



Muskegon Heights Public Schools

2603 Leahy Street • Muskegon Heights, MI 49444 • Phone 231-830-3221 Fax 231-830-3560

AGENDA

REGULAR BOARD MEETING

BOARD OF EDUCATION
2603 LEAHY STREET
MUSKEGON HEIGHTS, MICHIGAN

MUSKEGON HEIGHTS BOARD OF EDUCATION

MONDAY, JUNE 3, 2019
6:00 PM

1. Call to Order
2. Roll Call
3. Secretary's Report and Approval of Minutes
4. Action Items
 - a. Renewal of the Assistant Superintendent of Finance and Administration Contract 2019
 - b. Proposed Budget Amendment (2018-2019)
 - c. Proposed Budget (2019-2020)
 - d. 2019 Tax Rate Request (L-4029)
 - e. Resolution for General Liability Insurance Replacement
5. Report from the Assistant Superintendent
6. From the Board
7. Concerns of Parents/Citizens and Recognition of Guests
8. Adjournment

BOARD OF EDUCATION
of the
SCHOOL DISTRICT
of the
CITY OF MUSKEGON HEIGHTS, MICHIGAN
REGULAR BOARD MEETING
JUNE 3, 2019
6:00 PM

OFFICIAL PROCEEDINGS

1. The Regular Board Meeting, Muskegon Heights Board of Education, 2603 Leahy Street, Muskegon Heights, Michigan, was called to order by President Scott at 6:05 p.m.

2. President Scott, instructed Secretary Cook, to call the roll and note Board Members and Administrative Staff present.

BOARD MEMBERS: Mrs. Trinell Scott, President; Mr. Mark Glover, Vice-President; Mrs. Marjorie Cook, Secretary; Mrs. Estelita Rankin, Treasurer; Mrs. Peggy Selmon, Trustee; Mrs. Marianne Darnell, Trustee; Mr. Franklin Brewer, Trustee

BOARD MEMBERS ABSENT: Mr. Franklin Brewer and Mrs. Estelita Rankin

ADMINISTRATIVE STAFF: Mr. John Lewis, Assistant Superintendent

ADMINISTRATIVE STAFF ABSENT:

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

3. **SECRETARY'S REPORT AND APPROVAL OF MINUTES**

BE IT RESOLVED, that the minutes for the Regular Board Meeting of May 6, 2019 be approved and placed on file.

M Mark Glover MOVED and m Marjorie Cook SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

4. ACTION ITEMS

a. Discussion to vote on Renewal of the Assistant Superintendent of Finance and Administration Contract 2019

BE IT RESOLVED, that the Renewal of the Assistant Superintendent of Finance and Administration Contract 2019 be approved and placed on file.

M Mark Glover MOVED and m Marianne Darnell SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

b. Discussion to vote on Proposed Budget Amendment (2018-2019)

BE IT RESOLVED, that the Proposed Budget Amendment (2018-2019) be approved and placed on file.

M Marjorie Cook MOVED and m Mark Glover SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

c. Discussion to vote on Proposed Budget (2019-2020)

BE IT RESOLVED, that the Proposed Budget Amendment (2019-2020) be approved and placed on file.

M Mark Glover MOVED and m Marjorie Cook SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

d. Discussion to vote on 2019 Rate Request (L-4029)

BE IT RESOLVED, that the 2019 Tax Rate Request (L-4029) be approved and placed on file.

M Mark Glover MOVED and m Marjorie Cook SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

e. Discussion to vote on General Liability Insurance Replacement

BE IT RESOLVED, that the Assistant Superintendent is hereby granted the authority to pursue a new general liability insurance carrier to replace the current carrier for an amount not to exceed the amount paid in 2018-2019.

M Mark Glover MOVED and m Marianne Darnell SECONDED the adoption of the resolution

Roll Call:

Y Scott ABS Brewer Y Darnell Y Selmon ABS Rankin Y Cook Y Glover

5. REPORT FROM THE ASSISTANT SUPERINTENDENT

No Reports. Board will receive end of the month reports with the RTAB package.

