

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
February 18, 2019**

AGENDA - REVISED

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Service Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – January 14, 2019 regular meeting
 - D. Superintendent’s Report
 - Happenings at Village Elementary
 - Happenings in Student Nutrition
 - Heart Safe School Award – Scott VanEpps
 - Partners in Progress Presentation – Stefanie Furge
 - E. Call to the public
 - F. Board reports & requests
- II. Action Items
 - A. Payment of Invoices
 - B. USF Bids for Network Electronics, Cabling and Wireless
 - C. 2018/19 Budget Amendments: General Fund, Athletics, Cafeteria
 - D. New Hire
- III. Discussion Items
 - A. Purchase of Dump Truck
- IV. Information Items
 - A. Future meetings: March 18, 2019, regular, 6:30 p.m., Board Room, Hartland Educational Support Service Center; April 15, 2019, regular, 6:30 p.m., Board Room, Hartland 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.

DETAILED AGENDA - REVISED

I. CALL TO ORDER

I.A. PLEDGE OF ALLEGIANCE

I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION

(Recommended action): That the agenda for the February 18, 2019 regular meeting be approved, and that policy be set aside allowing Items II.B., II.C., and II.D to be treated as Action Items.

Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JANUARY 14, 2019 MEETING- SEE ATTACHED

(Recommended action): That the minutes of the January 14, 2019 regular meeting be approved.

Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT’S REPORT

- Happenings at Village Elementary
- Happenings in Student Nutrition
- Heart Safe School Award
- Partners in Progress (PIP) Presentation

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 January 31, 2019 and the payment of invoices totaling \$1,412,910.40 and payroll obligations totaling \$3,030,695.88.

Motion by _____, supported by _____. _____

II.B. 2019 USF BIDS FOR NETWORK ELECTRONICS, CABLING AND WIRELESS – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Technology Director, and subject to Universal Service Fund approval, authorizes the purchase of network electronics, cabling and wireless in the amount of \$271,268.29 (\$422,420.04 minus 40% USF reimbursement) through the USF Bid, as presented.

Motion by _____, supported by _____. _____

II.C. 2018/19 BUDGET AMENDMENTS: GENERAL FUND, ATHLETICS, CAFETERIA

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the budget amendments as presented.

Motion by _____, supported by _____. _____

II.D. NEW HIRE (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Carrie Jernigan for the 2018-19 school year (effective March 4, 2019), at the Step 2, BA +10 salary tract (\$43,593), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by _____, supported by _____. _____

III.A. DUMP TRUCK PURCHASE (SEE ATTACHED)
For Discussion

IV.A. FUTURE MEETINGS
March 18, 2019, regular, 6:30 p.m., and April 15, 2019, regular, 6:30 p.m., Board Room, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting – Board of Education
January 14, 2019

Members present: T. Dumond, C. Costa, C. Kenrick, B. Gatewood, K. Coleman, M. Hemeyer, C. Aberasturi
Members absent: None
Admin. Present: C. Hughes, S. Bacon, D. Minsker, S. VanEpps, K. Gregory, M. Marino, D. Hottum, M. Day, S. Livingway, T. Howerton, L. Pumford, M. Otis, S. Way, S. Pearson, L. Archey, S. Usher, JD Wheeler, C. Chanavier, E. Aluia, A. Lashbrook, J. Reck, E. Hawker
Guests: M. Rutherford, K. Raap, L. Hatfield, D. Thornley, M. Pedigo, M. Goodall, Z. Zaiser, S. Spiker, R. Spiker, C. Hendriks, B. Saunders, D. Richter, L. Berner, H. Berner, K. Wilson, A. Bickel, C. Griffon, S. Dillon, G. Novak, T. Ostapchuk, J. Pawlak, A. Ostapchuk, J. Gowell, G. McHugh, C. Grostic, K. McGrew, M. Paige, P. Mazzara, C. Mazzara, M. Gabarett, J. Shoman, D. Allward, L. Bickel

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

ELECTION OF OFFICERS

Superintendent Hughes called for nominations for the office of President. Cyndi Kenrick nominated Thom Dumond, seconded by Bill Gatewood. No other nominations were presented. Mr. Dumond was elected President, 7-0.

President Dumond entertained nominations for the office of Vice-President. Michele Hemeyer nominated Cyndi Kenrick, seconded by Charlie Aberasturi. No other nominations were presented. Ms. Kenrick was elected Vice-President, 7-0.

