

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
April 16, 2018**

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 19, 2018 regular meeting
 - D. Superintendent’s Report
 - o HEA Presentation – Board of Education Appreciation
 - o Happenings at Lakes Elementary
 - E. Call to the Public
 - F. Board reports & requests

- II. Action Items
 - A. Payment of Invoices
 - B. 2017/18 Budget Amendments – General Fund, Cafeteria, Athletics
 - C. Contract Awards – Farms, Lakes, and Village
 - D. Vehicle Purchase

- III. Information Items
 - A. Future meetings: May 21, 2018, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 11, 2018, regular, 6:30 p.m., Boardroom, Educational Support Service Center
 - B. Information Items

- IV. 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.

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 16, 2018 regular meeting be approved, and that public participation be allowed on all items. Motion by _____, supported by _____. _____
- I.C. APPROVAL OF MINUTES – MARCH 19, 2018 MEETING – SEE ATTACHED
(Recommended action): That the minutes of the March 19, 2018 regular meeting be approved. Motion by _____, supported by _____. _____
- I.D. SUPERINTENDENT’S REPORT
 - o HEA Presentation – Board of Education Appreciation
 - o Happenings at Lakes Elementary School
- 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, 2018, and the payment of invoices totaling \$1,961,192.36 and payroll obligations totaling \$3,303,032.46. Motion by _____, supported by _____. _____
- II.B. 2017/18 BUDGET AMENDMENTS – GENERAL, CAFETERIA, ATHLETICS FUNDS – 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, Cafeteria Fund and Athletics Fund as presented. Motion by _____, supported by _____. _____
- II.C. CONTRACT AWARDS – FARMS, LAKES, AND VILLAGE – SEE ATTACHED
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, the Director of Operations, and the Project Manager, awards Bid Package #2-Mechanical and Electrical Upgrades at Farms Intermediate, Lakes Elementary, and Village Elementary-to CSM Mechanical, LLC in the amount of \$237,051. Further, that a deduct change order be authorized in the amount of \$31,678 for boiler room piping at Farms. (Note: funds to come primarily from Sinking Fund dollars with a contribution from the 2010 Bond.) 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 two 2018 GMC Sierras 2500HD from Todd Wenzel Buick GMC through the MDeal bid system in the amount of \$73,645.95, as presented. Motion by _____, supported by _____. _____

III. A. FUTURE MEETINGS

May 21, 2018, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 11, 2018, regular, 6:30 p.m., Boardroom, Educational Support Service Center

III.B. INFORMATION ITEMS

IV. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting - Board of Education
March 19, 2018

Members present: C. Kenrick, T. Dumond, K. Kaszyca, B. Gatewood, C. Costa, M. Hemeyer
Members absent: C. Aberasturi
Admin. Present: S. VanEpps, C. Hughes, M. Cheney, M. Otis, S. Livingway, A. Lashbrook, L. Pumford, A. Howerton, D. Hottum, M. Day, J. Reck, D. Minsker, K. Gregory, C. Chanavier, J.D. Wheeler, M. Marino, E. Hawker
Guests: T. Lahser, J. Lahser, N. Callaghan, J. Bres, D. Custodio, G. Giolaj, A. Gromer, B. Espinoza, J. Callan, F. Cheney, A. Cheney, I. Cheney, M. Cheney, S. Cheney, T. Cooney, R. Cooney, R. Cooney, G. Cooney, C. Carson, C. Fisher, J. Laier, E. Laier, J. Seog, T. Seog, E. Seog, J. VanGothem, C. Wisniewski, H. Horst, A. Miller, A. Schiavon, E. Smith, B. Bannon, R. Whitton, D. Peterson, C. Harris, B. Bommarito, E. Richardson

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.

