

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
April 17, 2017**

AGENDA

- I. Call to order, 6:30 p.m., Board Room, Educational Support Service Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – March 20, 2017 regular meeting
 - D. Superintendent's Report
 - o Happenings at Lakes Elementary
 - o Middle/Early College Presentation – D. Minsker/K. Gregory
 - E. Call to the Public
 - F. Board reports & requests
- II. Action Items
 - A. Payment of Invoices
 - B. 2016/17 Budget Amendment – General Fund, Student Nutrition, Athletics
 - C. 2016/17 Amendment/Reclassification – General Fund
 - D. Vehicle Purchase
- III. Discussion Items
 - A. Middle/Early College
- IV. Information Items
 - A. Future meetings: May 15, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 12, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center
 - B. Information Items
- 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.E.

HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
APRIL 17, 2017

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 April 17, 2017 regular meeting be approved, that policy be set aside allowing Item II.D. to be treated as an Action Item, and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – MARCH 20, 2017 MEETING – SEE ATTACHED

(Recommended action): That the minutes of the March 20, 2017 regular meeting be approved. Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT’S REPORT

- Happenings at Lakes Elementary School
- Middle/Early College Presentation – D. Minsker/K. Gregory

I.E. CALL TO THE PUBLIC

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 March 31, 2017, and the payment of invoices totaling \$1,467,443.16 and payroll obligations totaling \$2,827,063.80. Motion by _____, supported by _____. _____

II.B. 2016/17 BUDGET AMENDMENTS – GENERAL FUND, STUDENT NUTRITION, ATHLETICS – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Finance Committee, approves the amendments to the General Fund, Student Nutrition Fund and Athletics Fund as presented. Motion by _____, supported by _____. _____

II.C. 2016/17 AMENDMENT/RECLASSIFICATION – GENERAL FUND – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Finance Committee, approves the reclassification of specific General Fund expenditures as required by the State as presented. Motion by _____, supported by _____. _____

II.D. VEHICLE PURCHASE – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, approves the purchase of three (3) 2017 GMC Sierra 2500HDs from Todd Wenzel Buick GMC of Westland through the MDeal bid system in the amount of \$100,584.90, as presented. Motion by _____, supported by _____. _____

III. A. MIDDLE/EARLY COLLEGE

For discussion

IV.A. FUTURE MEETINGS

May 15, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 12, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting - Board of Education
March 20, 2017

Members present: C. Kenrick, T. Dumond, K. Kaszyca, B. Gatewood, C. Costa
Members absent: C. Aberasturi, M. Hemeyer
Admin. Present: S. VanEpps, C. Hughes, M. Cheney, M. Otis, S. Livingway, A. Lashbrook, L. Pumford, A. Howerton, D. Selix, M. Day, J. Reck, D. Minsker, B. Cain, K. Gregory, C. Chanavier, J.D. Wheeler, S. Pearson, M. Marino
Guests: M. Thompson, J. Conway, K. Bals, C. White, C. West, C. Ford, N. Spranger, S. Majors, J. VanGoethem, M. Kozak, A. Cinna, C. Halonen, M. Treadway, K. Evans, B. Prokuda, H. DeWolf, A. Shipman, G. Cockerham, A. Rivet, S. Gazda, K. DeRosier, C. Gomoll, A. Bose

President Dumond called the meeting to order at 6:30 p.m. in the Boardroom of the Educational Support Service Center. The Pledge of Allegiance was recited.

President Dumond noted that Scott Bacon was not present due to the passing of his father last Friday. The Board's thoughts and prayers are with the Bacon family.

Motion by Kenrick, supported by Kaszyca that the agenda for the March 20, 2017 regular meeting be approved, and that public participation be allowed on all items. Motion carried 5-0. 3/20/17 AGENDA APPROVED

Motion by Kaszyca, supported by Costa that the minutes of the March 3, 2017 special meeting be approved. Motion carried 5-0. 3/3/17 MINUTES APPROVED

Superintendent Hughes thanked all who attended the Hartland Optimist Club Youth Appreciation Ceremony last week. Ninety-eight students received recognition. Mr. Hughes also wanted to remind everyone of the May 2nd Building & Site Sinking Fund Special Election, noting that though the ballot language indicates an increase in the tax rate, the Board of Education will roll back the current debt levy rate should the proposal pass, creating a net zero increase to the tax rate. SUPT. REPORT

Superintendent Hughes introduced HEA President Kim Evans who presented the Board with a selection of award winning books for various grade levels for our building libraries in appreciation of their service to the district.