President Dumond entertained nominations for the office of Secretary. Cyndi Kenrick nominated Michelle Hemeyer, seconded by Bill Gatewood. No other nominations were presented. Ms. Hemeyer was elected Secretary, 7-0.

President Dumond entertained nominations for the office of Treasurer. Charlie Aberasturi nominated Bill Gatewood, seconded by Cyndi Kenrick. No other nominations were presented. Mr. Gatewood was elected Treasurer, 7-0.

1/14/19 AGENDA APPROVED

Motion by Hemeyer, supported by Kenrick that the agenda for the January 14, 2019 regular meeting be approved, and that public participation be allowed on all items. Motion carried 7-0.

12/17/18 MINUTES APPROVED

Motion by Kenrick, supported by Costa that the minutes of the December 17, 2018 regular meeting be approved. Motion carried 7-0.

SUPERINTENDENT'S REPORT

Mr. Hughes informed everyone that the Hartland Youth Appreciation Nomination Form is available on the website. Nominations are due by February 21st.

Mr. Hughes introduced Mrs. Hottum from Round Elementary. Mrs. Hottum introduced teachers Chrissy Griffon, Michelle Rutherford, and Amanda Adkins who talked about their work with Classroom Assessment for Student Learning (CASL).

Mr. Hughes announced that 150 students qualified for the State DECA tournament. He also thanked the Optimist Club and Community members for all that they did this year to help families in need during the holidays.

Mr. Hughes introduced Scott Usher, Director of Technology. Scott thanked the Board members for all they do and for their support of the technology department. Stacie Motz presented the Board members with tie clips and pins made from parts of the old projector from the Boardroom. Scott Usher showed a PowerPoint highlighting all the work that the technology department does. He then introduced the technology staff.

Mr. Hughes thanked the tech team and students for everything they do to keep our district running smoothly every day.

Mr. Hughes introduced Mr. Howerton who thanked the Board for all of their support and everything that they do for the district. Mr. Hughes introduced Mr. Livingway who introduced one of the Middle School students, Logan Berner who gave a speech to the Board on behalf of the Middle School. Mr. Hughes introduced Mrs. Gregory and Mrs. Otis who both thanked the Board for all that they do behind the scenes to make this such a great district.

CALL TO THE PUBLIC

Matt Pedigo addressed the Board about his unhappiness with the administration not agreeing to change his bus stop.

BOARD REPORTS AND REQUESTS

Bill Gatewood thanked the administrators for the gifts. He also mentioned that two of the three Middle School Robotics teams qualified for the state championship. Kristin Coleman thanked everyone for the gifts. Cyndi Kenrick thanked everyone for the gifts, and also thanked Dotty Hottum and Scott Usher for their presentations. Chris Costa thanked everyone for their recognition. Thom Dumond thanked everyone for the gifts and also thanked the other Board members for all that they do.

PAYMENT OF INVOICES

Motion by Costa, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of December 31, 2018, and the payment of invoices totaling \$1,327,440.44 and payroll obligations totaling \$3,097,561.49. Motion carried 7-0.

2019-20 HIGH SCHOOL CURRICULUM GUIDE

Motion by Coleman, supported by Aberasturi that the Board of Education, upon the recommendation of the Superintendent, approves the 2019/2020 HHS Curriculum Guide as presented and discussed. Motion carried 7-0.

FUTURE MEETINGS

Mr. Dumond noted that the next meeting is February 18, 2019, regular meeting at 6:30 p.m., and March 18, 2019, regular meeting, 6:30 p.m.

INFORMATION ITEMS

Mr. Dumond reminded Board members of the February 2nd School Board training taking place at LESA. Then he talked about having conversations in the near future among the Board, Administrators, and community members regarding a bond.

Mr. Hughes reminded everyone of the upcoming Committee Meetings.

ADJOURNMENT

The meeting was adjourned at 8:00 pm.

