

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
October 13, 2008**

**AGENDA**

- I. Call to order, 7 p.m., Board Room, Hartland Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of agenda/items for discussion
  - C. Approval of minutes – September 30, 2008 special meeting
  - D. Call to the public
  - E. Superintendent’s Report
    - ◆ Enrollment Report/Budget Update – S. Bacon
    - ◆ Student Resource Officer Report – Deputy Callahan
  - F. Board reports & requests
  
- II. Action Items
  - A. Payment of Invoices
  - B. Designated Fund Balance – 2008/09
  
- III. Discussion Items
  - A. 403B Resolution
  
- IV. Information Items
  - A. Future meetings: October 27, 2008, special, 7 p.m. Board Room, Educational Support Center; November 10, 2008, regular, 7 p.m. Board Room, Educational Support Center
  - B. Information Items: Personnel Committee Meeting – October 17, 2008, 7:30 a.m.
  
- V. Adjournment

***This meeting is a meeting of the Board of Education in public for the purpose of conducting the business of Hartland Consolidated Schools and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in Agenda Item I.D.***

**DETAILED AGENDA**

- I. CALL TO ORDER
- I.A. PLEDGE OF ALLEGIANCE
- I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION  
(Recommended action): That the agenda for the October 13, 2008 regular meeting be approved and that public participation be allowed on all items. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.  
\_\_\_\_\_
- I.C. APPROVAL OF MINUTES – SEPTEMBER 30, 2008 SPECIAL MEETING (SEE ATTACHED)  
(Recommended action): That the minutes of the September 30, 2008 special meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- I.D. CALL TO THE PUBLIC
- I.E. SUPERINTENDENT’S REPORT
- Enrollment Report/Budget Update – S. Bacon
  - Student Resource Officer Report – Deputy Callahan
- I.F. BOARD REPORTS & REQUESTS
- II.A. PAYMENT OF INVOICES (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of September 30, 2008, and the payment of invoices totaling \$5,893,301.12 and payroll obligations totaling \$3,611,620.50 (Note: These totals include August and September disbursements). Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- II.B. DESIGNATED FUND BALANCE – 2008/2009 (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, makes no designation for the unreserved fund balance as of June 30, 2008. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- III.A. 403B RESOLUTION  
For discussion
- IV.A. FUTURE MEETINGS  
October 27, 2008, special, 7 p.m. Board Room, Educational Support Center; November 10, 2008, regular, 7 p.m. Board Room, Educational Support Center
- IV.B. INFORMATION ITEMS  
Personnel Committee meeting, October 17, 2008, 7:30 a.m.
- V. ADJOURNMENT

Hartland Consolidated Schools  
Special meeting - Board of Education  
September 30, 2008

Members present: N. Kessel, K. Kaszyca, T. Dumond, E. Jankowski, C. Sinelli (arrived 7:48)  
Members absent: C. Aberasturi, E. McPherson-Brown  
Admin. Present: J. Sifferman, S. Bacon  
Guests: D. Madden

President Kaszyca called the meeting to order at 7:45 a.m. in the Central Office Conference Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

Motion by Jankowski, supported by Dumond that the agenda for the September 30, 2008 special meeting be approved, and that public participation be allowed on all items. Motion carried 4-0. 9/30/08 AGENDA APPROVED

Motion by Dumond, supported by Jankowski that the minutes of the September 8, 2008 regular meeting be approved. Motion carried 4-0. (Ms. Sinelli arrived here - 7:48 a.m.) 9/8 MINUTES APPROVED

There was no response to the Call to the Public. CALL TO PUBLIC

Superintendent Sifferman noted that the student count from the September 24 statewide count day has been confirmed and Hartland is down 41.6 students. She spoke with other districts in Livingston County and while all districts are down students, Hartland did have the smallest reduction. Ms. Sifferman also noted that Scott VanEpps was moving forward with the aggressive Schools of Choice campaign that had been discussed at previous meetings. He has partnered with the Hartland High School DECA program and the students will be using this marketing campaign as their project for the year. SUPT. REPORT

Ms. Kessel reminded everyone about Relay for Life this weekend, October 4, at the Hartland High School Athletic Complex. She noted that everyone has been very supportive and Hartland's program continues to be one of the most successful. Mr. Kaszyca thanked everyone for their participation in Hartland Heritage Day and thanked everyone for their support during his family's difficult time. BOARD REPORTS

Motion by Jankowski, supported by Dumond that the Board of Education, upon the recommendation of the Superintendent and the Project Manager, awards a contract to Fonson, Inc. in the amount of \$63,950.00 for Bid category: 22 - Complete Facility Sanitary Sewer Package as presented. Mr. Kaszyca asked about the timeline. Mr. Madden indicated they were just waiting for final approval from the Livingston Drain Commission and the Genesee Sewer Authority. Mr. Bacon noted that there didn't appear to be any issues, it is just a process. Motion carried 5-0. CONTRACT AWARD: HHS SEWER PACKAGE

Ms. Sifferman asked for a Personnel Committee meeting in the near future and Mr. Kaszyca would like to set up a Finance Committee meeting after the audit is complete. FUTURE MEETINGS

The meeting adjourned at 7:55 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elsie McPherson-Brown".

