactUs)

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JULY 16, 2018**

**Report #18-14**

**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 2018-2019 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 \$22,000.

**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 1.566% 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 2018-2019 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 16th day of July, 2018, 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 \$ 21,352,390 for fiscal year 2018-2019, of which amount the sum of \$ Ø has been heretofore distributed and received, leaving a balance of \$ 21,352,390 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 2018-2019; 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 \$ Ø; and

5. Five percent (5%) of estimated fiscal year 2017-2018 operating expense is \$ 1,732,638; 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 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 distribution of a solicitation for bids, without publication, to obtain bids under the terms of Paragraph 3 of this resolution.

3. Said Notes shall be dated as of August 20, 2018, or the date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding five percent (5%) 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, 2019. If more than one note is issued, the Notes shall be numbered serially from 1 upwards. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or "State Aid Notes".

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

5. 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.

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

7. 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.

8. 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 Internal Revenue Code of 1986, as amended. 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 2018 will not exceed \$10,000,000.

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

10. 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.

11. 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.

12. 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.

13. 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.

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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 16, 2018, 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/tt



**EXHIBIT A**

**UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTIES OF INGHAM, EATON AND CLINTON  
WAVERLY COMMUNITY SCHOOLS  
STATE AID NOTE**

**Rate**

**Maturity Date**

**Date of Original Issue**

**August 20, 2018**

**REGISTERED OWNER:**

**PRINCIPAL AMOUNT:**

Waverly Community Schools, Counties of Ingham, Eaton and Clinton, State of Michigan (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above on the Maturity Date specified above, with interest thereon from the date hereof until paid at the Rate specified above based on a 360-day year, 30-day month, on presentation and surrender of this note (the "Note") at \_\_\_\_\_, Michigan (the "Paying Agent"). This Note is issued in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000.

This Note is not subject to redemption prior to maturity.

This Note is 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 2018-2019 fiscal year. The Issuer has pledged for the payment of this Note 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, this Note is payable from tax levies within the Issuer's constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of the full faith, credit and resources is subordinate to any encumbrances of tax levies 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.

The Issuer has designated this Note as a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Note, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the Issuer, including this Note, does not exceed any constitutional or statutory limitation.

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, 2018.

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

**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 25th day of July, 2018, until 1:30 o'clock in the p.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, 2018, or date of delivery, due on August 20, 2019, and will bear interest at a rate not exceeding five percent (5%) 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.

**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 are not subject to redemption 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 August 20, 2018, 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 101% 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 2018-2019 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.

**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  
JULY 16, 2018**

**Report #18-15**

**FOR ACTION**

**Subject:**

Recommendation to approve purchase of replacement maintenance truck

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of a 2018 Chevrolet 3500 Express from Berger Chevrolet per Board Policy 6320 (Purchasing)

**Statement of Purpose:**

The purpose of this recommendation is to replace a 2001 Ford Van

**Historical Information:**

The Oakland County Purchasing Cooperative saves schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

**Budget Impact:**

The total cost of this recommendation is not to exceed Forty-Two Thousand Nine Hundred Eighty-Five and 00/100 Dollars (\$42,985.00). This purchase will be funded through the Capital Improvement Fund. The total cost of this recommendation is within the original budget allocated for this purchase.

**Rationale for Recommendation:**

Waverly Community Schools recognizes the benefits of replacing its aging fleet of vehicles and buses. The vehicle identified for replacement has been fully depreciated and has no remaining book value. Additionally, the existing maintenance van is overdue for replacement, having exceeded its expected useful life.

**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

# BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$42,985.00

Number of units 1

Total Bid Amount \$42,985.00

## Vehicle Description:

Year 2018

Make Chevrolet

Model 3500 Express  
cutaway SRW  
w/ Unicell body

## Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature \_\_\_\_\_



Printed Signature Robert M. Evans

Date 6/19/2018

## Bid Prepared For :

Waverly Community Schools

Price includes title fee and delivery.  
Pricing based off the Oakland County  
Contact # 5218



Quote #: 65028  
 Date: 6/19/2018  
 Status: QUOTE

Unicell Body Company  
 571 Howard Street, Buffalo, NY 14206  
 PH 716-853-8628 FX 716-843-8638  
 Toll Free 1-800-628-8914

Quoted by:	Jennifer	Rep:	Jim Ott	Area:	Knapheide
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Ship to : Bob Evans  
 Berger Chevrolet  
 2525 28th Street, SE  
 Grand Rapids, MI 49512  
 tel: 616-949-5200 fax: DISTRIBUTOR

Bill to : Knapheide Truck Equipment  
 1200 S. Averill Ave.  
 Flint, MI 48503  
 tel: 810-744-0295 fax: 855-629-4643