6. FROM THE BOARD

The board member discussed the topic on conditions with Benton Harbor School District. The Committee Member meeting will not meet if the PSA Superintendent or the Assistant Superintendent of MHPS. Ms. Scott was invited to attend and participate in the 2019 Graduation Ceremony.

7. CONCERNS OF PARENTS/CITIZENS AND RECOGNITION OF GUESTS

Joe Warren 1514 Harvey Street
Dorothy Gill-Jackson 3315 Lemuel Street


8. ADJOURNMENT

RESOLVED, that the Regular Board Meeting for Monday, June 3, 2019, adjourned at 6:54 p.m.

M Mark Glover MOVED and m Trinell Scott SECONDED the adoption of the resolution.

5 YEAS 0 NAYS

Respectfully submitted,



Marjorie Cook, Secretary

Muskegon Heights Public Schools

Proposed Budget Amendment

2018-19

6/3/2019

	Original Budget 2018-19	Proposed Budget Amendment 2018-19	Increase/(Decrease)
Beginning Fund Balance	\$ 29,385	\$ 29,385	
Revenue			
Property taxes	\$ 1,181,020	\$ 1,250,490	\$ 69,470
State Sources		\$ 6,920	\$ 6,920
Oversight fees	\$ 176,310	\$ 154,940	\$ (21,370)
Transfers and Other	\$ 9,500	\$ 12,110	\$ 2,610
Total Revenue	\$ 1,366,830	\$ 1,424,460	\$ 57,630
Expenditures			
Data Technology	\$ 4,520	\$ 5,070	\$ 550
Board of Education	\$ 30,170	\$ 32,350	\$ 2,180
Executive Administration	\$ 68,770	\$ 68,410	\$ (360)
Business Services	\$ 101,960	\$ 101,480	\$ (480)
Interest and Fees Expense	\$ 6,400	\$ 5,910	\$ (490)
Unpaid Auction and Delinquent Tax Fees	\$ 50,670	\$ 5,780	\$ (44,890)
Building Services	\$ 98,170	\$ 96,370	\$ (1,800)
District Technology	\$ 920	\$ 920	\$ -
Emergency Loan Payments	\$ 570,750	\$ 570,750	\$ -
Transfers and Other	\$ 305,730	\$ 302,420	\$ (3,310)
Total Expenditures	\$ 1,238,060	\$ 1,189,460	\$ (48,600)
Revenues Less Expenditures	\$ 128,770	\$ 235,000	
Projected Ending Fund Balance	\$ 158,155	\$ 264,385	

REVENUES

	18-19 Original		Actual as of 5/31/19		Adjustment		18-19 Proposed		Increase/(Decrease)	Notes/Assumptions
11-0111-0000-000-0000-00000-000000-										
PROPERTY TAXES CURRENT										
11-0111-0000-100-0000-00000-000000-										
OTHER TAXES										
11-0121-0000-000-0000-00000-000000-										
TECH MILLAGE FLOWTHROUGH										
11-0124-0000-000-0000-00000-000000-										
RENTALTY & INT ON DEL TAXES										
11-0191-0000-000-0000-00000-000000-										
RENTALS										
11-0199-0000-000-0000-00000-000000-										
MISCELLANEOUS										
11-0321-0000-000-0000-00000-000000-										
PPT REIMBURSEMENT										
11-0519-0000-001-0000-00000-000000-										
3% AUTHORIZER FEE - MHPSA										
	\$ 1,386,830.00	\$ 1,075,212.64	\$ 349,282.07	\$ 1,424,494.71	\$ 1,424,460.00					

Notes/Assumptions
 Decreased slightly based on collections to date. This has no effect on fund balance as it's offset in expenditures
 (3,310.00)
 Increased PA 105 & Land Bank distributions
 67,350.00
 Collections higher than expected
 13,160.00
 Less interest projected than originally planned
 3,400.00
 Increased due to 17/18 revenue received in 18/19
 (790.00)
 Less received than projected
 (580.00)
 Reduced to account for declining enrollment at MHPSA
 (21,370.00)