Motion by Kenrick, supported by Kaszyca that the agenda for the March 19, 2018 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 carried 6-0. 3/19/18 AGENDA APPROVED

Motion by Hemeyer, supported by Kenrick that the minutes of the February 19, 2018 regular meeting and closed session be approved. Motion carried 6-0. 2/19/18 MINUTES APPROVED

Superintendent Hughes noted that he received compliments from the Detroit Institute of Art regarding the behavior of our 8th grade students during their field trip to the DIA. He thanked the students, staff, and administrators for being such good ambassadors of the district. Mr. Hughes reminded everyone of the Hartland Optimists' Youth Appreciation Ceremony scheduled for Tuesday night, March 20, at 7:00 p.m. He also congratulated our middle school FIRST Robotics team that finished 9th in the country at the national competition in Cedar Rapids, IA, and will compete in the World Competition in Detroit. Mr. Hughes also congratulated our varsity hockey team on their state championship, our girls' basketball team on reaching 8th in the state, our elementary through high school archery teams for continuing their domination at the national level, and our wrestlers for their 18th trip to the state competition. SUPT. REPORT

Superintendent Hughes introduced Mikki Cheney, Principal of Farms Intermediate School, to highlight events at Farms. Ms. Cheney introduced Music/Band teacher Allison Laibly, who directed performances by her 5th and 6th grade band students. HAPPENINGS AT FARMS

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

Mr. Kaszyca thanked the district and the parents for their support of the arts and music programs in our schools. Ms. Kenrick echoed his remarks and also congratulated all of our winter sports athletes on a great season. Mr. Dumond asked J. D. Wheeler to do a sports wrap-up at the end of the school year so we can recognize all of our athletes. He also thanked the Board, the administration, and staff for their support, particularly for his children when they attended here, during his wife's long illness and recent passing. Mr. Gatewood noted that at the recent Freshman Orientation at the high school, they said BOARD REPORTS

they anticipate 70 new students entering the high school band program, which shows the popularity and effectiveness of the Farms and middle school feeder programs. Mr. Costa commented on the phenomenal 5th grade camp program and the dedication of the teachers and staff involved. He also congratulated the DECA program on their success at the recent state event.

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, 2018, and the payment of invoices totaling \$1,955,007.45 and payroll obligations totaling \$4,194,798.67. Motion carried 6-0.

PAYMENT OF
INVOICES

Motion by Kaszyca, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, awards a contract to HMC Mason Contractors in the amount of \$147,730.00 for Bid Package #1: Hartland Lakes Elementary Brick Wall Replacement, Bid Category #040000 – Masonry Work, as presented. Motion carried 6-0.

CONTRACT
AWARDS – LES

Motion by Costa, supported by Gatewood that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, awards a contract to The E & L Construction Group in the amount of \$82,740.00 for Bid Package #1: Hartland Lakes Elementary Brick Wall Replacement, Bid Category #060000 – General Trades, as presented. Motion carried 6-0.

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, approves 2-year contracts effective July 1, 2018 for Scott VanEpps, David Minsker, Kate Gregory, Jason Reck, Chris Chanavier, J.D. Wheeler, Steve Livingway, Alice Lashbrook, Mikki Cheney, Ethan Hawker, Lawrence Pumford, Dotty Hottum, Tony Howerton, Mary Day, Bill Cain, and Michelle Otis, as presented. Motion carried 6-0.

ADMINISTRATIVE
CONTRACT
RENEWALS

Motion by Kaszyca, supported by Gatewood that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and consultant Executive Energy Services, authorizes the Superintendent or Assistant Superintendent for Business & Operations to extend our current contract through EDF Energy Services for the purchase of natural gas for Hartland Consolidated Schools from June 2020 through June 2021 at a price not to exceed \$3.10/MMBtu. Motion carried 6-0.

NATURAL GAS
PURCHASE

President Dumond noted the next regular meeting is scheduled for April 16, 2018 at 6:30 p.m., and reminded the Board of the annual LCASB dinner and meeting on April 18th at LESA at 6:00 p.m., as well as the upcoming Board Building Tour on April 26th at 9:00 a.m. Mr. Hughes asked that Board members RSVP to Paula Waters for both events.