Respectfully submitted,



Michelle Hemeyer
Secretary



Renee Braden
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON FEBRUARY 18, 2019
EXPENDITURES FOR THE MONTH OF JANUARY 2019**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
01/04/2019	A/P Check Run	\$ 138,311.70	\$ 2,802.16	\$ 6,438.92		\$ 2,420.00	\$ 7,418.84	\$ 157,391.62
01/10/2019	A/P Check Run	\$ 542,151.03	\$ 16,149.73	\$ 34,444.04	\$ 37,992.54		\$ 21,411.90	\$ 652,149.24
01/18/2019	A/P Check Run	\$ 229,824.09	\$ 331.85	\$ 22,104.68			\$ 54,821.19	\$ 307,081.81
01/25/2019	A/P Check Run	\$ 133,992.15	\$ 873.86	\$ 14,537.75			\$ 1,599.79	\$ 151,003.55
01/31/2019	Prepaid Checks							\$ -
01/31/2019	Void Checks	\$ (50.00)						\$ (50.00)
01/10/2019	Merchant Fees (Comm Ed)	\$ 5,935.41					\$ 102.24	\$ 6,037.65
01/10/2019	PCMI - ACH	\$ 11,615.39						\$ 11,615.39
01/24/2019	PCMI - ACH	\$ 38,247.14						\$ 38,247.14
01/11/2019	EDUSTAFF - ACH	\$ 11,303.19						\$ 11,303.19
01/25/2019	EDUSTAFF - ACH	\$ 46,132.20						\$ 46,132.20
01/28/2019	PNC VISA - ACH	\$ 21,685.34						\$ 21,685.34
01/31/2019	PNC ANNUAL FEE-ACH	\$ 10,313.27						\$ 10,313.27
TOTAL		\$ 1,189,460.91	\$ 20,157.60	\$ 77,525.39	\$ 37,992.54	\$ 2,420.00	\$ 85,353.96	\$ 1,412,910.40

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
1/3/2019	RETIREMENT-12/28/18 PAYDATE				\$ 368,504.04			\$ 368,504.04
1/11/2019	1/11/2019 PAYDATE	\$ 733,562.11	\$ 258,004.26	\$ 38,016.03	\$ 363,050.57	\$ 4,352.54	\$ (21,883.76)	\$ 1,375,101.75
1/25/2019	1/25/2019 PAYDATE	\$ 674,209.63	\$ 231,158.27	\$ 34,372.96		\$ 4,027.42	\$ (21,083.76)	\$ 922,684.52
1/25/2019	JANUARY UAAL/ORS				\$ 312,234.79			\$ 312,234.79
JAN HEALTH EQUITY CLAIMS							\$ 52,170.78	\$ 52,170.78
TOTAL		\$ 1,407,771.74	\$ 489,162.53	\$ 72,388.99	\$ 1,043,789.40	\$ 8,379.96	\$ 9,203.26	\$ 3,030,695.88

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843



Telephone (810) 626-2119
Fax: (810) 626-2118

January 29, 2019

Mr. Chuck Hughes
Superintendent
Hartland Consolidated Schools
9525 E. Highland Road
Howell, MI 48843

RE: 2019 USF Bids for Network Electronics, Cabling and Wireless

Dr. Mr. Hughes,

Bid documents were issued for Network Electronics, Wireless, and Cabling on December 11, 2018 with the intent of potentially replacing our district's core switch, building edge switches, layer 2 PoE switches, district wireless communications, and adding data drops to increase our wireless coverage throughout the district. Bids were received on January 8, 2019 and opened publically at 2:00 p.m. Bids were tabulated and evaluated and post bid interviews were with the low bidders. Members of the HCS Technology Team were present at the post bid interviews.

Based upon the evaluation of the district technology staff, we present the following to be awarded by the Board of Education. Any purchases will be dependent on USF funding approval. Also, once approved for the USF Discounts we will be paying only 60% of the approved amounts you will find below and will receive reimbursement from the USF for the other 40%:

Category 1 Network Electronics

Presidio Base Bid	\$73,210.24
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Category 2 Network Electronics and Wireless

Presidio Base Bid Wireless	\$255,566.80
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Presidio Base Bid Network Electronics	\$70,518.00
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DataCom Base Bid Cabling	\$23,125.00
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Total Award Amount:	\$422,420.04
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Once we apply our 40% USF reimbursement and take out any ineligible equipment or equipment over the cap for any building, we are looking at a total of \$271,268.29 out of pocket for the equipment on the USF Bid. In addition, we would need to purchase about \$5,000 in third

Hartland Consolidated Schools

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party connectivity hardware that is not USF eligible and I suggest we hold about \$10,000 aside for incidentals which inevitably come up in a project this large.

How We Will Fund The Projects:

I propose that we were to use \$200,000.00 from the Sinking Fund and supplement the remainder by using a portion of the additional annual \$120,000.00 from General Fund that we had been allocating for technology the past two years. When you consider our savings by using our eRate discount for this project (\$150,596.75) and when you look at the value of the equipment we would be installing (\$421,865.04), I feel it makes sense for us to take advantage of the opportunity since this equipment is needed by the district at this time.

By referring to the attached bid tabulation (link provided below), you will see more information and be able to compare the various bids received. Please note that I am recommending that if we proceed, we do so using all the lowest bids submitted.