Muskegon Heights Public Schools

Proposed Budget

2019-20

6/3/2019

	Proposed Budget Amendment 2018-19	Proposed Budget 2019-20	Increase/(Decrease)
Beginning Fund Balance	\$ 29,385	\$ 264,385	
Revenue			
Property taxes	\$ 1,250,490	\$ 1,190,320	\$ (60,170)
State Sources	\$ 6,920	\$ 6,920	\$ -
Oversight fees	\$ 154,940	\$ 158,490	\$ 3,550
Transfers and Other	\$ 12,110	\$ 10,410	\$ (1,700)
Total Revenue	\$ 1,424,460	\$ 1,366,140	\$ (58,320)
Expenditures			
Data Technology	\$ 5,070	\$ 5,070	\$ -
Board of Education	\$ 32,350	\$ 26,750	\$ (5,600)
Executive Administration	\$ 68,410	\$ 68,410	\$ -
Business Services	\$ 101,480	\$ 102,120	\$ 640
Interest and Fees Expense	\$ 5,910	\$ 5,910	\$ -
Unpaid Auction and Delinquent Tax Fees	\$ 5,780	\$ 50,000	\$ 44,220
Building Services	\$ 96,370	\$ 103,190	\$ 6,820
District Technology	\$ 920	\$ 920	\$ -
Emergency Loan Payments	\$ 570,750	\$ 588,500	\$ 17,750
Transfers and Other	\$ 302,420	\$ 302,420	\$ -
Total Expenditures	\$ 1,189,460	\$ 1,253,290	\$ 63,830
Revenues Less Expenditures	\$ 235,000	\$ 112,850	
Projected Ending Fund Balance	\$ 264,385	\$ 377,235	

REVENUES

11-0111-0000-000-0000-000000-0000000- PROPERTY TAXES CURRENT
 11-0111-0000-100-0000-00000-000000- OTHER TAXES
 11-0121-0000-000-0000-00000-000000- TECH MILLAGE FLOWTHROUGH
 11-0124-0000-000-0000-00000-000000- PENALTY & INT ON DEL TAXES
 11-0191-0000-000-0000-00000-000000- RENTALS
 11-0199-0000-000-0000-00000-000000- MISCELLANEOUS
 11-0321-0000-000-0000-00000-000000- PPT REIMBURSEMENT
 11-0519-0000-001-0000-00000-000000- 3% AUTHORIZER FEE - MHP&A

18-19 Budget				Increase/(Decrease)			
	Amendment	2019-20 Proposed	2019-20 Rounded				Notes/Assumptions
	\$ 1,108,240	\$ 1,056,237	\$ 1,056,230.00	\$	(52,010.00)		Based on non-homestead taxable values
	\$ 16,160	\$ 8,000	\$ 8,000.00	\$	(8,160.00)		Conservative estimate based on prior years
	\$ 120,320	\$ 120,320	\$ 120,320.00	\$	-		Based on previous year budgeted amounts
	\$ 5,770	\$ 5,770	\$ 5,770.00	\$	-		Based on previous year budgeted amounts
	\$ 11,900	\$ 10,200	\$ 10,200.00	\$	(1,700.00)		Room Rental with OV Adult Education
	\$ 210	\$ 210	\$ 210.00	\$	-		Based on previous year budgeted amounts
	\$ 6,320	\$ 6,920	\$ 6,920.00	\$	-		Based on previous year budgeted amounts
	\$ 154,940	\$ 158,492	\$ 158,490.00	\$	3,550.00		Based on per pupil foundation of \$8,051 and total FTEs of 656.20 (2018/19 count)
	\$ 1,424,460.00	\$ 1,366,149.19	\$ 1,366,140.00	\$			