Mr. Hughes then introduced Farms Intermediate Principal Mikki Cheney to talk about what's going on at Farms Intermediate School. Ms. Cheney then introduced Ron Andre from the FIRST Robotics organization and sponsor of the Farms Lego League Robotics Team. Mr. Andre spoke about the program, currently in its first full year at Farms, noting how quickly it has grown at Farms – from 18 to 29 students. He then introduced team members Ethan Justice, Luke Kozak, Ethan Cellarius, Isabelle Bender, Nicole Majors, and Steven Majors, a mentor from HHS, who explained the program, how they go about solving a challenge, and how the club has helped them both at school and in life. They then did a demonstration with a few of the robots they had created. Ms. Cheney thanked all of the volunteers/parents, coaches and the Farms PTO for helping with funding.

Ms. Kenrick reminded everyone that the HHS Drama Club's production of "Oklahoma!" was coming up. Mr. Dumond noted that the Annual LCASB dinner and meeting will be BOARD REPORTS

held on April 19, 2017 at LESA with the Howell Culinary Program again preparing the dinner. Mr. Gatewood thanked the community for their continued support of programs like FIRST Robotics and club sports and noted the importance of the upcoming sinking fund election for continuing these programs. Mr. Costa congratulated DECA on their success at the state competition this weekend.

BOARD REPORTS
(CONTINUED)

Motion by Gatewood, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of February 28, 2017 and the payment of invoices totaling \$1,366,229.87 and payroll obligations totaling \$3,126,803.70. Motion carried 5-0.

PAYMENT OF
INVOICES

Motion by Kaszyca, supported by Costa that the Board of Education adopts the 2016/2017 Board Goals as presented and discussed. Mr. Gatewood asked if more frequent updates could be provided to the Board on the progress of the goals during the year. Mr. Hughes noted that we would and that he also has a binder noting all of the actions taken that pertain to the goals. Motion carried 5-0.

2016/2017 BOARD
GOALS

Motion by Kenrick, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent and the Personnel Committee, approves 2-year contracts effective July 1, 2017 for Scott VanEpps, Chris Chanavier, J.D. Wheeler, Steve Livingway, Alice Lashbrook, Mikki Cheney, Lawrence Pumford, Dotty Selix, Tony Howerton, and Michelle Otis, as presented. Motion carried 5-0. Ms. Kenrick expressed her thanks to all of the administrators for the work they do.

ADMINISTRATIVE
CONTRACT
RENEWALS

Motion by Kaszyca, supported by Costa that the Board of Education, upon the recommendation of the Superintendent and the Personnel Committee, offers 2-year contracts effective July 1, 2017 to the following: Kate Gregory – Principal, Hartland High School; Jason Reck – Asst. Principal, Hartland High School; Mary Day – Principal, Village Elementary; Ethan Hawker – Asst. Principal, Farms Intermediate; Bill Cain – Director of Student Services; and David Minsker – Asst. Superintendent of Curriculum & Instruction, as presented. Motion carried 5-0.

NEW ADMIN.
CONTRACTS

President Dumond noted the next regular meeting is scheduled for April 17, 2017 at 6:30 p.m.

FUTURE MEETINGS

The meeting was adjourned at 7:12 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hemeyer
Secretary



Paula Waters
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON APRIL 17, 2017
EXPENDITURES FOR THE MONTH OF MARCH 2017**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
03/01/2017	A/P Check Run	\$ 12,064.67					\$ 12,064.67
03/07/2017	A/P Check Run	\$ 821,059.03	\$ 803.63	\$ 8,305.42			\$ 830,168.08
03/13/2017	A/P Check Run	\$ 788.43	\$ 2,989.17	\$ 7,756.58			\$ 11,534.18
03/21/2017	A/P Check Run	\$ 31,076.45		\$ 12,246.72			\$ 43,323.17
03/23/2017	A/P Check Run	\$ 314,198.98	\$ 13,112.51	\$ 10,523.26	\$ 1,509.00		\$ 339,343.75
03/27/2017	A/P Check Run	\$ 1,166.34		\$ 7,351.79			\$ 8,518.13
03/29/2017	A/P Check Run	\$ 1,563.34					\$ 1,563.34
03/31/2017	Prepaid Checks	\$ 9,510.82		\$ 20,395.81			\$ 29,906.63
03/31/2017	Void Checks	\$ (1,994.81)	\$ (170.00)				\$ (2,164.81)
03/10/2017	Merchant Fees (Comm Ed)	\$ 7,208.65					\$ 7,208.65
03/10/2017	Edustaff - ACH	\$ 43,239.59					\$ 43,239.59
02/24/2017	Edustaff - ACH	\$ 52,698.80					\$ 52,698.80
03/09/2017	PCMI - ACH	\$ 58,930.43					\$ 58,930.43
03/23/2017	PCMI - ACH	\$ 22,062.68					\$ 22,062.68
02/28/2017	PNC VISA - ACH	\$ 9,045.87					\$ 9,045.87
TOTAL		\$ 1,382,619.27	\$ 16,735.31	\$ 66,579.58	\$ 1,509.00	\$ -	\$ 1,467,443.16

