

ONSTED COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING
ADMINISTRATIVE CONFERENCE ROOM
JUNE 28, 2018

6:00 P.M. Public Hearing on Proposed 2018-2019 Budget and Proposed Tax Millage Rate

PLEDGE OF ALLEGIANCE

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

COMMENTS FROM THE AUDIENCE

ACTION

17-18 #056 2017-2018 Amended Budget

17-18 #057 2018-2019 Budget Adoption

17-18 #058 2018-2019 Budget for Other Funds

17-18 #059 Proposed Tax Millage Rate

17-18 #060 Personnel
- Resignation, Erin Richards, Teacher
- Resignation, Joseph Kokenakes, Teacher
- Resignation, Diana Cude, Bus Driver
- Hire, Jeanne Kozakiewicz, Cook
- Hire, Heather Connett, Fitness Center Supervisor

ADJOURNMENT

Board Protocol

Board Preparation

All Board of Education members receive information electronically prior to each scheduled meeting. This information may contain reports, background information, recommendations, etc., for study so that the members can come to the meeting prepared to make decisions. Items are brought forward first as discussion items. The discussion item is normally brought back as an action item at the next regular meeting.

Citizen Participation

The responsibility for making decisions rests with the seven elected Board of Education members. The School Board is, however, very interested in hearing from the public. There is a place on the regular meeting agenda for 'Comments from the Audience'. Please follow the guidelines below.

Guidelines for Public Commentary

1. Be recognized by the President of the Board.
2. State your name and address.
3. Present your statement of concern or questions to the Board.
4. Complaints concerning school personnel or students cannot be discussed in an open public meeting unless the individual(s) involved are notified and agree (P.A. 267 of 1967). Such complaints should be forwarded to the Board, in care of the Superintendent, unless the complaint involves the Superintendent, in which case it should be processed through the Board President. An open or closed meeting, according to the wishes of the person(s) involved, will be arranged.
5. In order to adhere to the agenda, the time allocated to any one speaker is limited to five minutes.
6. The Board will hear comments from the audience but may defer any action or response to gather information and study all aspects of the matter brought to their attention.
7. The Onsted Board of Education pledges its courteous attention to those who wish to be heard. In return the Board asks that members of the audience refrain from loud talking and other distractions during the meeting.

MINUTES

PROPOSED MINUTES

ONSTED COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING
ADMINISTRATIVE CONFERENCE ROOM
June 18, 2018

Meeting called to order at 7:00 p.m. by President Todd Gentner.

Members Present: S. Robinson, K. Williams, K. Brooks, T. Gentner, J. Terakedis.

Members Absent: R. Curtis, D. VanBrunt.

Others Present: S. Head, L. George, D. Cherry, M. Davis, A. Ellison, B. Jones, D. McGee.

Pledge of Allegiance was led by President Gentner.

Vision and Mission Statements were read by President Gentner.

Agenda approved as presented.

Motion by Brooks to approve the minutes of the regular and executive sessions of the Board of Education meeting of May 21, 2018. Seconded by Robinson. Motion carried 5-0.

Motion by Williams to approve the disbursements for the month of May 2018 in the amount of \$1,185,278.09. Seconded by Robinson. Motion carried 5-0.

Comments from the Audience: It was noted there is some interest in discussing school security issues.

Reports: ISSI Grant use in the Middle School reviewed by Brian Jones and Alaina Ellison. It was noted that Cradle to Career ties into ISSI Grant. Minecraft, Mobymax and Red Bird were some of the innovative uses of the ISSI Grant.

Students of the Month from the Elementary were recognized.

Motion by Robinson to accept the following recommendations of the administration: Retirement of Penny Jacobs, Head Cook; Resignation of Rebecca Weiss, Cook; Retirement of Kenneth Gidner, Bus Driver. Seconded by Williams. Motion carried 5-0.

