

ALLEN PARK PUBLIC SCHOOLS

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ALLEN PARK BOARD OF EDUCATION REGULAR MEETING MINUTES • NOVEMBER 12, 2018 ALLEN PARK HIGH SCHOOL

DRAFT

APPROVED

The regular meeting of the Allen Park Board of Education was held on Monday, November 12, 2018, at Allen Park High School, Large Group Instruction Room, 18401 Champaign, Allen Park, Michigan.

Regular meeting called to order/Solicitation of Comment Cards – 7:04 p.m.

Pledge of Allegiance

Roll Call/Present: DesJardins, Hall, Miller, Moynihan, Warren

Absent: Klenczar, Sheppard

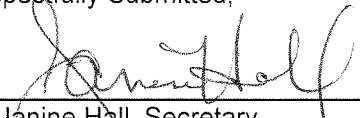
18-114	Motion by DesJardins, supported by Hall, that the consent agenda items be approved as presented: a. Approval of November 12 agenda b. Approval of October 8, October 16 meeting minutes and October 8 closed session minutes c. Approval of registers: 10/5/2018=\$20,015.07, 10/11/2018=\$476,825.53, 10/12/2018=\$1,469.89, 10/18/2018=\$4,923.85, 10/26/2018=\$509,909.57, 11/2/2018=\$1,444.20, 11/8/2018=\$173,755.02 d. Approval of wire transfers: 10/4/2018 thru 11/7/2018=\$1,110,355.64 Yeas: DesJardins, Hall, Miller, Moynihan, Warren Nays: None Absent: Klenczar, Sheppard Motion carried.
	Board Member Sheppard arrived at 7:06 p.m.
	President's Communications: None at this time.
	Reading of Communications: None at this time.
	Citizens' Comments (pertaining to agenda): None at this time.
	<i>"In the Spotlight" – Student Presentation</i> ▪ <i>APHS Student Representative: Cal Curnell</i> Cal is the Treasurer of the Class of 2021, and shared class and club activities that include class fundraisers: Seniors-Yankee Candles, Juniors-Dearborn Ham, Sophomores-Cookie Dough and Freshman-Bottle Drive. Student Council is working on structured activities and décor for hosting State Conference, ASD Club is holding a scarf sale, Jazz Band wrapped up the football season and is preparing for the Winter Concert, Green Team continues with recycling efforts, and Link Crew and Peacekeepers are working on initiatives during lunch period-Photo Booth and Human Bingo. Fall Play is "A Night at the Wax Museum" – performances begin this weekend ▪ <i>APMS Student Representative: Lidia Cappelletti</i> Lidia shared highlights at APMS, which include 2 ALICE Training Drills have been completed at APMS, over 400 students attended the Halloween Dance, Basketball and Swimming have begun and Competitive Cheer has a record number of participants. The Broadcast Club created a District Buzzer System Public Announcement (video), Student Council is fundraising for the 'Adopt an AP Family' for the holidays. The School Improvement Plan Committee has 25 student participants and the plan will include PBIS this year. NJHS is monitoring grades and holding an emergency winter coat drive for hurricane relief families. ▪ <i>APCS Student Representatives: Taylor Johnson, Kobe Thompson</i> Taylor and Kobe reported that the Allen Park Community School has formed a "Squad" – a team of students focused on enhancing the student experience at APCS – daily announcements, Friday Trivia Contest and planned Spirit Week are just a few of the new initiatives. Students at APCS have been busy painting snow plows for the City of Allen Park/Public Works, trip to the DIA, participating in interactive labs as well as the Out of the Darkness Walk. APCS students have joined 'GOimpact360' and recently were out in the community cleaning up Champaign Park, Allen Park Housing Commission and Ecorse Streetscapes DDA. Students also volunteered at the Penrickton Center for Blind Children, Children with Hairloss and the Arkay Center! The mission of GOimpact360 is to GO into communities and make a significant IMPACT by meeting