Payroll and Benefit expenses:

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
3/10/2017	\$ 669,147.44	\$ 260,079.35	\$ 35,501.61	\$ 333,166.72	\$ 94.42	\$ 18,952.75	\$ 1,316,942.29
3/24/2017	\$ 628,510.51	\$ 243,661.30	\$ 33,049.85	\$ 341,224.39		\$ 18,990.25	\$ 1,265,436.30
3/24/2017	MARCH UAAL/ORS			\$ 295,274.00			\$ 295,274.00
MAR HLTH EQ CLAIMS						\$ (50,588.79)	\$ (50,588.79)
TOTAL	\$ 1,297,657.95	\$ 503,740.65	\$ 68,551.46	\$ 969,665.11	\$ 94.42	\$ (12,645.79)	\$ 2,827,063.80

2016/17 Budget Amendments
Prepared by: Scott Bacon
April 17, 2017

We are presenting budget amendments for the following school district funds:

General Fund
Athletic Fund
Cafeteria Fund

These are the first amendments to the budgets that were approved June 27, 2016. The attached document attempts to provide a narrative of the changes by budget category.

Adjustments have been made at this point based on every account being reviewed (general fund has approximately 110 revenue accounts and 1,645 expenditure accounts). Every employee's salary was calculated along with the associated fringe benefits. Adjustments have been included for administration's final expectations for volatile areas such as fuel and utility costs. While we did adopt the original 2016/17 budget based upon our overall projections, in some cases the projected increases and decreases were made to a few of the larger budget areas rather than to each of the 1,645 expenditure accounts. Thus during this amendment process some dollars are simply being reallocated from where the dollars were initially budgeted.

Please remember that the amendments (by law) are to change what we adopted to where we believe we are now. This paperwork process must be done that way. Ultimately we are showing an amended general fund expenditure budget for 2016/17 that is 1.09% (\$574,131) more than originally budgeted. The largest part of the \$574,131 was because the state increased our retirement costs by \$350,000 required by the state to be recorded by local districts (but reimbursed in our revenues). There were a number of other "pluses" and "minuses", totaling \$224,131 that ultimately played into our final 2016/17 budget numbers and are referenced and detailed in the following pages.

I am confident these amended budgets have been reviewed appropriately and accurately represents how the 2016/17 fiscal year should play out for the funds addressed. In June we will present any additional amendments for these three funds and will do initial/final amendments for the Debt Fund and the Capital Projects Fund.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2016-17 General Fund is amended as follows:

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
REVENUES			
Local sources	\$ 7,463,121	\$ 7,617,031	\$ 153,910
State sources	42,300,131	42,617,432	317,301
Federal sources	427,394	506,592	79,198
Transfers and other	2,214,687	2,429,337	214,650
REVENUE AVAILABLE TO APPROPRIATE	52,405,333	53,170,392	765,059
Estimated fund balance 7/1/2016	2,877,262	3,181,999	304,737
Less appropriated balance	-	-	-
FUND BALANCE AVAILABLE TO APPROPRIATE	2,877,262	3,181,999	304,737
TOTAL AVAILABLE TO APPROPRIATE	\$ 55,282,595	\$ 56,352,391	\$ 1,069,796

Revenues:

1) Increase "Local sources" by \$153,910. Increase is partially due to the shift from the state sources line to the property taxes line as a result of an increase in the assumed local revenue component of the per pupil foundation allowance. There were also several increases made to Community Ed program revenue line items, which have been offset by similar increases in expense.

2) Increase "State sources" by \$317,301. The district received an additional \$350K 147c allocation from the state. Offsetting expenditures have been recorded in most of the expenditure categories below. The District also received an increase in special ed categorical funding. The increases in revenue have been offset by a slight decrease in projected student count from the original budget, as well as the shifting of the local share of the foundation allowance from the state sources line to the local sources line as indicated above.

3) Increase "Federal sources" by \$79,198. Federal grant revenues have been adjusted to reflect actual award amounts. The district received an increased Title I allocation, but a lower WIA allocation in the current year.