Second Reading of NEOLA Policies was held as follows: Bylaw 0140 - Public Expression of Board Members; Policy 1421 - Criminal History Record Check; Policy 4162 - Controlled Substance and Alcohol Policy for CMV Drivers; Policy 5111 - Eligibility of Resident/Nonresident Students; Policy 7540.02 - Web Accessibility, Content, Apps and Service; Policy 8321 - Criminal Justice Information Security. And Phase IV Technology Updates - Policy 7530 - Lending of Board-Owned Equipment; Policy 7530.02 - Staff Use of Personal Communication Devices; Policy 7542 - Access to District Technology Resources from Personal

Communication Devices; Policy 7543 - Utilization of the District's Website and Remote Access to the District's Network. Motion by Brooks to approve the above policies. Seconded by Robinson. Motion carried 5-0.

Motion by Robinson to adopt the MHSAA 2018-19 Membership Resolution as presented. Seconded by Terakedis. Roll call vote: Robinson – yes, Williams – yes, Brooks – yes, Gentner – yes, Terakedis – yes. Motion carried 5-0. (Copy of Resolution attached to original minutes.)

Committee Reports: Athletic Committee met last month with a parent of the Varsity Softball team and heard his concerns.

Superintendent Report: Superintendent Head noted there will be a Finance Committee Meeting followed by a Special Board of Education Meeting on Thursday, June 28, 2018 for Budget purposes. State Education Budget update includes \$240 per pupil increase in the State Aid Fund along with a \$25 per pupil increase in Tech Center/In Demand Career programs. Superintendent Head will be meeting with representatives of the Lockout Company this week. Application will be made in the fall for State funds available for school security/safety.

Motion by Williams to go into executive session at 7:31 p.m. for the purpose of Negotiations Update. Seconded by Robinson. Roll call: Robinson – yes, Williams – yes, Brooks – yes, Gentner – yes, Terakedis – yes. Motion carried 5-0.

Meeting reopened at 8:55 p.m.

Meeting adjourned at 8:56 p.m.

Kevin Brooks, Secretary
Board of Education
KB:nlr

ACTION

Budget approvals - other funds

| | Fitness Center-Comm Svc Fund | | | School Lunch Fund | | | Debt Fund | | | Capital Projects Fund | | |
|--------------------|------------------------------|-----------|-----------|-------------------|------------|------------|--------------|--------------|--------------|-----------------------|--------------|------------|
| | 2016-17 | 2017-18 | 2018-19 | 2016-17 | 2017-18 | 2018-19 | 2016-17 | 2017-18 | 2018-19 | 2016-17 | 2017-18 | 2018-19 |
| Revenue: | | | | | | | | | | | | |
| Local | 11,315.25 | 9,401.00 | 10,971.00 | 255,763.55 | 252,872.00 | 240,600.00 | 1,637,265.01 | 1,667,055.00 | 1,665,747.00 | 1,120.93 | 9,166.00 | 1,524.00 |
| State | 0.00 | 0.00 | 0.00 | 26,520.34 | 26,011.00 | 25,270.00 | 1,634.19 | 1,342.00 | 1,342.00 | 0.00 | 0.00 | 0.00 |
| Federal | 0.00 | 0.00 | 0.00 | 342,612.26 | 335,774.00 | 333,800.00 | 541,942.04 | 514,782.00 | 510,000.00 | 0.00 | 0.00 | 0.00 |
| Incoming transfers | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70,000.00 | 2,917,023.00 | 0.00 |
| Total revenue | 41,315.25 | 39,401.00 | 40,971.00 | 624,896.15 | 614,657.00 | 599,670.00 | 2,180,841.24 | 2,183,179.00 | 2,177,089.00 | 71,120.93 | 2,926,189.00 | 1,524.00 |
| Expenditures: | | | | | | | | | | | | |
| Operating expense | 41,636.50 | 39,401.00 | 40,971.00 | 593,657.77 | 556,566.00 | 551,945.00 | 2,163,513.18 | 2,142,275.00 | 2,113,726.00 | 91,616.48 | 2,964,569.00 | 15,000.00 |
| Transfers out | 0.00 | 0.00 | 0.00 | 42,667.15 | 41,000.00 | 41,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70,000.00 |
| Total expenditures | 41,636.50 | 39,401.00 | 40,971.00 | 636,324.92 | 597,566.00 | 592,945.00 | 2,163,513.18 | 2,142,275.00 | 2,113,726.00 | 91,616.48 | 2,964,569.00 | 85,000.00 |
| Fund balance 7-1 | 2,106.67 | 1,785.42 | 1,785.42 | 55,767.88 | 44,339.11 | 61,430.11 | 777,456.22 | 794,784.28 | 835,688.28 | 222,709.75 | 202,214.20 | 163,834.20 |
| Fund balance 6-30 | 1,785.42 | 1,785.42 | 1,785.42 | 44,339.11 | 61,430.11 | 68,155.11 | 794,784.28 | 835,688.28 | 899,051.28 | 202,214.20 | 163,834.20 | 80,358.20 |