Mfg	Code	Pool	Year	Model	Engine	GVWR	Color	WB	CHASSIS Initials	
CHEV	C18-02	Yes	2018	CG33503 SRW	6.0L GAS	9900	WHITE	139"		
Style		Model#		Length		Height		Width		BODY Initials
SERVICELL		UCAG7912-CWSC		Out	In	Overall	In	Out	In	
				12'5"	11' 11"	114"	78.5"	79"	75"	

Std Equipment:	Qty:	Specifications:
Model:		UCAG7912-CWSC
Air deflector:		Built-in air deflector
Bumper:		Galvanized grip step bumper
Color:		White gelcoat
Compartments:		(2) double panel access drs w/paddle latch, (1) ea side above wbx W64"xH28"
Compartments:		(2) single panel access drs w/paddle latch, (1) ea side @ back W 27"xH 47"
Compartments:		(2) single panel access drs w/paddle latch, (1) ea side @ front W 27"x H 47"
Compartments:		5/8" FRP compartments - 3 curbside
Door, Rear:		W50"XH71" double barn doors w/HD paddle locking handle & aluminum hinges
Doors Option:		Drip rail above doors - std full length & full depth
Floor:		3/4" plywood floor with wheelboxes
Grab Handle:		2 rear Stainless Steel grab handles
Light:	2	LED interior ceiling light with rear timer switch - 2 std
Light Option:		Oval taillights in rear pillars
Lining:		White Painted Walls
Mud Flaps:		Rear mud flaps
Rub Rail:		Anodized aluminum lower protective rub rail
Skylight:		36" x full body length
Understructure:		2" crossmembers on 16" centers
Work Bench:		Work bench each side L140"XD17"XH42"



# Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

## Selected Model and Options

### MODEL

CODE	MODEL
CG33503	2018 Chevrolet Express Commercial Cutaway 3500 Van 139"

### COLORS

CODE	DESCRIPTION
GAZ	Summit White

### OPTIONS

CODE	DESCRIPTION
1WT	3500 Van Preferred Equipment Group Includes Standard Equipment
93G	Medium Pewter, Custom Cloth seat trim
9R5	Suspension, rear multi-leaf in lieu of the standard tapered leaf (Requires (C4M) 9900 lbs. (4490 kg) GVWR, (C7A) 10,000 lb. (4536 kg) GVWR or (JFF) 10,100 lb. (4581 kg) GVWR.)
AS5	Seats, front bucket with Custom Cloth trim, head restraints and inboard armrests (Requires (**G) trim. Not available with SEO (ZP0) driver and passenger seat delete. Includes only driver high-back bucket seat with Custom Cloth trim when ordered with (ZX1) driver-only high-back bucket seating arrangement. Includes (BA3) engine cover console with swing-out bin.)
BA3	Console, engine cover with swing-out storage bin (Included with (AS5) Custom Cloth front bucket seats and (YF1) RV Package.)
C4M	GVWR, 9900 lbs. (4490 kg) (STD) (Includes (R04) single rear wheel configuration. Not available with (R05) dual rear wheel combination.
C60	Air conditioning, single-zone manual (Not available with (R6G) air conditioning delete.) (STD)
DE2	Mirrors, outside manual, Black, dual pane (Only available with (C4M) 9900 lbs. (4490 kg.) GVWR. Requires (R04) single rear wheel configuration. Not available with (YF1) RV Package or (B3D) School Bus Package.)
DRJ	Mirror, inside rearview (STD) (Included and only available with (UVC) Rear Vision Camera.)
DT4	Smoker's Package includes ashtray and lighter

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Data Version: 5887. Data Updated: Jun 18, 2018 9:29:00 PM PDT.



# Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

## OPTIONS

CODE	DESCRIPTION
FE9	Emissions, Federal requirements
G80	Differential, heavy-duty locking rear (Included with (YF2) Ambulance Package.)
GAZ	Summit White
GU6	Rear axle, 3.42 ratio (Requires (R04) single rear wheel configuration.)
K34	Cruise control (Included and only available with (ZQ3) Driver Convenience Package, (YF2) Ambulance Package or (UF3) High idle switch.)
L96	Engine, Vortec 6.0L V8 (341 hp [254.3 kW] @ 5400 rpm, 373 lb-ft of torque [503.6 N-m] @ 4200 rpm) (Includes external oil cooler. Requires (MYD) 6-speed heavy-duty automatic transmission.
MYD	Transmission, 6-speed automatic, heavy-duty electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking, Powertrain Grade Braking, and Tap-Up/Tap-Down Driver Shift Control (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI gaseous engine.
QB5	Wheels, 4 -16" x 6.5" (40.6 cm x 16.5 cm), 8-lug painted steel, heavy-duty (STD) (Only available with (R04) single rear wheel configuration.)
R04	Wheel configuration, rear, single (STD) (Not available with (C7A) 10,000 lbs. (4536 kg) GVWR or (C7N) 12,300 lbs. (5579 kg.) GVWR.)
U0F	Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (STD) (Not available with (U2K) SiriusXM Satellite Radio or (YF1) RV Package.)
UVC	Rear Vision Camera camera and cable shipped loose
XLP	Tires, front LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration.
YLP	Tires, rear LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration.
ZQ3	Driver Convenience Package includes Tilt-Wheel and (K34) cruise control (Included with (YF1) RV Package or (ANC) Shuttle Bus Package.)
ZW9	Body, standard (STD)