FUTURE MEETINGS

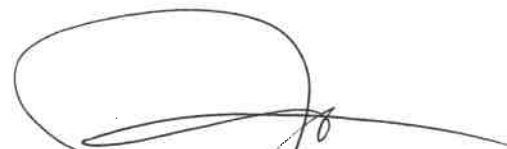
The meeting was adjourned at 7:12 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hemeyer
Secretary



Paula Waters
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON APRIL 16, 2018
EXPENDITURES FOR THE MONTH OF MARCH 2018**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
03/01/2018	A/P Check Run	\$ 403,768.18		\$ 10,495.05			\$ 4,723.17	\$ 418,986.40
03/05/2018	A/P Check Run	\$ 22,865.64		\$ 12,562.69			\$ 3,143.79	\$ 38,572.12
03/08/2018	A/P Check Run	\$ 208,521.78	\$ 11,694.61	\$ 10,480.69	\$ 4,783.13		\$ 11,339.21	\$ 246,819.42
03/09/2018	A/P Check Run	\$ 156,031.13	\$ 964.50	\$ 6,725.20			\$ 7,997.66	\$ 171,718.49
03/13/2018	A/P Check Run						\$ 2,649.94	\$ 2,649.94
03/16/2018	A/P Check Run	\$ 251,990.10	\$ 1,703.81	\$ 1,211.52			\$ 31,848.15	\$ 286,753.58
03/22/2018	A/P Check Run	\$ 102,969.56		\$ 25,682.44			\$ 11,335.03	\$ 139,987.03
03/29/2018	A/P Check Run	\$ 90,859.73	\$ 928.17	\$ 11,668.71			\$ 74,573.70	\$ 178,030.31
03/31/2018	Prepaid Checks	\$ 282,636.00						\$ 282,636.00
03/31/2018	Void Checks		\$ (200.00)				\$ (457.50)	\$ (657.50)
03/12/2018	Merchant Fees (Comm Ed)	\$ 7,965.16					\$ 153.54	\$ 8,118.70
03/08/2018	PCMI - ACH	\$ 65,701.48						\$ 65,701.48
03/22/2018	PCMI - ACH	\$ 21,581.67						\$ 21,581.67
03/09/2018	EDUSTAFF - ACH	\$ 37,231.83						\$ 37,231.83
03/23/2018	EDUSTAFF - ACH	\$ 45,426.66						\$ 45,426.66
03/27/2018	PNC VISA - ACH	\$ 17,636.23						\$ 17,636.23
TOTAL		\$ 1,715,185.15	\$ 15,091.09	\$ 78,826.30	\$ 4,783.13	\$ -	\$ 147,306.69	\$ 1,961,192.36

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
3/6/2018	ORS 3% REFUND-INACTIVE EES	\$ 320,917.01	\$ 40,467.40	\$ 14,896.45				\$ 376,280.86
3/9/2018	3/9/2018 PAYDATE	\$ 718,167.45	\$ 251,331.09	\$ 36,934.55	\$ 351,148.51	\$ 68.62	\$ (20,005.42)	\$ 1,337,644.80
3/23/2018	3/23/2018 PAYDATE	\$ 656,689.11	\$ 226,881.59	\$ 33,248.97	\$ 351,654.76		\$ (20,005.42)	\$ 1,248,469.01
3/23/2018	MARCH UAAL/ORS				\$ 288,343.24			\$ 288,343.24
	MARCH HEALTH EQUITY CLAIMS						\$ 52,294.55	\$ 52,294.55
TOTAL		\$ 1,695,773.57	\$ 518,680.08	\$ 85,079.97	\$ 991,146.51	\$ 68.62	\$ 12,283.71	\$ 3,303,032.46

2017/18 Budget Amendments
Prepared by: Scott Bacon
April 16, 2018

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 26, 2017. 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 expectations for volatile areas such as fuel and utility costs. While we did adopt the original 2017/18 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 2017/18 that is .59% (+ \$326,097) more than originally budgeted. The largest part of the \$326,097 was because the state increased our retirement costs by \$539,000 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 a reduction of \$212,903 that ultimately played into our final 2017/18 budget numbers and are referenced and detailed in the following pages.