EXPENDITURES

	18-19 Original	2019-20 Proposed	2019-20 Rounded	Total by Function	Increase/ (Decrease)	Notes/Assumptions
11-1-225-7410-840-0000-00000-000000-	\$ 4,570	\$ 4,570	\$ 4,570	\$ 4,570	\$ -	
11-1-226-4220-899-0000-00000-000000-	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	
11-1-231-3170-0000-00000-00000-000000-	\$ 19,480	\$ 14,000	\$ 14,000	\$ 5,070.00	\$ (5,480)	- Based on prior year expenditures - Expecting lower legal costs for 2019-20
11-1-231-3180-0000-00000-00000-000000-	\$ 12,740	\$ 12,740	\$ 12,740	\$ 12,740	\$ -	- Based on prior year expenditures
11-1-233-3220-007-0000-00000-000000-	\$ -	\$ -	\$ -	\$ -	\$ -	
11-1-231-7410-000-0000-00000-000000-	\$ 120	\$ 10	\$ 10	\$ 26,750.00	\$ (120)	Not expecting travel costs. Will amend budget if necessary
11-1-232-3150-000-0000-00000-000000-	\$ 68,410	\$ 68,410	\$ 68,410	\$ 68,410.00	\$ -	- Based on prior year expenditures
11-1-252-1620-033-0000-00000-000000-	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	- Based on prior year expenditures
11-1-252-2190-000-0000-00000-000000-	\$ 19,150	\$ 19,150	\$ 19,150	\$ -	\$ -	- Based on prior year expenditures
11-1-252-2820-033-0000-00000-000000-	\$ 15,920	\$ 16,500	\$ 16,500	\$ -	\$ 580	- Based on prior year expenditures - OHS rate increased to 27.5%
11-1-252-2830-033-0000-00000-000000-	\$ 4,600	\$ 4,600	\$ 4,600	\$ -	\$ -	- Based on prior year expenditures
11-1-252-3220-030-0000-00000-000000-	\$ 70	\$ 70	\$ 70	\$ -	\$ -	- Based on prior year expenditures
11-1-252-5910-030-0000-00000-000000-	\$ 1,740	\$ 1,500	\$ 1,500	\$ 102,120.00	\$ (240)	300 Increased in case necessary Slightly reduced
11-1-252-7410-000-0000-00000-000000-	\$ 5,910	\$ 5,910	\$ 5,910	\$ 5,910.00	\$ -	- Based on prior year expenditures We were not changed in 2018-19, but that may not be the case for 2019-20. Will increase or reduce at the end of the fiscal year as necessary
11-1-259-7610-000-0000-00000-000000-	\$ 5,780	\$ 50,000	\$ 50,000	\$ 50,000.00	\$ 44,220	necessary
11-1-261-3150-100-0000-00000-000000-	\$ 13,180	\$ 20,000	\$ 20,000	\$ -	\$ 6,820	Increased for building maintenance projects
11-1-261-3830-000-0000-00000-000000-	\$ 2,510	\$ 2,510	\$ 2,510	\$ -	\$ -	- Based on prior year expenditures
11-1-261-3840-000-0000-00000-000000-	\$ 720	\$ 720	\$ 720	\$ -	\$ -	- Based on prior year expenditures
11-1-261-3910-000-0000-00000-000000-	\$ 54,620	\$ 54,620	\$ 54,620	\$ -	\$ -	- Based on prior year expenditures
11-1-261-5510-000-0000-00000-000000-	\$ 17,940	\$ 17,940	\$ 17,940	\$ -	\$ -	- Based on prior year expenditures
11-1-261-5520-000-0000-00000-000000-	\$ 7,200	\$ 7,200	\$ 7,200	\$ -	\$ -	- Based on prior year expenditures
11-1-284-3410-000-0000-00000-000000-	\$ 920	\$ 920	\$ 920	\$ 920.00	\$ -	- Based on prior year expenditures
11-1-411-8910-000-0000-00000-000000-	\$ 120,320	\$ 120,320	\$ 120,320	\$ -	\$ -	- Based on prior year expenditures
11-1-511-7110-994-0000-00000-000000-	\$ 188,000	\$ 233,000	\$ 233,000	\$ 588,500.00	\$ 45,000	Per debt schedule
11-1-511-7230-994-0000-00000-000000-	\$ 382,750	\$ 355,491	\$ 355,590	\$ 362,420.00	\$ (27,250)	Per debt schedule
11-1-634-8110-000-0000-00000-000000-	\$ 182,100	\$ 182,100	\$ 182,100	\$ -	\$ -	- Based on prior year expenditures