	<p>the physical, mental and spiritual needs.</p> <p><i>“Cause for Applause” – Sandy Bennett, School Social Worker</i></p> <p>While attending the annual Michigan Association of School Social Workers State Conference in Kalamazoo, our very own Sandy Bennett was awarded the Career Achievement Award! The Career Achievement Award is a prestigious honor, not annually awarded by MASSW. In fact, there have been only 5 in the last 70 years! The award is reserved for recognizing an individual who has demonstrated exemplary services as a School Social Worker over a significant period of time, has developed creative programs, services and/or interventions to improve or enhance the lives of children and families in the State of Michigan.</p> <p>The Board of Education congratulated Mrs. Bennett on this tremendous honor and recognized her significant contributions in APPS, as well as her extraordinary effort to advance the visibility and viability of School Social Work throughout the State of Michigan through involvement on MASSW local and state level Boards, political action and advocacy, and teaching, instructing and mentoring School Social Work interns and School Social Workers. Mrs. Bennett’s career spans 4 decades and she has been with APPS for over 20 years. Her professional contributions have been significant and far reaching, spanning across the State of Michigan and extending throughout the entire Midwest Regions; devoting innumerable hours in support of her beloved profession of School Social Work. We are extremely proud that Sandy is a member of the APPS Family!</p>
18-115	<p><i>Personnel:</i></p> <p>A. Employments/Services – <i>to be approved en masse</i></p> <p>Motion by Moynihan, supported by Hall, that the recommendations for employment and services be approved by the Board for the individuals listed:</p> <ul style="list-style-type: none"> ▪ Dennis Brys – Bus Driver/Transportation – Effective 10/15/2018 ▪ Candi Cash – Food Service Dishwasher/APHS – Effective 10/29/2018 ▪ Jack DeMarco – Hockey Assistant Co-Coach/APHS – Effective 10/26/2018 ▪ Michelle DesJardins – Breakfast Supervisor/APMS – Effective 10/8/2018 ▪ Darlene Ferguson – Lunch Parapro/Lindemann – Effective 10/25/2018 ▪ Gerald Klos – Freshman Boys Basketball Coach/APHS – Effective 11/13/2018 ▪ Kenneth May – Hockey Assistant Co-Coach/APHS – Effective 10/26/2018 ▪ Patricia Messer – Independence Parapro/Arno ECP – Effective 11/1/2018 ▪ John Perkins – PM Custodian/APMS – Effective 11/5/2018 ▪ Beth Sexton – Assistant Swim Coach/APMS – Effective 11/13/2018 <p>Yeas: Hall, Miller, Moynihan, Sheppard, Warren Nays: None Absent: Klenczar Abstain: DesJardins</p> <p>Motion carried.</p> <p>B. Resignations/Retirements:</p> <p>The following resignations/retirements have been received and accepted:</p> <ul style="list-style-type: none"> ▪ Phyllis Baca-Flores – Lunch Parapro/APHS – Effective 11/5/2018 ▪ Sydney Bain – Breakfast Supervisor/APMS – Effective 10/5/2018 ▪ Jennifer Bono – Color Guard Coach/APHS – Effective 10/29/2018 ▪ Abigail Dawson – 8th Grade Volleyball Coach/APMS – Effective 10/23/2018 ▪ Shawn Justice – Freshman Basketball Coach/APHS – Effective 10/12/2018 ▪ Kristen Melidosian – Lunch Cashier/Arno – Effective 11/9/2018 ▪ Rachel Trapani – Freshman Volleyball Coach/APHS – Effective 10/28/2018
	<p><i>Special Presentation</i></p> <ul style="list-style-type: none"> ▪ 2017-18 School District Audit Report Plante & Moran PLLC: Paul Bryant, CPA – Holly Stefanski, CPA <p>Representatives from Plante & Moran presented an overview of the 2017-18 school district audit - Governmental Funds Balance Sheet, which included refunding debt service (bonds), Capital Projects Fund, and Non Major Governmental Funds (Cafeteria). The Report included Revenue and Expenditures Budget to Actual, General Fund Expenditures by Function and Object, Student Enrollment Trends, Foundation Allowance since 2009 and rising MPERS Expense. The Report indicated a Fund Balance of 3.5% - districts under a 5% fund balance for two consecutive years are monitored by the state. Complete report will be posted on the district website.</p> <p>Questions from the audience included a request for past budget variances and details regarding the composition of “Central, School Administration, General Administration & Business Services” functional</p>