4) Increase "Transfers and other" by \$214,650. The district will receive an additional \$40K in operational support and an additional \$150K from the LESA special education millage than originally projected. In addition, the CTE allocation was \$28K higher than originally budgeted. Offsetting CTE expenditures have been recorded in the same amount.

continued

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
EXPENDITURES			
Basic programs	\$ 26,509,301	\$ 26,517,953	\$ 8,652
Added needs	5,833,572	6,091,397	257,825
Pupil services	865,321	896,832	31,511
Instructional services	1,875,154	1,987,418	112,264
General administration	1,255,967	1,208,487	(47,480)
School administration	3,039,026	3,182,884	143,858
Business services	771,868	778,442	6,574
Operations & maintenance	5,094,081	4,982,160	(111,921)
Pupil transportation	2,278,604	2,326,339	47,735
Central services	388,909	424,382	35,473
Other	202,595	215,237	12,642
Community services	3,016,076	3,070,653	54,577
Capital outlay	335,538	356,600	21,062
Transfers & other expenses	1,171,298	1,172,657	1,359
TOTAL APPROPRIATED	<u>\$ 52,637,310</u>	<u>\$ 53,211,441</u>	<u>\$ 574,131</u>
PROJECTED 6/30/2017			
FUND BALANCE	\$ 2,645,285	\$ 3,140,950	\$ 495,665

Expenditures:

1) Increase "Basic programs" by \$8,652. Adjustment needed to reflect expected expenditures for basic classroom instruction, which includes elementary school, middle school, high school, alternative education, and summer school programs. There are several increases and decreases from the original budget in all areas, including salaries, fringe benefits, contract services, supplies and other. During the initial budget process, steps/lane changes, and salary concessions are estimated and spread to various account categories. This amendment updates those estimates and allocates the expenditures to the correct functions. In addition to this "trueing up" process, expenditures were adjusted to account for the increase in MSERS Section 147C costs (which are offset by revenues received from the state), to remove the employee concession originally budgeted, and to adjust for leaves of absence and mid-year retirements.

2) Increase "Added needs" by \$257,825. Adjustment needed to reflect expected expenditures for special education, Title I, and vocational education programs. As noted above under Basic Programs, adjustments were made to "true up" salaries and fringe benefits for expected steps/lane changes, to remove employee concessions, and for the additional MPERS section 147c costs which are offset by revenues received by the state. CTE expenditures were also increased as a result of the increased revenue allocation from LESA described in item #4 above.

3) Increase "Pupil services" by \$31,511 to reflect expected expenditures for guidance support.

4) Increase "Instructional services" by \$112,264 to reflect current expected budgets for media services, curriculum development and curriculum related grants, and for technology salaries including our portion of salaries for LESA employees contracted through a technology consortium arrangement. Expenditures increased on this line item due to the district-wide behavioral coach position that was shifted here from the basic programs line. In addition, expenditures for the early literacy grant were originally budgeted in basic programs, but were shifted here to be more in line with FID classification.

5) Decrease "General administration" by \$47,480 to account for the net effect of the Superintendent's retirement, which was effective January 1.

6) Increase "School administration" by \$143,858. In addition to the adjustments made to remove the employee concession and for the additional MPSERS section 147c costs, expenditures increased on this line item due to the elementary dean of students position that was shifted here from the basic programs line.

7) Increase "Business services" by \$6,574 to reflect expected costs in this budget category.

8) Decrease "Operations & maintenance" by \$111,921. Approximately \$75K was reclassified from operations and maintenance to the capital outlay line. In addition, utilities have been adjusted for current year usage and cost trends.

9) Increase "Pupil transportation" by \$47,735 to reflect expected costs in this budget category.

10) Increase "Central services" by \$35,473. Amount represents costs associated with contracted data processing and supplies. Amounts have been updated to reflect expected costs in this budget category.

11) Increase "Other" by \$12,642 to reflect expected costs in this budget category.

12) Increase "Community services" by \$54,577. Increase is a result of numerous adjustments made to the various Community Education programs including daycare, preschool, gymnastics, pool, senior center, music hall, and enrichment in order to be more in line with prior years and current year expected activity. The increase in expenditures has been mostly offset by similar increases in revenue.

13) Increase "Capital outlay" by \$21,062 to reflect expected final costs in this budget category.

14) Increase "Transfers and other expenses" by \$1,359 to reflect expected final costs in the budget category.