Budget revisions for 2017-2018:

- Adjusted local tax revenue per county report and actual received
- Adjusted other local revenue to actual (interest, donations, etc.)
- Adjusted state revenue based on June 20th state aid status report
- Adjusted federal revenue for Transition Grant per LISD
- Adjusted transfers & other based on LISD payment June 20th
- Adjusted Basic expenditures for increased retirement cost (ERIP)
- Adjusted Added Needs expenditures for decreased aide costs and Level II tuition
- Adjusted Support Services-Pupil for increased retirement cost (ERIP)
- Adjusted Support Services-Instruction for changes to Title IV grant budget
- Adjusted Support Services-General for ERIP retirement and increased advertising expense
- Adjusted Support Services-School for increased retirement cost (ERIP)
- Adjusted Support Services-Business for loan interest
- Adjusted Support Services-Operations & Maintenance for reduced utilities & contracted service
- Adjusted Support Services-Transportation for increased fuel/parts/tires/contracted service
- Adjusted Support Services-Central for increased staff services costs
- Adjusted Support Services-Athletic for actual expenses
- Adjusted Community Activities for changes to Title IV grant budget
- Adjusted Transfers & Other for changes to 2008 energy bond payment

Budget assumptions for 2018-2019:

- State Aid of \$7871 per student and increased At Risk grant
- Reduced Title I and Title II-A grants
- Loss of 30 students to a blended count of 1270
- State-mandated hard caps on board-paid health insurance benefits
- Reduction of 6 teaching positions (3 layoffs, 3 by attrition)

ONSTED COMMUNITY SCHOOLS

2018-2019

PUBLIC BUDGET HEARING
June 28, 2018

ADOPTION
June 28, 2018

LENAWEE COUNTY, MICHIGAN

RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF ONSTED COMMUNITY SCHOOLS
2017-2018 BUDGETS.

RESOLVED, that this resolution shall be the amended general appropriation of Onsted Community Schools for the fiscal year 2017-2018; A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the dispositions of all income received by Onsted Community Schools.

BE IT FURTHER RESOLVED, that Onsted Community Schools shall levy 18.0000 ad valorem mills for the purpose of general operations. The total revenues and unappropriated fund balance estimated to be available for the appropriations in the **GENERAL FUND** of the Onsted Community Schools for the fiscal year 2017-2018 is as follows:

| | 2017-2018 |
|---------------------------------------|--------------------------|
| REVENUE: | |
| Local | 2,534,981 |
| State | 9,719,425 |
| Federal | 274,417 |
| Incoming Transfers | <u>705,124</u> |
| TOTAL REVENUE | 13,233,947 |
| | |
| BALANCE JULY 1 | 1,955,489 |
| LESS APPROPRIATED FUND BALANCE | <u>0</u> |
| | |
| FUND BALANCE AVAILABLE TO APPROPRIATE | <u>1,955,459</u> |
| | |
| TOTAL AVAILABLE TO APPROPRIATE | <u>15,189,406</u> |