	<p>expenditure categories, as well as what and who is included in 'School Administration,' 'Central Services,' 'General Administration,' and 'Business Services' in reference to PowerPoint Slide #5 and what were the key factors that led to a \$1.57 million operating use of Fund Balance is 2017-18? (A district-wide communication will be sent via email to address these citizens comments)</p>
18-116	<p><i>Ratification of Collective Bargaining Agreement-Allen Park Education Association MEA/NEA</i> Motion by Hall, supported by Sheppard, that the tentative Collective Bargaining Agreement between the Allen Park Board of Education and the Allen Park Education Association MEA/NEA be approved as presented. Yeas: DesJardins, Hall, Miller, Moynihan, Sheppard, Warren Nays: None Absent: Klenczar Motion carried.</p> <p>Mr. Gordon Miller thanked Mr. Joel Burkey for his professionalism during negotiations.</p>
18-117	<p><i>State Leadership Conference for APHS Student Council (Grand Rapids)</i> Motion by Hall, supported by Sheppard, that the request for the Allen Park High School's Student Council to attend the State Leadership Conference on March 22 thru 25, 2019 in Grand Rapids be approved, and further, that all required parent consent and medical treatment forms be processed prior to departure. Yeas: DesJardins, Hall, Miller, Moynihan, Sheppard, Warren Nays: None Absent: Klenczar Motion carried.</p>
18-118	<p><i>Resolution Honoring Those Who Serve</i> November is declared as National Veterans and Military Families Month and this year marks the 100th anniversary of the end of WWI. For 99 of the past 100 years, Americans have remembered those who served our country in uniform on November 11 in the Great War – first as Armistice Day, and then, since 1954 as Veterans Day.</p> <p>The United States Congress had declared the 2nd week of November as National Veterans Awareness Week to emphasize the need to develop educational programs regarding the contributions of veterans to the country. Allen Park Public Schools continues to educate students about the sacrifices and contributions of the Armed Forces veterans through meaningful programs such as "Military Recognition Night" during football season and the annual "Veterans Day Ceremony," which was held last Friday, and organized by Mr. Andrew Jackson and Ms. Michelle Buchanan, with music provided by APHS Music Students under the direction of Ms. Kristi Kruger.</p> <p>These powerful programs provide the opportunity to celebrate the bravery and sacrifice of all U.S. veterans and honor all those outstanding men and women who serve in our nation's Armed Forces. They serve as invaluable lessons and connections for our students. We are grateful to the teachers and administrators who work so very hard in bringing these exceptional programs to our students.</p> <p>Motion by Moynihan, supported by Hall, that in recognition of the sacrifices made by our military veterans, the "Honoring Those Who Serve" resolution be adopted as presented. Yeas: DesJardins, Hall, Miller, Moynihan, Sheppard, Warren Nays: None Absent: Klenczar Motion carried.</p>
	<p><i>Superintendent's Report:</i></p> <ul style="list-style-type: none"> ▪ <i>APHS Drama Club Fall Play – Night at the Wax Museum</i> Show Dates: November 16 & 17 – 7:00 p.m. – November 18 – 2:00 p.m. Take the entire family for a night of fun and entertainment! ▪ <i>Giving Thanks...</i> <p>At this time of Thanksgiving, Mr. Darga shared his appreciation to the AP school community - the supportive Board, talented and dedicated staff and engaged parents.</p>
	<p><i>Citizen's Comments:</i> None at this time.</p>
	<p><i>Reports of Officers:</i></p> <ul style="list-style-type: none"> ▪ Following a fall vacation, Dr. Hall announced that she was glad to be back! ▪ Mr. DesJardins enjoyed the annual PTA/PTSA Council Holiday Fever Craft & Vendor Show. ▪ Dr. Warren thanked everyone for the warm welcome at her first "official meeting." Recently, Dr. Warren attended the APHS Fall Athletic Recognition Banquet – there is much to be proud of, and she

	<p>is proud to be a Jag!</p> <ul style="list-style-type: none">▪ Mrs. Sheppard shared congratulations with Mrs. Sandy Bennett.▪ Mr. Miller thanked the seven individuals who put their name on the recent election ballot and for their willingness to “put yourself out there.” The school community is fortunate to have seven people of that caliber who wish to serve the school community.
18-119	Motion by Hall, supported by DesJardins, that the meeting be recessed at 8:10 p.m. to consider the discipline of a student in compliance with Section 8(b) of the Michigan Open Meetings Act.
18-120	Motion by DesJardins, supported by Hall, that the closed session be adjourned and return to the regular open meeting at 9:37 p.m.
18-121	Motion by DesJardins, supported by Hall, that the meeting adjourn at 9:37 p.m.

Respectfully Submitted,



Dr. Janine Hall, Secretary

Response to Citizens Comments

From: Nov 12th Board Meeting

Prepared by: Tiffany Keith & Holly Stefanski

11-28-18

What were the past budget variances?

- The chart below shows the budget to actual history for the past 5 years.
- The green highlighted cells show significant unfavorable expense variances in past years (the district spent more than what it had planned to spend per the final budget adopted by the BOE)
- The yellow highlighted section refers to the variance between the expected increase/decrease in fund balance and the actual increase/decrease in fund balance each year. For instance, the district budgeted to increase fund balance by \$95k in 2017 but fund balance actually decreased by \$856k.