This resolution shall take immediate effect.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2016-17 Athletic Fund is amended as follows:

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
REVENUES			
Local sources (gate)	\$ 141,509	\$ 139,180	\$ (2,329)
Other local sources	124,940	119,650	(5,290)
Transfers	<u>725,410</u>	<u>727,756</u>	<u>2,346</u>
REVENUE AVAILABLE TO APPROPRIATE	991,859	986,586	(5,273)
Estimated fund balance 7/1/2016	123,978	157,335	33,357
Less appropriated balance	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE AVAILABLE TO APPROPRIATE	<u>123,978</u>	<u>157,335</u>	<u>33,357</u>
TOTAL AVAILABLE TO APPROPRIATE	<u>\$ 1,115,837</u>	<u>\$ 1,143,921</u>	<u>\$ 28,084</u>

Revenues:

- 1) Decrease "Local sources (gate)" by \$2,329 to reflect expected revenues in this category based on actual fall gates.
- 2) Decrease "Other local sources" by \$5,290 to reflect expected revenues in this category based on invitational meets already held.
- 3) Increase "Incoming transfers" by \$2,346. The original incoming transfer budget contemplated an adjustment for salary concessions. However, since no salary concession was required in the current year, this line item was adjusted accordingly.

continued

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
EXPENDITURES			
Other support services:			
Salaries	\$ 238,774	\$ 242,077	\$ 3,303
Employee benefits	104,712	103,873	(839)
Contracted services/supplies	504,718	494,024	(10,694)
Equipment	27,710	30,060	2,350
Officials fees	35,973	36,198	225
Transportation	32,000	32,000	-
Capital outlay	20,000	20,000	-
TOTAL APPROPRIATED	<u>\$ 963,887</u>	<u>\$ 958,232</u>	<u>\$ (5,655)</u>
PROJECTED 6/30/2017 FUND BALANCE	\$ 151,950	\$ 185,689	\$ 33,739

Expenditures:

1) Increase "Salaries" by \$3,303. The original budget contemplated a salary concession. However, no concession was required in the current year, and cash-in-lieu payments were adjusted accordingly. In addition, coaching salaries were decreased slightly based on the current year coaching roster.

2) Decrease "Employee benefits" by \$839 to reflect expected expenditures in this category.

3) Decrease "Contracted services/supplies" by \$10,694. While there are numerous line items included in this category, a majority of the adjustment was made to decrease contracted coaching salaries based on the current year coaching roster, which consists of a handful of first year, lower-step coaches.

4) Increase "Equipment" by \$2,350 to reflect expected expenditures in this category. We continue to rely on team by team fundraising which keeps this category relatively low.

5) Increase "Officials fees" by \$225 to reflect expected expenditures in this category.

6) "Transportation" - no changes.

7) "Capital outlay" - no changes.

This resolution shall take immediate effect.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2016-17 Cafeteria Fund is amended as follows:

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
REVENUES			
Local sources	\$ 1,084,072	\$ 1,142,000	\$ 57,928
State sources	49,344	49,742	398
Federal sources	<u>452,500</u>	<u>468,910</u>	<u>16,410</u>
REVENUE AVAILABLE TO APPROPRIATE	1,585,916	1,660,652	74,736
Estimated fund balance 7/1/2016	166,226	194,318	28,092
Less appropriated balance	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE AVAILABLE TO APPROPRIATE	<u>166,226</u>	<u>194,318</u>	<u>28,092</u>
TOTAL AVAILABLE TO APPROPRIATE	<u>\$ 1,752,142</u>	<u>\$ 1,854,970</u>	<u>\$ 102,828</u>

Revenues:

1) Increase "Local Sources" by \$57,928. Breakfast and a la carte revenues were increased due to higher participation than originally estimated. In addition, revenues were increased for a grant received from the United Dairy Industry of Michigan to purchase milk coolers. The offsetting expenditures for the grant have been recorded in the capital outlay line item below.

2) Increase "State Sources" by \$398 to reflect the actual projected 31d reimbursement.

3) Increase "Federal Sources" by \$16,410 to reflect a higher commodity allocation than originally budgeted. The increase in revenue is offset by an increase in commodity (food) expense.

continued

	LAST APPROVED 6/27/2016	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
EXPENDITURES			
Other support services:			
Salaries	\$ 485,404	\$ 511,397	\$ 25,993
Employee benefits	237,702	250,481	12,779
Food	680,000	718,910	38,910
Supplies & other	97,750	100,537	2,787
Capital outlay	15,000	56,180	41,180
Outgoing transfers	45,166	29,577	(15,589)
TOTAL APPROPRIATED	<u>\$ 1,561,022</u>	<u>\$ 1,667,082</u>	<u>\$ 106,060</u>
PROJECTED 6/30/2017			
FUND BALANCE	\$ 191,120	\$ 187,888	\$ (3,232)

Expenditures:

1) Increase "Salaries" by \$25,993. Salaries were increased to account for the contract wage opener that was settled during the year as well as for the additional hours needed for a part time administrative assistant. In addition, cash in lieu was increased to account for the removal of the salary concession that was originally budgeted.