Bid Tabulation for all bids received for the corresponding RFP:

https://docs.google.com/spreadsheets/d/1wcdjtmFHfA0IRjhCsP8774MQ3nWkjwd8QADse1_NBPO/edit?usp=sharing

Upon approval by the Board of Education, and the Universal Service Fund, I recommend that HCS issue a PO to the approved bidder for procurement and installation during the Summer of 2019.

Sincerely,

A handwritten signature in black ink that reads 'Scott A. Usher'.

Scott A. Usher
Technology Director

2019 USF eRate Network Electronics, Wireless, and Structured Cabling Bid Tabulation

Category 1 Network Electronics										
Service Provider Name		SPIN Number	Category	Contact Name	Contact Email	Contact Phone	Base Bid	Vol Alt 1	Vol Alt 2	Vol Alt 3
Presidio		143005378	C1 Network Electronics	Scott Sutherland	ssutherland@presidio.com	248-679-3210	\$73,210.24			

Category 2 Structured Cabling									
Service Provider Name	SPIN Number	Category	Contact Name	Contact Email	Contact Phone	Base Bid	Vol Alt 1	Vol Alt 2	Vol Alt 3
The Data Com Group, Inc	143018364	C2 Structured Cabling	Troy Wright	trw@datacomgroup.com	517-699-5000	\$23,125.00	\$30,550.00		
Digital Age Technologies	143027467	C2 Structured Cabling	Mark Spencer	m Spencer@dat-inc.us	810-658-4006	\$36,385.00			
Vector Tech Group	143049512	C2 Structured Cabling	Mark Samp	MarkSamp@VectorTechGroup.com	989-695-9661	\$45,000.00			

Category 2 Wireless									
Service Provider Name	SPIN Number	Category	Contact Name	Contact Email	Contact Phone	Base Bid	Vol Alt 1	Vol Alt 2	Vol Alt 3
Della Network Services	143027627	C2 Wireless	Rudy Nardon	rudy.nardon@della-ns.com	248-789-1533	\$323,527.12	\$366,726.44	\$303,810.00	
Presidio	143005378	C2 Wireless	Scott Sutherland	ssutherland@presidio.com	248-679-3210	\$255,566.80	\$322,842.60	\$302,891.80	
Vector Tech Group	143049512	C2 Wireless	Jon Novakowski	erate@vectortechgroup.com	866-827-4886	\$461,180.48			\$451,582.60

Category 2 Network Electronics											
Service Provider Name			SPIN Number	Category	Contact Name	Contact Email	Contact Phone	Base Bid	Vol Alt 1	Vol Alt 2	Vol Alt 3
Presidio			143005378	Network Electronics	Scott Sutherland	ssutherland@presidio.com	248-679-3210	\$70,518.00			

2018/19 Budget Amendments
Prepared by: Rachel Bois
February 18, 2019

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 on June 25, 2018. The attached document attempts to provide a narrative of the changes by budget category. These amendments have been reviewed with the Finance Committee on January 25, 2019.

Adjustments have been made at this point based on every account being reviewed (the General Fund has approximately 80 revenue accounts and 1,900 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 2018/19 budget based on our overall projections, in some cases, the projected increases and decreases were allocated to a few of the larger budget areas rather than to each of the 1,900 expenditure accounts. Therefore, during this amendment process, some dollars are simply being reallocated from where the dollars were initially budgeted to the individual line items where they will actually be spent.

Please remember that by law, amendments are made to change what we originally adopted to where we believe we are now. Ultimately we are showing an amended General Fund expenditure budget for 2018/19 that is -.32% (-\$184,082) less than budgeted. There were a number of increases and decreases that ultimately played into our amended 2018/19 budget numbers and are referenced in detail throughout the following pages.