Based upon what we know as of today, I am confident these amended budgets have been reviewed appropriately and accurately represents how the 2017/18 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, the Capital Projects Fund - 2010 Bond and the Capital Projects Fund – Sinking Fund.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
GENERAL FUND
FOR FISCAL YEAR ENDING JUNE 30, 2018

	LAST APPROVED 6/26/2017	AS AMENDED	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL SOURCES	\$ 7,681,567	\$ 7,793,032	\$ 111,465	1.45% A
STATE SOURCES	43,491,032	44,241,147	750,115	1.72% B
FEDERAL SOURCES	<u>431,821</u>	<u>522,133</u>	<u>90,312</u>	20.91% C
TOTAL REVENUES	51,604,420	52,556,312	951,892	1.84%
INCOMING TRANSFERS AND OTHER	<u>2,791,327</u>	<u>2,894,544</u>	<u>103,217</u>	3.70% D
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER	\$ 54,395,747	\$ 55,450,856	\$ 1,055,109	1.94%
EXPENDITURES:				
INSTRUCTION:				
BASIC PROGRAMS	26,940,634	26,831,695	(108,939)	-0.40% E
ADDED NEEDS	6,174,830	6,584,444	409,614	6.63% E
SUPPORT SERVICES:				
PUPIL SERVICES	1,623,714	1,391,966	(231,748)	-14.27% E
INSTRUCTIONAL SERVICES	1,299,664	1,547,888	248,224	19.10% E
GENERAL ADMINISTRATION	1,325,959	1,330,913	4,954	0.37%
SCHOOL ADMINISTRATION	3,296,217	3,329,353	33,136	1.01%
BUSINESS SERVICES	656,257	669,252	12,995	1.98%
OPERATIONS & MAINTENANCE	5,410,354	5,277,901	(132,453)	-2.45% F
TRANSPORTATION	2,812,557	2,784,837	(27,720)	-0.99%
CENTRAL SERVICES	605,973	668,890	62,917	10.38% G
OTHER	176,853	176,853	-	0.00%
COMMUNITY SERVICES	3,208,288	3,263,776	55,488	1.73% H
DEBT SERVICE	400,466	400,466	-	0.00%
CAPITAL OUTLAY	<u>215,000</u>	<u>215,000</u>	<u>-</u>	0.00%
TOTAL EXPENDITURES	54,146,766	54,473,234	326,468	0.60%
OUTGOING TRANSFERS (ATHLETICS)	<u>749,756</u>	<u>749,385</u>	<u>(371)</u>	-0.05%
TOTAL APPROPRIATED	\$ 54,896,522	\$ 55,222,619	\$ 326,097	0.59%
EXCESS REVENUES(APPROPRIATION)	\$ (500,775)	\$ 228,237	\$ 729,012	-145.58%
FUND BALANCE, JULY 1	3,697,508	4,165,937	468,429	12.67%
FUND BALANCE, JUNE 30	\$ 3,196,733	\$ 4,394,174	\$ 1,197,441	37.46%
FUND BALANCE AS A % OF EXPENDITURES	5.82%	7.96%		