2) Increase "Employee benefits" by \$12,779 to account for the increase in salaries described above. In addition, health insurance costs were adjusted based on current year staff elections.

3) Increase "Food" by \$38,910. Amount was increased to account for the higher projected commodity usage. The increase in expense is offset by the increase in revenues. Food costs were also adjusted to account for increased participation and rising food costs.

4) Increase "Supplies & other" by \$2,787 to reflect expected expenditures in this category.

5) Increase "Capital outlay" by \$41,180. A portion of the increase was due to the milk coolers purchased with the UDIM grant revenues described above. The remainder of the increase is to account for a walk-in cooler box that must be that replaced in one of the buildings.

6) Decrease "Outgoing transfers" by \$15,589. The original budget contemplated a salary concession of approximately \$15,000. However, since no concession was required in the current year, the outgoing transfer to the general fund was adjusted accordingly.

2016/17 Budget Amendments
General Fund
Reclassification only
Prepared by: Scott Bacon
April 17, 2017

Over the years, account numbers have been created using the Michigan Public School Accounting manual as a guide, and have been assigned to financial statement categories based on the District's interpretation of the line item. The State has recently mandated that all districts must align their account numbers to financial statement categories based on the specific definitions outlined in the Manual.

A majority of the reclassifications relate to ICT and teacher consultant expenditures, as well as a handful of general administrative expenses. An explanation of each item is listed in the attached.

This amendment makes this reclassification based upon the General Fund amendments passed earlier in this board meeting. The Board will see changes from category sources (both to and from) however the bottom line will remain the same.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2016-17 General Fund is amended as follows:

	LAST APPROVED 4/17/2017	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
REVENUES			
Local sources	\$ 7,617,031	\$ 7,617,031	\$ -
State sources	42,617,432	42,617,432	-
Federal sources	506,592	506,592	-
Transfers and other	2,429,337	2,429,337	-
REVENUE AVAILABLE TO APPROPRIATE	53,170,392	53,170,392	-
Estimated fund balance 7/1/2016	3,181,999	3,181,999	-
Less appropriated balance	-	-	-
FUND BALANCE AVAILABLE TO APPROPRIATE	3,181,999	3,181,999	-
TOTAL AVAILABLE TO APPROPRIATE	\$ 56,352,391	\$ 56,352,391	\$ -

Revenues:

No changes.

	LAST APPROVED 4/17/2017	AS AMENDED 4/17/2017	RECOMMENDED AMENDMENTS
EXPENDITURES			
Basic programs	\$ 26,517,953	\$ 26,400,868	\$ (117,085)
Added needs	6,091,397	6,052,928	(38,469)
Pupil services	896,832	1,552,426	655,594
Instructional services	1,987,418	1,414,993	(572,425)
General administration	1,208,487	1,275,066	66,579
School administration	3,182,884	3,182,884	-
Business services	778,442	654,298	(124,144)
Operations & maintenance	4,982,160	5,222,160	240,000
Pupil transportation	2,326,339	2,326,339	-
Central services	424,382	498,367	73,985
Other	215,237	217,237	2,000
Community services	3,070,653	3,075,653	5,000
Debt service	-	400,466	400,466
Capital outlay	356,600	210,000	(146,600)
Transfers & other expenses	1,172,657	727,756	(444,901)
TOTAL APPROPRIATED	\$ 53,211,441	\$ 53,211,441	\$ -
PROJECTED 6/30/2017 FUND BALANCE	\$ 3,140,950	\$ 3,140,950	\$ -

Expenditures:

No increases or decreases to total expenditures have been presented at this time; this amendment is proposed in order to align our account numbers with financial statement categories as defined by the Michigan Public School Accounting Manual.

continued

Over the years, account numbers have been created using the Michigan Public School Accounting Manual as a guide, and have been assigned to financial statement categories based on the District's interpretation of the line item. The State has recently mandated that all districts must align their account numbers to financial statement categories based on the definitions outlined in the Manual.

A majority of the reclassifications relate to ICT and teacher consultant expenditures, as well as a handful of general administrative expenses. An explanation of each item is listed below, and has been documented in the "to" and "from" category.