Based upon what we know as of today, I am confident these amended budgets have been reviewed appropriately and accurately represent how the 2018/19 fiscal year should play out for the funds addressed. In June, we will present any additional amendments for these three funds and will also prepare an initial/final amendment for the Debt Fund, the Capital Projects Fund -2010 Bond and the Capital Projects – Sinking Fund.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
GENERAL FUND
JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 2/18/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL SOURCES	\$ 8,096,217	\$ 8,139,759	\$ 43,542	0.53% A
STATE SOURCES	45,121,410	44,863,452	(257,958)	-0.57% B
FEDERAL SOURCES	333,567	310,555	(23,012)	-7.41% C
TOTAL REVENUES	53,551,194	53,313,766	(237,428)	-0.45%
INCOMING TRANSFERS AND OTHER	3,484,544	3,595,802	111,258	3.09% D
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER	\$ 57,035,738	\$ 56,909,568	\$ (126,170)	-0.22%
EXPENDITURES:				
INSTRUCTION:				
BASIC PROGRAMS	27,038,361	26,977,054	(61,307)	-0.23% E
ADDED NEEDS	6,675,656	6,827,635	151,979	2.23% E
SUPPORT SERVICES:				
PUPIL SERVICES	1,482,594	1,414,822	(67,772)	-4.79% E
INSTRUCTIONAL SERVICES	1,774,615	1,669,542	(105,073)	-6.29% E
GENERAL ADMINISTRATION	1,333,962	1,316,666	(17,296)	-1.31% F
SCHOOL ADMINISTRATION	3,383,114	3,347,852	(35,262)	-1.05% G
BUSINESS SERVICES	684,653	634,754	(49,899)	-7.86% H
OPERATIONS & MAINTENANCE	5,495,353	5,440,111	(55,242)	-1.02% I
TRANSPORTATION	3,296,121	3,241,414	(54,707)	-1.69% J
CENTRAL SERVICES	820,921	797,129	(23,792)	-2.98% K
OTHER	164,321	170,021	5,700	3.35% L
COMMUNITY SERVICES	3,158,304	3,286,893	128,589	3.91% M
DEBT SERVICE	457,445	457,445	-	0.00%
CAPITAL OUTLAY	320,000	320,000	-	0.00%
TOTAL EXPENDITURES	56,085,420	55,901,338	(184,082)	-0.33%
OUTGOING TRANSFERS (ATHLETICS)	773,160	773,160	-	0.00%
TOTAL APPROPRIATED	\$ 56,858,580	\$ 56,674,498	\$ (184,082)	-0.32%
EXCESS REVENUES(APPROPRIATION)	\$ 177,158	\$ 235,070	\$ 57,912	
FUND BALANCE, JULY 1	4,948,653	5,317,694	369,041	
FUND BALANCE, JUNE 30	\$ 5,125,811	\$ 5,552,764	\$ 426,953	
FUND BALANCE AS A % OF EXPENDITURES	9.02%	9.80%		

REVENUE:		
A	Local Sources	Increase is mostly due to adjustments made to the various Community Ed program revenue line items, which have been offset by similar increases in expense.
B	State Sources	<p>Decrease in state revenue is the result of a loss of an additional 28 students compared to what was originally budgeted. In addition, the District's 147c allocation was \$353K lower than expected. (Expenditures for 147c retirement have been reduced by an equal amount.)</p> <p>A portion of this decrease was offset by increases in certain state categorical funding, including 31a, (At-Risk pupils), 61d (CTE), and 147a & 147e (retirement).</p>
C	Federal Sources	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 a lower Title I allocation and a higher Title II allocation than the original estimate provided by the state.
D	Incoming Transfers and Other	The district will receive an additional \$166K in operational support/special ed milage revenue than originally budgeted due to better than anticipated property values and an increase in the district's proportionate share of county-wide special ed costs. However, a portion of this increase has been offset by a lower CTE allocation than budgeted. The offsetting expenditures for the reduced CTE allocation have been adjusted accordingly.

EXPENDITURES:	
	<p>General Comments:</p> <p>District-wide, expenditures decreased by \$184K over the original adopted budget.</p> <p>Salaries and fringe benefits were adjusted to account for two additional long-term teacher absences than originally budgeted. These absences were filled by contracted permanent subs at a lower cost than salaried employees. In addition, the formula increase for non-union support staff was reduced to a more accurate amount. These decreases have been offset by the cost of the new HEA contract provision requiring a payment to HEA members for fund balance exceeding 9%. The net effect of these changes was an increase of approximately \$248K to the salary budget.</p>

	<p>Expenditures for 147c retirement were reduced by \$353K. The decrease was spread to many of the expenditure categories. Revenues for 147c retirement have been reduced by an equal amount (see item B). Healthcare was also reduced since the hard cap effective January 1, 2019 only increased by 2% instead of 3.3% that was budgeted.</p> <p>Please refer to the individual line-item explanations for the remaining expenditure variance.</p> <p>In addition to the changes described above, 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 decreased by \$82K, which was primarily a result of the change in salaries, 147c retirement, and healthcare described in the general comments section. Note that a majority of the anticipated payment to HEA members for fund balance exceeding 9% was allocated to these categories, since a bulk of teacher salary and benefits are accounted for in these line items. In addition, a majority of the \$353K reduction in 147c retirement expense was allocated to categories. This is because 147c retirement expense in total was re-aligned to all of the various categories relative to proportionate salary.</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	General Administration	Line item was adjusted to reflect current year central office secretarial staffing and fringe benefit elections. The budget is based on prior year, and therefore an adjustment was needed due to significant turnover and occasional overlapping of positions that occurred during the prior year.
G	School Administration	Decrease is mostly due to the changes in salaries, 147c retirement, and healthcare described in the general comments section.
H	Business Services	Salaries and fringes were adjusted for current year business office staffing and fringe benefit elections. The budget is based on prior