REVENUE:		
A	Local Sources	<p>Increase is partially due to a slightly higher property tax allocation than originally budgeted, which assumed a 1% inflationary increase. The actual increase in property tax revenue was approximately 1.5%, and was a result of increased property values.</p> <p>There were also several increases made to the various Community Ed program revenue line items, which have been offset by similar increases in expense.</p>
B	State Sources	<p>Increase in state sources is due to a number of factors, including an increase of 21 student FTE's than originally budgeted, new state categoricals for retirement and high school pupils in the amount of \$212K, a higher special ed categorical of \$65K and an additional \$539K 147c allocation. Offsetting expenditures for the additional 147c allocation have been recorded in most of the expenditure categories below.</p> <p>The increases in state revenue have been partially offset by a decrease in the state-funded portion of the foundation allowance as a result of the increased property tax revenue described above. In addition, the technology infrastructure grant has been eliminated and the offsetting expenditures have been eliminated as well.</p>
C	Federal Sources	<p>Federal grant revenues have been adjusted to reflect actual award amounts. The original budget is based on estimates provided by the state. The district received higher allocations for all of its federal awards than the original estimates.</p>
D	Incoming Transfers and Other	<p>The district will receive an additional \$82K in operational support/special ed milage revenue and an additional \$60K CTE allocation than originally budgeted. In addition, revenue from the sale of vehicles and property has been reduced, and bus loan proceeds have also been reduced to more accurate estimates. The offsetting expenditures for CTE and for the purchase of busses have been adjusted accordingly.</p>

EXPENDITURES:	
	<p>General Comments:</p> <p>District-wide, expenditures increased by \$326K over the original adopted budget.</p> <p>Expenditures in the amount of \$539K were added for 147c retirement. This increase was spread to most of the expenditure categories. Additional 147c revenues have been recorded in an equal amount (see item B).</p> <p>FICA/Retirement expenditures were also analyzed and reduced by \$95K to reflect a more accurate estimate.</p>

	<p>Other changes in expenditures are described more in the detailed comments below.</p> <p>Expenditures for salaries and benefits have been reviewed by individual employee and re-allocated to proper account numbers based on current year job assignments and/or special ed FTE. Since the original budget projection is based on prior year, expenditures for salaries and benefits tend to shift between the various budget categories during the amendment process.</p>	
E	Basic Programs/ Added Needs/ Pupil Services/ Instructional Services	<p>In total, expenditures between the basic programs, added needs, pupil services, and instructional services categories increased by \$317K. Most of this difference is due to the changes in 147c retirement, retirement, and FICA as described in the general comments section. The remaining difference is due to the additional \$60K CTE allocation described in item D.</p> <p>Expenditures for salaries and benefits have been shifted between these line items due to a reallocation of FTE for general ed teachers (basic programs), resource room teachers (added needs), teacher consultants (pupil services) and ITC teachers (instructional services). Teacher FTE is adjusted each year based on the student need within each of these categories.</p>
F	Operations & Maintenance	<p>Utilities and supplies were reduced by \$115K to be more in line with expected needs. In addition, vehicle purchases were reduced \$28K since 2 regular trucks will be purchased instead of one large dump truck as originally planned. Contracted services increased by \$10K, which was the net effect of an increase in funds needed for snow plowing, offset by a decrease in the contracted custodial line item, as incentives originally planned for the current year have been deferred to the 2018-19 school year.</p>
G	Central Services	<p>Additional resources were needed for the telephone system software license renewal, which is coming due in the current year. A 5-year license was included with the original purchase of the system and paid for using bond dollars.</p>
H	Community Services	<p>Increased expenditures across several programs to be more in line with current year expected activity. The increase in expenditures has been mostly offset by similar increases in revenue described in item A.</p>