Elsie McPherson-Brown  
Secretary

A handwritten signature in cursive script that reads "Paula Waters".

Paula Waters  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS**  
**Hartland, Michigan**

Date of Board Meeting: October 13, 2008

Financial Reports as of: September 30, 2008

**Check registers to be approved:**

| Date         | Description    | General Fund        | Athletic         | Cafeteria         | Capital Proj        | Debt            | TOTAL               |
|--------------|----------------|---------------------|------------------|-------------------|---------------------|-----------------|---------------------|
| 08/13/08     | A/P Check Run  | 1,017,941.63        | 6,775.63         | 1,791.00          | 36,018.79           | 0.00            | 1,062,527.05        |
| 08/22/08     | A/P Check Run  | 258,511.92          | 3,528.74         | 0.00              | 1,499.99            | 0.00            | 263,540.65          |
| 08/25/08     | A/P Check Run  | 337.30              | 3,491.22         | 0.00              | 806,484.74          | 0.00            | 810,313.26          |
| 08/26/08     | A/P Check Run  | 383.42              | 695.00           | 1,509.13          | 966.19              | 0.00            | 3,553.74            |
| 08/28/08     | A/P Check Run  | 23,654.43           | 1,774.15         | 0.00              | 3,832.18            | 0.00            | 29,260.76           |
| 08/31/08     | Prepalds/Voids | 25,200.02           | (470.00)         | 0.00              | 0.00                | 0.00            | 24,730.02           |
| 09/08/08     | A/P Check Run  | 1,002,545.47        | 19,533.27        | 12.00             | 21,946.40           | 0.00            | 1,044,037.14        |
| 09/11/08     | A/P Check Run  | 44,907.67           | 935.00           | 34,830.00         | 297,266.73          | 0.00            | 377,939.40          |
| 09/19/08     | A/P Check Run  | 624,500.52          | 17,748.05        | 13,237.56         | 65,812.73           | 1,120.20        | 722,419.06          |
| 09/25/08     | A/P Check Run  | 944.40              | 60.00            | 22,724.75         | 1,247,977.00        | 0.00            | 1,271,706.15        |
| 09/30/08     | A/P Check Run  | 175,648.29          | 2,312.02         | 14,652.63         | 64,896.60           | 0.00            | 257,509.54          |
| 09/30/08     | Prepalds/Voids | 13,527.10           | 2,250.50         | 13,134.75         | -3,148.00           | 0.00            | 25,764.35           |
| <b>TOTAL</b> |                | <b>3,188,102.17</b> | <b>58,633.58</b> | <b>101,891.82</b> | <b>2,543,553.35</b> | <b>1,120.20</b> | <b>5,893,301.12</b> |

**Payrolls to be approved:**

| Date         | W/T-Dues         | FlexCare Transfer | Net Paycks & Direct Deposit | Taxes St Of Mich  | Taxes Federal     |  | TOTAL               |
|--------------|------------------|-------------------|-----------------------------|-------------------|-------------------|--|---------------------|
| 08/08/08     | 0.00             | 0.00              | 546,367.39                  | 30,175.02         | 211,270.45        |  | 787,812.86          |
| 08/22/08     | 0.00             | 0.00              | 548,464.78                  | 30,146.02         | 210,929.68        |  | 789,540.48          |
| 09/05/08     | 13,876.26        | 0.00              | 665,146.78                  | 38,248.69         | 275,229.39        |  | 992,501.12          |
| 09/19/08     | 15,239.28        | 0.00              | 706,583.77                  | 39,763.82         | 280,179.17        |  | 1,041,766.04        |
| <b>TOTAL</b> | <b>29,115.54</b> | <b>0.00</b>       | <b>2,466,562.72</b>         | <b>138,333.55</b> | <b>977,608.69</b> |  | <b>3,611,620.50</b> |

Action: Designated Fund Balance  
Prepared by Scott Bacon  
October 13, 2008

You may recall that in each of the past twelve years we have “designated” some or all of the Unreserved Fund Balance in our general fund. This Board action has been taken to acknowledge specific responsibilities/obligations for a subsequent school year to more accurately reflect the true availability of the Fund Balance. I appreciate this action may seem somewhat “after the fact”, but this is the appropriate time to do it and its main importance is to establish a position as of a specific point in time – June 30, 2008.