		<p>year, and therefore an adjustment was needed due to staffing turnover and occasional overlapping of positions that occurred during the prior year.</p> <p>In addition, contracted services were reduced \$29K for certain contracted staff being reduced to a part-time schedule. Interest on the state aid note was also reduced by \$9K due to a lower borrowing in the current year.</p>
I	Operations & Maintenance	In addition to changes in salaries, 147c retirement, and healthcare described in the general comments section, the custodial contract was reduced \$39K since incentives that were originally budgeted will not be implemented in the current year. Other contract services and supplies were adjusted to be more in line with expected needs.
H	Transportation	In addition to changes in salaries, 147c retirement, and healthcare described in the general comments section, the RTC contract for bus drivers was reduced \$36K since the additional bus route originally budgeted was not needed in the current year.
K	Central Services	In addition to changes in salaries, 147c retirement, and healthcare described in the general comments section, software licenses were adjusted to reflect actual expected needs for the current year.
L	Other	Amount was increased for the additional FIRST Robotics grant expenditures. Revenues in an equal amount were added to the "State Sources" line item.
M	Community Services	<p>Expenditures were increased 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, with the exception of additional pool repairs budgeted and increases to minimum wage and related fringe benefits (that will not be offset by increases in revenues).</p> <p>Approximately \$18K was added for a part time assistant in the senior center, however, this cost is offset by an increase in the transfer revenues.</p> <p>Finally, \$33K was added for the Partners in Progress initiative between the District, Hartland Township, and Cromaine Library.</p>

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
ATHLETICS FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 2/18/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE (GATE)	\$ 153,622	\$ 147,624	\$ (5,998)	-3.90% A
OTHER LOCAL REVENUE	127,610	125,860	(1,750)	-1.37%
TOTAL REVENUE	281,232	273,484	(7,748)	-2.76%
INCOMING TRANSFERS	773,160	773,160	-	0.00%
TOTAL REVENUE & INCOMING TRANSFERS	1,054,392	1,046,644	(7,748)	-0.73%
EXPENDITURES:				
SALARIES	251,562	255,982	4,420	1.76% B
EMPLOYEE BENEFITS	126,114	127,164	1,050	0.83% B
CONTRACTED SERVICES/SUPPLIES	499,776	500,346	570	0.11%
EQUIPMENT	30,560	31,724	1,164	3.81% C
OFFICIALS	43,220	44,226	1,006	2.33% D
TRANSPORTATION	47,500	47,500	-	0.00%
CAPITAL OUTLAY	51,000	51,000	-	0.00%
TOTAL APPROPRIATED	1,049,732	1,057,942	8,210	0.78%
EXCESS REVENUE (APPROPRIATION)	4,660	(11,298)	(15,958)	-342.45%
FUND BALANCE, JULY 1	190,489	198,631	8,142	4.27%
FUND BALANCE, JUNE 30	\$ 195,149	\$ 187,333	\$ (7,816)	-4.01%

LINE-ITEM SPECIFIC COMMENTS:

A	Gate Revenue	Gate revenue for fall sports were adjusted for actual amounts collected through the end of the fall season, with the biggest adjustment made to football. Despite the additional home varsity game, turn-out was not as high as anticipated. In addition, sales of season passes were not as high as in past years, and therefore, revenue was decreased accordingly.
B	Salaries/Fringe Benefits	Salaries and fringe benefits were adjusted for coaching stipends paid to District teachers. Note that coaches who are not District teachers are paid through a third-party staffing company and are accounted for on the "Contracted Services" line item. In the current year, more coaching positions were filled by district teachers than originally budgeted, and therefore an adjustment was needed to shift dollars from the contracted services line to the salaries and fringe benefits lines.
C	Equipment	Equipment budget was increased to account for the increased cost of football helmet reconditioning that was incurred during the current year.
D	Officials	Officials for fall sports were adjusted to actual amounts spent through the end of the fall season.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
CAFETERIA FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 2/18/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE	\$ 1,121,450	\$ 1,223,500	\$ 102,050	9.10% A
STATE REVENUE	53,517	53,181	(336)	-0.63%
FEDERAL REVENUE	563,070	616,555	53,485	9.50% B
INCOMING TRANSFERS	481	481	-	0.00%
TOTAL REVENUE	1,738,518	1,893,717	155,199	8.93%
EXPENDITURES:				
SALARIES	542,229	546,411	4,182	0.77% C
EMPLOYEE BENEFITS	280,978	277,552	(3,426)	-1.22% D
FOOD	796,000	905,485	109,485	13.75% E
SUPPLIES & OTHER	97,861	115,861	18,000	18.39% F
CAPITAL OUTLAY	79,000	79,000	-	0.00%
TOTAL EXPENDITURES	1,796,068	1,924,309	128,241	7.14%
OUTGOING TRANSFERS	24,171	24,171	-	0.00%
TOTAL APPROPRIATED	1,820,239	1,948,480	128,241	7.05%
EXCESS REVENUE (APPROPRIATION)	(81,721)	(54,763)	26,958	-32.99%
FUND BALANCE, JULY 1	226,936	234,234	7,298	3.22%
FUND BALANCE, JUNE 30	\$ 145,215	\$ 179,471	\$ 34,256	23.59%

LINE-ITEM SPECIFIC COMMENTS:		
A	Local Revenue	<p>Revenue from the sale of paid lunch and a la carte were adjusted to account for an increase in participation than was originally budgeted. On average, meals sold are up by 15% compared to the prior year, which was the basis for the original budgeted amounts. Increased participation is due to the new pizza as well as an overall positive response to the menu items offered this year.</p> <p>Catering revenues were also increased to account for the additional catering events scheduled in the current year.</p> <p>Note that the federal reimbursement revenue, as well as food and supplies expense were also increased to account for this increase in sales.</p>
B	Federal Revenue	<p>Federal revenues were adjusted to account for an increase in participation and an increased reimbursement rate than was originally budgeted. In addition, the district expects a higher commodity allocation for 2018/19 than was originally budgeted. Offsetting commodity expenditures have been recorded on the "Food" line item.</p>
C	Salaries	<p>Salaries have been increased for additional cost of cash in lieu. More employees qualified to receive cash in lieu payments this year than what was originally budgeted.</p>
D	Fringe Benefits	<p>While FICA was increased for the increase in cash in lieu payments budgeted on the "Salaries" line item, workers comp expense was reduced to the current year actual premium amount. Overall workers comp expense district-wide has decreased due to a decrease in claims history.</p>
E	Food	<p>Food expense was adjusted for the increase in sales noted under the "Local Revenues" line item as well as for price increases on the items purchased.</p> <p>Commodity expenditures were also increased for a higher commodity allocation than was originally budgeted. Offsetting revenues have been budgeted on the "Federal Revenue" line item.</p>
F	Supplies & Other	<p>Supplies expense was increased to account for the additional trays and paper products needed as a result of the increase in sales noted under the "Local Revenues" line item.</p>



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

Email: mattmarino@hartlandschools.us

Date: February 13, 2019
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 vehicles. We will be retiring one of the vehicles from service, which is 15+ years old and has significant frame and body rust.

As you might recall from the November 26th board meeting I am requesting that we purchase one new dump truck through the MIDeal bid system as outlined below and on the attached quote. I am asking for the replacement at this time because we were just made aware by the dealer that the manufacturer has a long lead-time to build this vehicle in order to receive it by June 30th. If we wait any longer, we run the risk that they may no longer be available on this school year budget.

We use this dump truck for towing our larger grounds equipment and trailers. It is also used for salting and plowing the district during the winter months. As we have done in the past, we plan to take bids on the sale of the retired vehicle which we are estimating getting approximately \$15,000.

This year we budgeted \$100,000 for the replacement of the dump truck however, the bid came in at \$73,581.00 therefore funds are currently available for the replacement.

Todd Wenzel Chevrolet

2019 Chevrolet MD5500 - \$73,581.00



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2185

Email: mattmarino@hartlandschools.us

Date: November 19, 2018

To: Scott Bacon

From: Matt Marino

Subject: Bus Replacement

This year I am looking to continue the district's past practice of scheduling replacement of the district's bus fleet. We will be retiring seven vehicles and asking to add seven new buses to our fleet. Our goal has been to schedule the removal of these vehicles from service at 9 -10 years old as yearly maintenance costs increase past that point and we can still get good value on the market to potential buyers.