HARTLAND CONSOLIDATED SCHOOLS
 BUDGET AMENDMENT
 CAFETERIA FUND
 FISCAL YEAR ENDING JUNE 30, 2018

	LAST APPROVED 6/26/2017	AS AMENDED	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE	\$ 1,127,940	\$ 1,090,540	\$ (37,400)	-3.32% A
STATE REVENUE	51,682	53,397	1,715	3.32%
FEDERAL REVENUE	467,510	534,000	66,490	14.22% B
INCOMING TRANSFERS	<u>5,000</u>	<u>481</u>	<u>(4,519)</u>	-90.38% C
TOTAL REVENUE	1,652,132	1,678,418	26,286	1.59%
EXPENDITURES:				
SALARIES	516,374	515,206	(1,168)	-0.23%
EMPLOYEE BENEFITS	243,408	249,123	5,715	2.35% D
FOOD	708,810	771,000	62,190	8.77% E
SUPPLIES & OTHER	99,092	99,180	88	0.09%
CAPITAL OUTLAY	<u>40,000</u>	<u>88,500</u>	<u>48,500</u>	121.25% F
TOTAL EXPENDITURES	1,607,684	1,723,009	115,325	7.17%
OUTGOING TRANSFERS	<u>34,022</u>	<u>29,503</u>	<u>(4,519)</u>	-13.28% G
TOTAL APPROPRIATED	1,641,706	1,752,512	110,806	6.75%
EXCESS REVENUE (APPROPRIATION)	10,426	(74,094)	(84,520)	-810.67%
FUND BALANCE, JULY 1	205,748	270,810	65,062	31.62%
FUND BALANCE, JUNE 30	\$ 216,174	\$ 196,716	\$ (19,458)	-9.00%

LINE-ITEM SPECIFIC COMMENTS:		
A	Local Revenue	The Type A lunch and a la carte line items were adjusted to be in line with current year expected activity. Local revenue is lower than originally projected due to an unexpected increase in the number of students eligible for free lunch. In addition, the District was required to change the pizza company this year, since Little Caesar's chose to terminate its business with the District; however, the students are not responding to the new pizza being offered. Since this has historically been one of the most popular menu items, overall sales are down as a result.
B	Federal Revenue	Federal revenues were increased to account for the increase in the number of students that qualify for free lunch. In addition, commodities were adjusted based on the most recent entitlement report. The increase in commodity revenue is offset by an increase in food expense.
C	Incoming Transfers	Amount was adjusted to reflect the actual amount to be transferred from the General Fund to cover bad debt. New federal guidelines require that bad debts be paid by the General Fund. The decrease in revenue is offset by a similar decrease in expense under the "Outgoing Transfers" line item.
D	Employee Benefits	Healthcare expense was increased due to an employee electing to take single person health coverage during open enrollment.
E	Food	Food was increased to account for the increase in commodity revenue. In addition, the overall cost of food is higher, the amount of fruit required to be provided with each meal is higher, and the cost of the new pizza being offered is higher than originally expected.
F	Capital Outlay	Amount was increased to account for the balance of the walk-in cooler box that was not completed in FY 2017 as originally planned. The rest of the increase is due to additional oven replacements, a steam table, heated food carriers and other miscellaneous items now planned for the current year.
G	Outgoing Transfers	See explanation for "Incoming Transfers."

HARTLAND CONSOLIDATED SCHOOLS
 BUDGET AMENDMENT
 ATHLETICS FUND
 FISCAL YEAR ENDING JUNE 30, 2018

	LAST APPROVED 6/26/2017	AS AMENDED	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE (GATE)	\$ 146,964	\$ 147,467	\$ 503	0.34%
OTHER LOCAL REVENUE	<u>128,721</u>	<u>142,221</u>	<u>13,500</u>	10.49% A
TOTAL REVENUE	275,685	289,688	14,003	5.08%
INCOMING TRANSFERS	<u>749,756</u>	<u>749,385</u>	<u>(371)</u>	-0.05%
TOTAL REVENUE & INCOMING TRANSFERS	1,025,441	1,039,073	13,632	1.33%
EXPENDITURES:				
SALARIES	251,866	249,834	(2,032)	-0.81%
EMPLOYEE BENEFITS	105,526	121,302	15,776	14.95% B
CONTRACTED SERVICES/SUPPLIES	503,650	504,805	1,155	0.23%
EQUIPMENT	30,060	30,060	-	0.00%
OFFICIALS	36,198	37,925	1,727	4.77%
TRANSPORTATION	47,500	47,500	-	0.00%
CAPITAL OUTLAY	<u>20,000</u>	<u>45,000</u>	<u>25,000</u>	125.00% C
TOTAL APPROPRIATED	994,800	1,036,426	41,626	4.18%
EXCESS REVENUE (APPROPRIATION)	30,641	2,647	(27,994)	-91.36%
FUND BALANCE, JULY 1	181,498	191,806	10,308	5.68%
FUND BALANCE, JUNE 30	\$ 212,139	\$ 194,453	\$ (17,686)	-8.34%