BE IT FURTHER RESOLVED, that \$15,189,406 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amount for the purposes set forth below:

| | |
|-------------------------------|--------------------------|
| EXPENDITURES | |
| INSTRUCTION | |
| BASIC | 7,040,925 |
| ADDED | 1,709,674 |
| | |
| SUPPORT SERVICES | |
| PUPIL | 654,660 |
| INSTRUCTION | 142,953 |
| GENERAL | 377,965 |
| SCHOOL | 715,396 |
| BUSINESS | 189,347 |
| OPERATION & MAINTENANCE | 1,156,971 |
| PUPIL TRANSPORTATION SERVICES | 637,260 |
| CENTRAL | 230,315 |
| ATHLETIC EXPENDITURES | 419,054 |
| | |
| COMMUNITY SERVICES | |
| CIVIC | 2,200 |
| OTHER | 0 |
| TRANSFERS AND OTHER | <u>178,089</u> |
| | |
| TOTAL EXPENDITURES | <u>13,454,809</u> |

RESOLVED, that this resolution shall be the general appropriation of Onsted Community Schools for the fiscal year 2018-2019; A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the dispositions of all income received by Onsted Community Schools.

BE IT FURTHER RESOLVED, that Onsted Community Schools shall levy 18.0 ad valorem mills for the purpose of general operations. The total revenues and unappropriated fund balance estimated to be available for the appropriations in the **GENERAL FUND** of the Onsted Community Schools for the fiscal year 2018-2019 is as follows:

| | 2018-2019 |
|---|------------------------------|
| REVENUE: | |
| Local | 2,511,848 |
| State | 9,288,604 |
| Federal | 212,599 |
| Incoming Transfers | <u>685,334</u> |
| TOTAL REVENUE | 12,698,385 |
| BALANCE JULY 1 | 1,955,489 |
| LESS APPROPRIATED FUND BALANCE | <u>0</u> |
| FUND BALANCE AVAILABLE TO APPROPRIATE | <u>1,955,489</u> |
| TOTAL AVAILABLE TO APPROPRIATE | <u>14,653,874</u> |

BE IT FURTHER RESOLVED, that \$14,653,874 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amount for the purposes set forth below:

| | |
|-------------------------------|------------------------------|
| EXPENDITURES | |
| INSTRUCTION | |
| BASIC | 6,494,186 |
| ADDED | 1,664,266 |
| SUPPORT SERVICES | |
| PUPIL | 661,159 |
| INSTRUCTION | 148,784 |
| GENERAL | 330,061 |
| SCHOOL | 715,258 |
| BUSINESS | 187,522 |
| OPERATION & MAINTENANCE | 1,104,165 |
| PUPIL TRANSPORTATION SERVICES | 593,090 |
| CENTRAL | 224,918 |
| ATHLETIC EXPENDITURES | 442,662 |
| COMMUNITY SERVICES | |
| CIVIC | 2,222 |
| OTHER | 0 |
| TRANSFERS AND OTHER | <u>382,118</u> |
| TOTAL EXPENDITURES | <u>12,950,411</u> |