- 1) Decrease "Basic programs" by \$117,085 to reclassify expenditures for ICT programs to the instructional services line item.
- 2) Decrease "Added needs" by \$38,469 to reclassify expenditures for the school nurse to the pupil services line item.
- 3) Increase "Pupil services" by \$655,594 to reclassify expenditures for the school nurse from the added needs line item, as well as the teacher consultants from the instructional services line item.
- 4) Decrease "Instructional services" by \$572,425 to reclassify teacher consultants to the pupil services line item, to reclassify certain non-instructional IT expenditures to the central services line item, and to reclassify ICT expenditures from the basic programs line item.
- 5) Increase "General administration" by \$66,579 to reclassify expenditures for legal/auditing from the business services line item.
- 6) "School administration" - no change.
- 7) Decrease "Business services" by \$124,144 to reclassify property/liability insurance to the operations & maintenance line item, to reclassify legal/auditing expenditures to the general administration line item, to reclassify tax chargebacks from the other expenditures line item, and to reclassify bank fees and interest expenditures from the transfers & other expenditures line item.
- 8) Increase "Operations & maintenance" by \$240,000 to reclassify property/liability insurance expenditures from the business services line item and to reclassify the maintenance vehicle purchase from the capital outlay line item.
- 9) "Pupil transportation" - no change.
- 10) Increase "Central services" by \$73,985 to reclassify certain non-instructional IT expenditures from the instructional services line item.
- 11) Increase "Other" by \$2,000 to reclassify tax chargebacks to the business services line item and to reclassify the purchase of band uniforms from the capital outlay line item.
- 12) Increase "Community services" by \$5,000 to reclassify equipment expenditures from the capital outlay line item.
- 13) Increase "Debt service" by \$400,466 to reclassify principal and interest payments on installment purchase agreements from the transfers and other expenses line item.
- 14) Decrease "Capital outlay" by \$146,600 to reclassify vehicle purchases, band uniforms, and equipment purchases to the maintenance & operations line item, the other line item, and the community services line item, respectively.
- 15) Decrease "Transfers and other expenses" by \$444,901 to reclassify principal and interest expenditures to the debt service line item and to reclassify interest on the state aid note to the business services line item.

This resolution shall take immediate effect.



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

Email: mattmarino@hartlandschools.us

Date: April 11, 2017
To: Scott Bacon
From: Matt Marino
Subject: Equipment Replacement

This year I am looking to continue the district's past practice of scheduling the replacement of district equipment. We will be retiring three vehicles and asking for replacement of these trucks. These three vehicles scheduled to be removed from service are 15+ years old and have significant frame and body rust.

The vehicles being retired are:

1. 2001 Chevy 2500 Maintenance/Plow Truck
2. 2002 Chevy 2500 Maintenance/Plow Truck
3. 2002 Chevy 2500 Utility/Plow Truck

I am requesting that we purchase three maintenance trucks through the MIDEAL bid system as outlined below and on the attached quote. I am asking for the replacement at this time because currently the vehicles are available in the system now. If we wait until the end of the school year we run the risk that they may not be available.

In the original budget we budgeted \$75,000 and the replacement of two trucks, with the thought that we would replace a third vehicle if funds were available within my department. The funds are currently available for three replacements due to the milder winter this year. The purchase of a third vehicle at this time will allow us to continue with the original replacement schedule of 3 vehicles as recommended by the district's head mechanic. As we have done in the past we plan to take bids on the sale of the three vehicles being retired.

Todd Wenzel Buick GMC of Westland
2017 GMC Sierra 2500HD \$33,528.30
 $\$33,528.00 \times 3 = \$100,584.90$

TODD WENZEL BUICK GMC of WESTLAND

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 4265 Fax (734) 721-1780

aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007

MiDeal Spec # 3958-0092

Hartland Consolidated Schools Pricing (MiDeal Pricing)**2017 GMC Sierra 2500HD Reg Cab 4x4 8' Bed**

9500# GVWR	Gas / Auto Trans	Reg Cab w/ Long Box
SPEC 92 - 2017 GMC Sierra 2500HD Reg Cab 4wd		\$ 23,468.00
QXT – LT265/70R17E All-Terrain Tires		\$ 182.00
H2R – Cloth Seat Trim		\$ 75.00
PCR – Power Windows/Power Htd Mirrors/Keyless Entry		\$ 659.75
VYU – Snow Plow Prep Package		\$ 350.35
K4B – Auxiliary 730CCA Battery		\$ 122.85
G80 – Locking Rear Differential (Req'd with 2015iMY+)		\$ 359.45
Z82 – HD Trailing Package w/ Trailer Brake Controller		\$ 796.40
UVC – Rear Vision Camera (In Dash Display)		\$ 182.00
Sub-Total		\$ 26,195.80
SBL – Spray-On Bedliner (Under the Rail)		\$ 549.00
4SB – 4" Round Back Step Bars (GM Accessories)		\$ 587.50
WM3 – Western 8'6" MVP3 Steel Plow w/ Deflector		\$ 5,736.00
BEA – Roof-Mounted Mini-Lightbar (Amber)		\$ 460.00
Total		\$ 33,528.30

Prices Quoted are for a MiDeal Factory Order.