I am requesting that we purchase seven buses through the Michigan Bus Purchasing program (MSBO) bid system as outlined below and on the attached quote. Midwest Transit is bidding International CE Series, 77 passenger buses, which allows us to stay consistent with our current fleet brand. This practice also allows us to be efficient with parts and repairs.

I am asking for the replacement at this time because the company needs time to build the buses. We will receive the buses at the end of the 18-19 school year and they will be added to our fleet over the summer for the 19-20 school year.

In the 18-19 budget we outlined the replacement of seven busses. For next year we will continue to keep up with the replacement of buses and spacing out ongoing replacements.

* In addition, this spring in keeping with scheduling the replacement of vehicles I will be asking for the replacement of our dump truck which is included in this year's budget.

Midwest Transit
International CE Series
 $\$95,609.91 \times 7 = \$669,269.37$

DISTRICT VEHICLE INVENTORY FEB 2019

Disposition Order	I.D.	Year	Description	Mileage	Condition	Driver	Sell By
4	G-03	1999	Ford F-150 4 x 4	137,000	Fair	Bus Garage	20/21
	G-06	2015	GMC 2500 4 x 4	6,500	Good	Bus Garage	
2	MT-17	2003	Chevy Cube Van	82,000	Fair	Maint	19/20
1	MT-18	2003	5500 Chevy Dump	50,000	Poor	Maint	18/19
3	MT-21	2000	2500 Chevy 4 x 4 Silver	66,500	Fair	Maint	19/20
5	MT-22	2003	2500 Chevy 4 x 4 Cab and a Half	140,000	Fair	Becky	20/21
	MT-24	2011	2500 GMC 4 x 4	41,000	Good	Utility	
	MT-25	2011	3500 GMC Cube	47,000	Good	Kitchen	
	MT-26	2016	2500 GMC 4x4 Red	12,000	Good	High School	
	MT-27	2016	2500 GMC 4x4 Red	13,000	Good	Utility	
	MT-28	2017	2500 GMC 4X4 WHITE	8,200	Good	Sloan	
	MT-29	2017	2500 GMC 4X4 WHITE	6,800	Good	Gibson	
	MT-30	2017	2500 GMC 4X4 WHITE	7,900	Good	Boyde	
	MT-31	2018	2500 GMC 4X4 WHITE	5,000	Good	Davis	
	DO-22	2018	2500 GMC 4X4 WHITE EX CAB	5,000	Good	Matt	
	SEN-7	2010	Impala	130,000	Fair	Senior Center	
	SEN-9	2014	Senior Bus	90,000	Good	Senior Center	
6	CE-02	2004	E-150 Van	147,000	Fair	Trans	21/22
7	CE-04	2008	E-150 Van	130,000	Good	HS Security and Band	21/22
				New - Put in service that year			
				Good - No rust or mech issues			
				Fair - Some rust / mech issues			
				Poor - Major rust / mech issues			

TODD WENZEL CHEVROLET

3156 Highland Dr, PO Box 310
Hudsonville, MI 49426

ALBERT LI

Fleet / Municipal Sales

Ph (734) 734-637-6643 Fax (734) 467-7181
ali@toddwenzel.com

Hartland Consolidated Schools Pricing

(Municipal Pricing)

2019 Chevrolet Silverado MD5500 w/ Galion Dump Pkg

19500# GVWR	Diesel / Allison Trans	4-5 yd Dump
2019 Chevrolet Silverado MD5500 4x4 Chassis		\$ 49,019.00
Galion SS Dump/Western MVP3 Plow/Buyers SS Spreader		\$ 24,562.00
	Total	\$ 73,581.00

Prices Quoted are for a Municipal Factory Order.
FOB Hartland, MI

New Hire
February 18, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Carrie Jernigan

ADDRESS: 4961 Langdon Drive
Brighton, MI 48114

EDUCATION: B.A., Central Michigan University - 2009

MAJOR: Music Education

MINOR:

CERTIFICATION: Secondary Professional Teaching Certificate with an endorsement in JQ Music Education.

EXPERIENCE: Since 2015, Carrie has taught music at Bingham Farms Elementary School (PK-5) in Birmingham. Prior to that Carrie taught music at Washtenaw Christian Academy.

SALARY STEP: BA + 10, Step 2

ASSIGNMENT: Music Teacher at Round Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Carrie Jernigan for the 2018-2019 school year (effective March 4, 2019), at the Step 2, BA+10 salary tract, (\$43,593), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.