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# Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

## OPTIONS

CODE	DESCRIPTION
ZX2	Seating arrangement, driver and front passenger high-back bucket includes head restraints and vinyl or cloth trim (STD) (Not available with (AJ3) driver-side only frontal air bag.)
ZY1	Paint, solid
<b>Options Total</b>	

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[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

## Standard Equipment

### Mechanical

Engine, 4.3L V6 with Direct Injection and Variable Valve Timing, includes aluminum block construction (276 hp [206 kW] @ 5200 rpm, 298 lb-ft of torque [404 Nm] @ 3900 rpm) (STD) (Requires (C4M) 9900 lbs. (4490 kg) GVWR, (C7A) 10,000 lbs. (4536 kg) GVWR or (JFF) 10,100 lb. (4581 kg) GVWR . Not available with (YF2) Ambulance Package, (YF1) RV Package, (ANC) Shuttle Bus Package or (C7N) 12,300 lbs. (5579 kg) GVWR. Includes external engine oil cooler. Reference the Engine/Axle page for availability.)

Transmission, 8-speed automatic electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)

Rear axle, 3.42 ratio (Requires (R04) single rear wheel configuration.)

Body, standard (STD)

GVWR, 9900 lbs. (4490 kg) (STD) (Includes (R04) single rear wheel configuration. Not available with (R05) dual rear wheel combination. Reference the Engine/Axle page for availability.)

Tow/haul mode selector, instrument panel-mounted

Transmission oil cooler, external

Rear wheel drive

Cooling, external engine oil cooler

Battery, 600 cold-cranking amps maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, ladder-type

Incomplete vehicle certification

Suspension, front independent with coil springs and stabilizer bar

Suspension, rear hypoid drive axle with multi-leaf springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc

Fuel tank capacity, mid-frame and approximately 33 gallons (124.9L)

Exhaust, aluminized stainless-steel muffler and tailpipe

### Exterior

Wheels, 4 -16" x 6.5" (40.6 cm x 16.5 cm), 8-lug painted steel, heavy-duty (STD) (Only available with (R04) single rear wheel configuration.)

Tires, front LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration. Jack and spare tire equipment bracket are not included.)

Tires, rear LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration. Jack and spare tire equipment bracket are not included.)

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[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

## Exterior

- Wheel configuration, rear, single (STD) (Not available with (C7A) 10,000 lbs. (4536 kg) GVWR or (C7N) 12,300 lbs. (5579 kg.) GVWR.)
- Bumper, front painted Black with step-pad (Deleted when (ZR7) Chrome Appearance Package is ordered.)
- Grille, Black composite (Not available with (ZR7) Chrome Appearance Package.)
- Headlamps, dual halogen composite
- Flasher, heavy duty light emitting diode (LED)
- Glass, Solar-Ray light-tinted, all windows
- Mirrors, outside delete (Not available with (5Q7) Upfitter option Blank Sail Panel Delete when ordered with (YF2) Ambulance Package.)
- Wipers, front intermittent wet-arm with pulse washers

## Entertainment

- Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (STD) (Not available with (U2K) SiriusXM Satellite Radio or (YF1) RV Package.)

## Interior

- Mirror, inside rearview (STD) (Included and only available with (UVC) Rear Vision Camera.)
- Seating arrangement, driver and front passenger high-back bucket includes head restraints and vinyl or cloth trim (STD) (Not available with (AJ3) driver-side only frontal air bag.)
- Air conditioning, single-zone manual (Not available with (R6G) air conditioning delete.) (STD)
- Seats, front bucket with vinyl trim and head restraints includes inboard armrests (Requires (\*\*W) trim. Not available with SEO (ZP0) delete driver and passenger seats. Includes only driver high-back bucket seat with vinyl trim when ordered with (ZX1) driver-only high-back bucket seating arrangement.)
- Cup holders, 3 on the engine console cover
- Power outlets 2 auxiliary on engine console cover with covers, 12-volt
- Power outlet, 120-volt
- Floor covering, Black rubberized-vinyl front
- Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure
- Driver Information Center includes fuel range, average speed, oil life, fuel used, ice warning, engine hours, average fuel economy, tachometer and maintenance reminders
- Warning tones, headlamp on and key-in-ignition
- Oil life monitor
- Theft-deterrent system, vehicle, PASS-Key III
- Heater and defogger with front and side window defoggers