DETAIL BUDGET PROJECTION

| | 2016-2017 (Audited) | 2017-2018 (Amended) | 2018-2019 (Estimated) |
|--|--------------------------|--------------------------|--------------------------|
| REVENUE: | | | |
| LOCAL SOURCES | 2,335,536 | 2,534,981 | 2,511,848 |
| STATE | 9,803,304 | 9,719,425 | 9,288,604 |
| FEDERAL | 224,785 | 274,417 | 212,599 |
| INCOMING TRANSFERS | <u>725,743</u> | <u>705,124</u> | <u>685,334</u> |
| TOTAL REVENUE | <u>13,089,368</u> | <u>13,233,947</u> | <u>12,698,385</u> |
| EXPENDITURES: | | | |
| BASIC PROGRAMS | 6,636,862 | 7,040,925 | 6,494,186 |
| ADDED NEEDS | 1,660,797 | 1,709,674 | 1,664,266 |
| ADULT EDUCATION | 0 | 0 | 0 |
| UNCLASSIFIED | 0 | 0 | 0 |
| SUPPORT SERVICES | | | |
| PUPIL | 668,982 | 654,660 | 661,159 |
| INSTRUCTIONAL | 135,625 | 142,953 | 148,784 |
| GENERAL ADMINISTRATION | 349,461 | 377,965 | 330,061 |
| SCHOOL ADMINISTRATION | 639,939 | 715,396 | 715,258 |
| BUSINESS | 183,732 | 189,347 | 187,522 |
| OPERATIONS & MAINTENANCE | 1,250,806 | 1,156,971 | 1,104,165 |
| TRANSPORTATION | 622,279 | 637,260 | 593,090 |
| CENTRAL SERVICES | 213,653 | 230,315 | 224,918 |
| ATHLETIC EXPENDITURES | 474,004 | 419,054 | 442,662 |
| COMMUNITY SERVICES | 1,101 | 2,200 | 2,222 |
| OUTGOING TRANSFERS | <u>251,028</u> | <u>178,089</u> | <u>382,118</u> |
| TOTAL EXPENDITURES | <u>13,088,269</u> | <u>13,454,809</u> | <u>12,950,411</u> |
| EXCESS REVENUE OR EXPENDITURES: | | | |
| | 1,099 | -220,862 | -252,026 |
| FUND BALANCE JULY 1 | 1,954,390 | 1,955,489 | 1,734,627 |
| FUND BALANCE JUNE 30 | 1,955,489 | 1,734,627 | 1,482,601 |
| Fund balance as % of expenditures | 14.94% | 12.89% | 11.45% |

2018 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2018)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.246, 211.344 and 211.34d. Filing is mandatory. Penalty applies.

| | | | |
|-----------------------|---------------|---|---------------|
| County | LENAWEE | 2018 Taxable Value of ALL Properties in the Unit as of 5-22-18. | \$463,941,649 |
| Local Government Unit | ONSTED SCHOOL | For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Properties and Commercial Personal Properties if a millage is levied Against Them. | \$132,717,339 |

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

| (1) | (2) | (3) | (4) | (5)** | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
|----------------------|--------------------|----------------------|--|--|--|--|--|--------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Source | Purpose of Millage | Date of Election | Original Millage Authorized by Election, Charter, etc. | 2017 Millage Rate Permanently Reduced by "Headlee" | 2018 Current Year Millage Reduction Fraction | 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | Maximum Allowable Millage Levy | Millage Requested to be Levied July 1 | Millage Requested to be Levied Dec. 1 | Expiration Date of Millage Authorized |
| Voted Ex-Voted Voted | Oper Debt Bond | May-18 Jun-97 May-10 | 18.5000 3.0000 unlimited | 18.5000 | 1.0000 1.0000 1.0000 | 18.5000 | 1.0000 | 18.0000 3.0000 | | 18.0000 1.77 1.97 | Jun-23 Jun-22 Jun-30 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| | | | |
|-------------|------------------|-------------------|---------|
| Prepared by | Telephone Number | Title of Preparer | Date |
| | (517) 467-2173 | Business Manager | 6/28/18 |

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.246, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 390.121(1)(3).

| | | | |
|-------------|-----------|--------------|---------|
| Clerk | Signature | Type Name | Date |
| Secretary | | Kevin Brooks | 6/28/17 |
| Chairperson | Signature | Type Name | Date |
| President | | Todd Gentner | 6/28/17 |

*Under Truth in Taxation, MCL Section 211.246, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.246 must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School Districts Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section | Rate |
| Total School Dist Operating Rates to be levied (HH/Supp and NH Oper ONLY) | 0 |
| For PRE, Qualified Ag, Qualif. Forest & Industrial Personal | 6 |
| For Commercial Personal | 18 |

Onsted Community Schools



June 26, 2018

To: Board Members
Re: Employment Recommendations

The following employment recommendations will be made on Thursday, June 28, 2018:

Resignation, Erin Richards, Teacher
Resignation, Joseph Kokenakes, Teacher
Resignation, Diana Cude, Bus Driver
Hire, Jeanne Kozakiewicz, Cook
Hire, Heather Connett, Fitness Center Supervisor

ONSTED COMMUNITY SCHOOLS
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