LINE-ITEM SPECIFIC COMMENTS:		
A	Other Local Revenue	Advertising revenue was increased due to the addition of several more advertisers this year, as well as the new advertising space available on the basketball scoreboard.
B	Employee Benefits	Increase is mostly due to an employee opting for health insurance instead of the cash in lieu payment in the current year.
C	Capital Outlay	Increased to account for additional needs planned for the current year, including the purchase of a new scoreboard for the baseball/softball field.

II.C. Contract Award
Prepared by: Scott Bacon
April 16, 2018

Recently bids were requested for some of the initial work planned for Sinking Fund projects. These followed bids for work on the Lakes Elementary exterior wall that was approved by the Board at the March 19, 2018 meeting

The bids in this case were for mechanical work at Village Elementary (boiler room piping, new water heater, and new storage tank replacement) and mechanical work at Farms Intermediate (well line replacement and well pump and panel replacements).

Additionally, there was an electrical work bid component that included a small piece of work related to the Village Elementary mechanical work, but was primarily to upgrade the portable generator hook-up components at both Farms and Lakes. The generator work was planned to be fully paid out of some remaining funds from the 2010 Bond (approximately \$50,000). At this point, we are thinking that we may save some of the Bond funds (approximately \$20,000) to cover expenses that may come up in the future and that are not Sinking Fund eligible (ex. classroom furniture), and use Sinking Fund dollars to cover the remainder of this work. All of this work is planned for this summer (likely early July) although some may start in late June.

Note: Some potential future mechanical work in the boiler room at Farms was inadvertently included as a base bid item rather than as a bid alternate to be considered. We believe that work can wait for a future date, thus the motion for Board approval references that a deduct change order will be issued.



April 9, 2018

Building Innovative Solutions

Mr. Scott Bacon
Assistant Superintendent for Business and Operations
Hartland Consolidated Schools
9525 Highland Rd.
Howell, MI 48843

**Subject: Hartland Consolidated Schools
2017 Sinking Fund
Bid Package #2: Mechanical and Electrical Upgrades at Farms
Intermediate, Lakes Elementary and Village Elementary
Award Recommendations**

Dear Mr. Bacon:

On March 28, 2018, formal bids were received concerning Bid Package #2, regarding Mechanical and Electrical Upgrades at Farms Intermediate, Lakes Elementary and Village Elementary. Barton Malow has reviewed the proposals with the Project Engineer (PBA). We are prepared to recommend to the Owner the following actions concerning the award of contracts.

Bid Category #230000 – Mechanical

CSM Mechanical, LLC
7400 Hickory Valley Dr.
Fenton, MI 48430

*Combined Bid

Bid Category #260000 – Electrical

CSM Mechanical, LLC
7400 Hickory Valley Dr.
Fenton, MI 48430

*Combined Bid

CSM Mechanical, LLC submitted a combined bid for both the Mechanical and Electrical categories. The combined bid was the low bid in the amount of \$237,051.00

The total amount recommended award for this project is \$237,051.00.

**Please note that a deductive change order will be issued in the amount of \$31,678.00 for the interior piping work in the boiler room at Farms Intermediate. Pricing was included in the base bid as an option and will not be completed at this time. This work may be reconsidered at a future date.