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## Interior

Headliner, cloth, over driver and passenger  
Visors, driver and front passenger, cloth, padded  
Assist handles, driver and right-front passenger  
Lighting, interior with dome light and door handle-activated switches

## Safety-Exterior

Daytime Running Lamps

## Safety-Mechanical

StabiliTrak, traction assistance and vehicle stability enhancement system  
Brake/transmission shift interlock for automatic transmissions  
Hill Start Assist

## Safety-Interior

Air bags, frontal, driver and right-front passenger (Included and only available with (ZX2) driver and front passenger high-back bucket seats or (ZP0) driver and passenger temporary seats. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)  
Air bags, driver and right-front passenger, seat-mounted side-impact and head curtain side-impact (Included and only available with (C4M) 9900 lb. (4490 kg) GVWR or (C7A) 10,000 lb. (4536 kg) GVWR. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)  
Air bag deactivation switch, frontal, passenger-side (Not available with (AJ3) frontal, driver-side only air bag. Always use safety belts and the correct child restraints. NOTE: Passenger seat is removed when ordered. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)  
Rear Vision Camera  
Tire Pressure Monitor System (does not monitor spare tires) (Required with (C4M) 9900 lbs. (4490 kg) GVWR and (R04) single rear 4 - 16" x 6.5" (40.6 cm x 16.5 cm) wheels.)

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[Fleet] 2018 Chevrolet Express Commercial Cutaway (CG33503) Van 139" (4)

### WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles  
Corrosion Years (Rust-Through): 6  
Corrosion Years: 3  
Corrosion Miles/km (Rust-Through): 100,000  
Corrosion Miles/km: 36,000  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000  
Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JULY 16, 2018**

**Report #18-16**

**FOR ACTION**

**Subject:**

Furniture Purchase Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of furniture, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to purchase new furniture for the grade level growth at East Intermediate.

**Budget Impact:**

The total cost of this recommendation is Thirty-Four Thousand Seven Hundred Five and 25/100 Dollars (\$34,705.25). The purchase will be funded by the proceeds from the sale of \$3,500,000.00 Building and Site, Series II bonds.

**Historical Information:**

On May 7, 2013 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$18,470,000 and issue its general obligation unlimited tax bonds therefor, in one or more series. The ballot proposal having received sufficient votes was approved.

On June 4, 2015 a sub-committee was formed for the purpose of selecting new classroom furniture for Winans and Elmwood. One of the goals of this committee was to create a standard classroom design that can be easily duplicated and scaled for future grade level growth or expansion to other school buildings. The committee worked closely with Kingscott Architecture to help design prototype classrooms, install demo furniture and make product recommendations.

Cooperative Purchasing saves schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. This purchase will be awarded based on the National IPA Contract R142216 cooperative pricing.

**Rationale for Recommendation:**

The rationale for this recommendation is to purchase standardized classroom furniture to meet the needs of the additional classroom spaces at East Intermediate.

**Great Lakes Furniture Supply, Inc.**

590 East 32nd Street  
Holland, MI 49423  
616-796-3245  
616-296-1202 (fax)

Date: 7/11/2018  
Customer: Waverly Community Schools  
VS National IPA Contract # R142216

Quote: Classroom Furniture

49

<u>Quantity</u>	<u>Mfg.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
84	V/S	PantoSwing-LuPo Chair Model Number - 31400 Seat Height - Blue Dot	\$ 87.00	\$ 7,308.00
3	V/S	PantoMove-Soft Chair Model Number - 31513 Seat Height - Adjustable Upholstery - S26 Line	\$ 416.25	\$ 1,248.75
42	V/S	Uno-M Student Table Model Number - E2405 Table Height - Blue Dot Book Box - Yes	\$ 261.00	\$ 10,962.00
3	V/S	EuroLine Single Table Model Number - 1006 S Table Height - Blue Dot No User Side Apron Grommets - Yes	\$ 323.25	\$ 969.75
3	V/S	Network Modesty Screen Model Number - 21345	\$ 49.50	\$ 148.50
12	V/S	Shift+ Transfer Mobile Storage Unit Model Number - 45318	\$ 811.50	\$ 9,738.00
3	Academia	Activity Series Kidnet Shaped Table Model Number - AL-3672-K Height Adjustment - 23" - 30 1/2"	\$ 188.00	\$ 564.00

3	V/S	RondoLift Height Adjustable Table Model Number - 2823 31 1/2" Round	\$ 903.75	\$ 2,711.25
		Total Product Cost		\$ 33,650.25
		Installation Cost		\$ 830.00
		Shipping Cost		\$ 225.00
		<b>Total Project Cost</b>		<b>\$ 34,705.25</b>