FOB Westland, MI

Delivery per MiDeal: \$1.00 per mile (Round Trip based on Mapquest)

Didtrect Vehicle Inventory as of April 2017

[illegible]

Hartland Consolidated Schools, (the "District")

A regular meeting of the board of education of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 15th day of May, 2017, at 6:30 o'clock in the p.m.

The meeting was called to order by Thom Dumond, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____

WHEREAS:

1. The District is an active member in the Livingston Career & Technical Education Consortium ("Consortium"); and
2. The Livingston Educational Service Agency, on behalf of the Consortium, is making application to the Michigan Department of Education to create and offer early college programs; and
3. The primary objective of an early college program is to offer high school students a five-year program that combines high school coursework with the first two years of college, culminating in the attainment of a high school diploma and, potentially, 60 transferable credits, an industry credential or an Associate Degree.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District expresses its support for the creation of, and participation in, Livingston County early college programs.
2. The District shall promote the opportunity for underrepresented, underachieving and underperforming students, especially those students who are economically disadvantaged and/or the first in their family to attend college, to participate in the Livingston County early college programs.
3. As a member of the Consortium, the District shall actively participate in the development of contractual agreements entered into by the Livingston Educational Service Agency on behalf of the Consortium for the operation of the Livingston County early college programs.
4. As a participating member, the District agrees to the assurances and certifications within the MDE Early Middle College application.

Ayes: Members

Nays: Members

Motion declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 15, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Assurances and Certifications

1. The Early/Middle College High School will provide a unique environment for students, integrate a 'career and college readiness' curricula, and provide guidance and counseling specifically designed to support Early/Middle College students.
2. Early/Middle College High School students will be identified and flagged in the MSDS as Early/Middle College High School students participating in the Early/Middle College no later than the fall count day of 11th grade.
3. Early/Middle College High School students will not be moved in and out of the five-year cohort once identified.
4. Early/Middle College High School students will annually update their EDP to reflect E/MC academic plans and have a description of the E/MC program built into their EDP graduation requirements.
5. Early/Middle College Program students will be considered 'on-time' graduates by earning a high school diploma and an associate's degree, an E/MC (MEMCA) technical certificate* (see bottom of page 1), an industry/higher education recognized technical certificate, or 60 transferable credits.
6. Early/Middle College High Schools are separate schools and will submit all required reporting listed on page 2 and 3 of this application. In the case of a school within a school, this means separate reporting requirements for the high school and the Early/Middle College.
7. The Early/Middle College High Schools will complete a school improvement plan and submit school performance indicators. Early/Middle Colleges that are Shared Educational Entities for accountability are exempt from this requirement.
8. The Early/Middle College High Schools will receive an accountability designation. Early/Middle Colleges that are Shared Educational Entities for accountability are exempt from this requirement.
9. The Early/Middle College Program will ensure that at the time the E/MC begins operation, students will have access to USDA approved breakfast and lunch facilities daily, including Free and Reduced lunch access for those students who qualify.
10. For Early/Middle College High Schools that are Shared Education Entities (for reporting and, where applicable, accountability), member districts will be verified each year.
11. It is understood that State School Aid Section 6(4)m requires that students must not be otherwise eligible for high school graduation to participate in a fifth year of high school and that Section 3(f) of the Postsecondary Enrollment Options Act and Section 3(g) of the Career and Technical Preparation Act require that students be enrolled in at least one (1) high school course required for graduation which must be a high school or dual enrollment math or math related course.
12. The Early/Middle College High School agrees to participate in MEMCA and the Early/Middle College Data Project each year as feasible.

13. The Early/Middle College High School agrees to present their Career and College Readiness Curriculum for approval by the MEMCA Leadership Council one year prior to its first E/MC cohort graduation.
14. The Early/Middle College High School will comply with all Michigan Department of Education requirements and requirements under any applicable rules, laws or public acts.
15. The Early/Middle College High School agrees to share these assurances with the school's lead administrator and with its Pupil Accounting personnel.

By signing this application, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

Superintendent or Authorized Official _____

Signature

Typed Name/Title R. Michael Hubert/ Superintendent

Date 3/30/2017

Head of Early/Middle College High School _____

Signature

Typed Name/Title Michelle Radcliffe Director of Secondary Options Date 3/30/2017