Sincerely,

Arden Becker
Project Manager

cc: S. Lorenzo (BMC)
M. Marino (HCS)
R. Roop & G. Ziegler (PBA)

Barton Malow Company 26500 American Drive

Southfield, MI 48034



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

Email: mattmarino@hartlandschools.us

Date: April 11, 2018
To: Scott Bacon
From: Matt Marino 
Subject: Vehicle Replacement

This year I am looking to continue the district's past practice of scheduling the replacement of district equipment. We will be retiring one of the vehicles from service, which is 15+ years old and has significant frame and body rust.

I am requesting that we purchase two 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 no longer be available.

A few years ago, we reduced the number of vehicles in the maintenance fleet with plans to restore it when the funds were available. Currently the funds are available. This vehicle will primarily be used by the Director and will allow us to have an extra plow during heavy snow falls or when current plowing equipment breaks down. Currently we do not have a backup. You may notice this model is also an extended cab model which will be used when sending multiple staff members to routine training so we do not have to send multiple vehicles. As we have done in the past, we plan to take bids on the sale of the retired vehicle however, we will also get current scrap metal pricing as scrapping the vehicle might provide more payback.

This year we budgeted \$75,000 for the replacement of two trucks. The funds are currently available for the two replacements.

Todd Wenzel Buick GMC of Westland
2018 GMC Sierra 2500HD \$35,144.70
2018 GMC Sierra 2500HD Crew \$38,501.25

\$73,645.95

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 # 071B7700184
MiDeal Spec # 4WDL-0078

Hartland Consolidated Schools Pricing (MiDeal Pricing)

2018 GMC Sierra 2500HD Reg Cab 4x4 8' Bed

9500# GVWR Gas / Auto Trans Reg Cab w/ Long Box

SPEC 0078 - 2018 GMC Sierra 2500HD Reg Cab 4wd	\$ 25,899.00
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
Z82 – HD Trailering Package w/ Trailer Brake Controller	\$ 523.25
	Sub-Total \$ 27,812.20
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 \$ 35,144.70

Prices Quoted are for a MiDeal Factory Order.

FOB Westland, MI

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

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
aclix@hotmial.com

State of Michigan MiDeal Contract # 071B7700184
MiDeal Spec # LDT-0086

Hartland Consolidated Schools Pricing (MiDeal Pricing)

2018 GMC Sierra 2500HD Crew Cab 4x4 Pickup

9500# GVWR Gas / Auto Trans Crew Cab w/ Short Box

SPEC 0086 - 2018 GMC Sierra 2500HD Crew Cab 2wd	\$ 26,760.00
4WD – Upgrade to Four Wheel Drive Powertrain	\$ 2,777.70
QXT– LT265/70R17E All-Terrain Tires	\$ 182.00
H2R – Cloth Seat Trim	\$ 75.00
PCR – Power Heated Mirrors / Remote Keyless Entry	\$ 327.60
VYU – Snow Plow Prep Pkg	\$ 350.35
K4B – Auxiliary 730 CCA Battery	\$ 122.85
Z82 – HD Trailering Pkg w/ Integrated Brake Controller	\$ 523.25
	<u>Sub-Total \$ 31,118.75</u>
SBL – Spray-On Bedliner (Under the Rail)	\$ 549.00
4SB – 4" Round Back Step Bars (GM Accessories)	\$ 637.50
WM3 – Western 8'6" MVP3 Steel Plow w/ Deflector	\$ 5,736.00
BEA – Roof-Mounted Mini-Lightbar (Amber)	\$ 460.00
	Total \$ 38,501.25

Options:

VQK – Front and Rear Molded Splash Guards	+ \$ 204.75
DPN – Extendable Pwr Htd Trailering Mirrors	+ \$ 318.50
9L7 – Upfitter Switches (4 In Dash)	+ \$ 113.75
SFW – Back Up Alarm Calibration	+ \$ 45.50

Prices Quoted are for a MiDeal Factory Order.

FOB Westland, MI

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