05/31/2019 14:24
1727JLewls

MUSKEGON HEIGHTS PUBLIC SCHOOLS
| AP CHECK RECONCILIATION REGISTER

IP 1
| apchkrn



FOR CASH ACCOUNT: 11-2-101 -1000-000-0000-000000-

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
82521	05/20/2019	PRINTED	000281 ACCOUNTEMPS	6,612.00			
	DOC	INVOICE NO	ACCOUNT				
6353		52933933	11-1-232-3150-000-00000-000000-				6,612.00
82522	05/20/2019	PRINTED	000323 AMES DISPOSAL, INC.	64.00			
	6354	050119	11-1-261-3840-000-00000-000000-				64.00
82523	05/20/2019	PRINTED	000321 APPLIED IMAGING	82.40			
	6355	1322153	11-1-226-4220-899-0000-00000-000000-				41.20
	6356	1336656	11-1-226-4220-899-0000-00000-000000-				41.20
82524	05/20/2019	PRINTED	004714 CITY MUSKEGON HEIGHTS	422.36			
	6357	050119	11-1-261-3830-000-00000-000000-				422.36
82525	05/20/2019	PRINTED	000668 CONSUMERS ENERGY	463.65			
	6358	201450658290	11-1-261-5520-000-00000-000000-				463.65
82526	05/20/2019	PRINTED	002695 DTE ENERGY	1,455.02			
	6359	041119	11-1-261-5510-000-00000-000000-				1,455.02
82527	05/20/2019	PRINTED	000264 MUSKEGON HEIGHTS PUBLIC S	1,773.85			
	6360	052019	11-1-411-8910-000-00000-000000-				1,773.85
82528	05/20/2019	PRINTED	000333 PUBLIC FINANCIAL MANAGEME	1,000.00			
	6361	2018-AD-00285	11-1-252-7410-000-00000-000000-				1,000.00
82529	05/20/2019	PRINTED	004915 R & R WULCH AND STONE	126.95			
	6362	35647	11-1-261-3190-100-0000-000000-				126.95
82530	05/20/2019	PRINTED	002530 RJC SERVICES	275.00			
	6363	042919	11-1-261-3190-100-0000-000000-				275.00
82531	05/20/2019	PRINTED	000308 SBAM PLAN	1,682.89			
	6364	060119	11-1-252-2130-000-00000-000000-				1,682.89
82532	05/20/2019	PRINTED	000331 RAND'S PROPERTY MGT, LLC	566.63			
	6365	124	11-1-261-3190-100-0000-000000-				335.00
	6366	124	11-1-252-5910-030-0000-000000-				11.63
	6366	125	11-1-261-3190-100-0000-000000-				220.00
82533	05/20/2019	PRINTED	004439 VERIZON WIRELESS	148.08			
	6367	9827541713	11-1-284-3410-000-0000-000000-				73.61
	6368	9827963970	11-1-284-3410-000-0000-000000-				.86
	6369	9829517644	11-1-284-3410-000-0000-000000-				73.61
82534	05/20/2019	PRINTED	000348 WILLIAMS HUGHES, PLLC	351.00			
	6370	57245 TNW	11-1-231-3170-000-00000-000000-				351.00

14 CHECKS

CASH ACCOUNT TOTAL

15,023.83

.00

05/31/2019 14:24
1727JLewis

MUSKOGON HEIGHTS PUBLIC SCHOOLS
AP CHECK RECONCILIATION REGISTER



UNCLEARED

CLEARED

14 CHECKS

FINAL TOTAL

15,023.83

.00

** END OF REPORT - Generated by John Lewis **