I have attached information that shows the breakdown of our Fund Balance the past twelve years. The numbers for June 30, 2008 are being finalized.

Our auditors are finalizing the June 30, 2008 audit report. I have told them I would be recommending no “designated” fund balance. Since June 30, 2002, we have typically been designating “Technology Replacement”; most recently for \$142,324 at June 30, 2006. In light of the bond issue passing in November 2006, which includes over two million dollars of equipment (primarily computers), I do not see any reason to continue “designating” this particular category until some date in the future. The reserve for the “retirement incentive” payment obligation that we showed for three years is no longer necessary as the last payment was made in October 2007. The designation for “future new facility operations” that we started last year is not currently needed in that we lost enrollment for 2008/09 and do not expect any significant growth in the near future; thus no new buildings are planned at this time.

RECOMMENDED

HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2008

Fund Balances:

Reserved:

Inventory

\$ 131,530

Unreserved:

Designated for **technology replacement**

\$ 0

Designated for **future new facility operations**

\$ 0

Designated for **retirement incentive**

\$ 0

Undesignated

\$2,471,162 est.

TOTAL FUND EQUITY (deficit)

\$2,602,692 est.

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit) June 30, 2007

Fund Balances:

Reserved:  
Inventory \$ 113,588

Unreserved:  
    Designated for **technology replacement** \$ 0  
    Designated for **future new facility operations** \$ 300,000  
    Designated for **retirement incentive** \$ 600,000  
    Undesignated \$1,126,979

**TOTAL FUND EQUITY (deficit) \$2,140,567**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2006

Fund Balances:

Reserved:

Inventory \$ 118,075

Unreserved:

Designated for **technology replacement** \$ 142,324

Designated for **retirement incentive** \$ 600,000

Undesignated \$ 326,866

**TOTAL FUND EQUITY (deficit)**

**\$ 1,187,265**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2005

Fund Balances:

Reserved:

Inventory

\$ 105,481

Unreserved:

Designated for **technology replacement**

\$ 142,324

Designated for **retirement incentive**

\$ 600,000

Undesignated

\$ 57,914

**TOTAL FUND EQUITY (deficit)**

**\$ 905,719**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2004

Fund Balances:

Reserved:

Inventory

\$ 103,624

Unreserved:

Designated for **technology replacement**

**160,557**

Designated for new facility operations

0

Undesignated

\$1,930,741

**TOTAL FUND EQUITY (deficit)**

**\$2,194,922**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2003

Fund Balances:

Reserved:

|           |            |
|-----------|------------|
| Inventory | \$ 100,789 |
|-----------|------------|

Unreserved:

|                                       |         |
|---------------------------------------|---------|
| Designated for technology replacement | 106,761 |
|---------------------------------------|---------|

|  |           |
|--|-----------|
| Designated for new facility operations | 1,481,740 |
|--|-----------|

|              |           |
|--------------|-----------|
| Undesignated | 1,195,004 |
|--------------|-----------|

|                             |             |
|-----------------------------|-------------|
| TOTAL FUND EQUITY (deficit) | \$2,884,294 |
|-----------------------------|-------------|

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2002

Fund Balances:

Reserved:

Inventory

\$ 116,330

Unreserved:

Designated for technology replacement

38,092

Designated for new facility operations

2,162,536

Undesignated

160,094

TOTAL FUND EQUITY (deficit)

\$2,477,052

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2001

Fund Balances:

Reserved:

Inventory

\$ 119,806

Unreserved:

Designated for new facility operations

427,815

Undesignated

0

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 547,621**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 2000

Fund Balances:

Reserved:

Inventory

\$ 85,392

Unreserved:

Designated for capital projects

45,423

Designated for new facility operations

700,000

Undesignated

158,250

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 989,065**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 1999

Fund Balances:

Reserved:

Inventory

\$ 84,354

Unreserved:

Designated for new facility operations

300,000

Undesignated

\$ 1,256,534

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 1,640,888**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 1998

Fund Balances:

Reserved:

Inventory

\$ 90,265

Unreserved:

Designated for new facility operations

\$ 1,100,000

Undesignated

488,078

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 1,678,343**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 1997

Fund Balances:

Reserved:

Inventory

\$ 95,695

Unreserved:

Designated for new facility operations

\$ 643,602

Designated for capital projects

57,565

Undesignated

0

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 796,862**

# HARTLAND CONSOLIDATED SCHOOLS

Fund Equity (Deficit)

June 30, 1996

Fund Balances:

Reserved:

Inventory

\$ 100,261

Unreserved:

Designated for new facility operations

\$ 200,000

Designated for capital projects

40,000

Designated for technology

70,000

Undesignated

425,252

**TOTAL FUND EQUITY (DEFICIT)**

**\$ 835,513**