	2018	2017	2016	2015	2014
REVENUE	FINAL - Budgeted revenue	36,211,180	35,332,271	33,439,985	32,659,404
	AUDITED - Actual revenue	36,854,853	36,490,123	35,751,298	33,555,540
	Variance - favorable (unfavorable)	(297,669)	278,943	419,027	115,555
EXPENDITURES	FINAL - Budgeted expenditures	38,704,470	36,145,954	35,585,763	33,356,308
	AUDITED - Actual expenditures	38,424,480	37,244,046	35,470,579	34,371,646
	Variance - (favorable) unfavorable	(279,990)	1,098,092	(115,184)	1,015,338
OTHER FINANCING SOURCES (USES)	Budgeted net OFU/OFS	1,504,798	30,000	30,000	30,000
	Actual net OFU/OFS	1,620,227	(101,984)	(170,000)	30,000
	Variance - favorable (unfavorable)	115,429	(131,984)	(200,000)	-
NET CHANGE IN FUND BALANCE	Budgeted use of fund balance	(47,150)	95,226	(223,492)	113,677
	Actual use of fund balance	50,600	(855,907)	110,719	(786,106)
	Variance - favorable (unfavorable)	97,750	(951,133)	334,211	(899,783)
AUDITED CHANGE IN FUND BALANCE	Budgeted fund balance	1,228,419	2,226,702	1,797,265	2,920,540
	Actual fund balance	1,326,169	1,275,569	2,131,476	2,020,757
	Variance - favorable (unfavorable)	97,750	(951,133)	334,211	(899,783)
					860,533

What are the “Central, School Administration, General Administration, & Business Services” functional expenditure categories composed of?

- These groups are categorized as follows under expenditures:
 - School Administration (function 24*)
 - Central Services (function 28*)
 - General Administration (function 23*)
 - Business Services (function 25*)
- Together these groups total \$4,323,129 which is 11.25% of total expenditures.

What and Who is included in “School Administration?”

Function 24* - Totaling \$2,048,268

- Who?
 - High School Principals
 - Middle School Principals
 - Elementary Principals
 - Community School Principal
 - High School Secretaries
 - Middle School Secretaries
 - Elementary Secretaries
 - Community School Secretary
- What?
 - Salaries
 - Life Insurance
 - Disability Insurance
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Retirement
 - FICA
 - Workers Comp
 - Cash In Lieu
 - Office Supplies
 - Memberships
 - Graduation

What and Who is included in “Central Services?”

Function 28* - Totaling \$893,294

- Who?
 - Director of HR
 - HR Executive Secretary
 - Director of Technology
 - Computer Technicians
 - RESA Services (Audit Student Count)
- What?
 - Salaries
 - Retirement
 - Software Licenses
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Disability Insurance
 - Workers Comp
 - Cash In Lieu
- Contracted Services
- FICA
- Computer Supplies
- Printing / Publishing
- Replace Equipment
- Purchase Services
- Conference / Travel
- Evaluation Training
- Office Supplies
- Tech Repairs

What and Who is included in “General Administration?”

Function 23* - Totaling \$487,811

- Who?
 - Superintendent
 - Superintendent Administrative Assistant
 - Board of Ed
 - Audit Services
 - Legal Services
- What?
 - Salaries
 - Retirement
 - Health Insurance
 - FICA
 - Mgmt Services
 - Memberships
 - Strategic Planning
 - Office Supplies
 - Disability Insurance
 - Dental Insurance
 - Copier
 - Workers Comp
 - Vision Insurance
 - Life Insurance

What and Who is included in “Business Services?”

Function 25* - Totaling \$893,756

- Who?
 - Director of Finance
 - Payroll & Benefits Coordinator
 - Accounting Supervisor
 - Payables Secretary
 - Professional Services
- What?
 - Salaries
 - Retirement
 - FICA
 - 3% FICA (one time expense)
 - Taxes Abated
 - Health Insurance
 - Office Supplies
 - Cash In Lieu
 - Banking Fees
 - Copier
 - Conference / Travel
 - Dental Insurance
 - Vision Insurance
 - Workers Comp
 - Membership Dues

What were the key factors that led to a \$1.57 million operating use of Fund Balance in FY 17/18?

	2018
Revenue (excluding transfers in)	36,854,853
Expenditure (excluding transfers out)	38,424,480
Change in Fund Balance from operations	(1,569,627)

- The use of fund balance from operations during fiscal year 17/18 was a result of expenditures in excess of revenues
- Absent the transfer of enhancement millage funds into the General Fund, the District spent more resources than it brought in
- Revenue increased 1% from FY 16/17 to FY 17/18; expenditures increased 3.2%
- Wages and benefits combined make up a majority of the District's annual expenditures, ranging from 88-90% of the total over the last 5 years
- Wages and benefits increased 19.3% from FY 13/14 to FY 17/18; revenue increased 12.1%

Latchkey did not report a loss for Year End June 30, 2018

Latchkey / Sum Camp Cost Analysis		
FY 17/18		
<u>Revenue:</u>		
1**	Latchkey	\$ 293,150.00
1**	Summer Camp	\$ 101,234.00
	Total Revenue	\$ 394,384.00
<u>Expenses:</u>		
3**	Salaries Latchkey/SumCamp	\$ 178,136.00
3**	Benefits Latchkey/SumCamp	\$ 103,974.00
3**	Supplies/Food /LTK/SumCamp	\$ 39,920.00
	Total Expenses	\$ 322,030.00
	Revenue Over (Under)	
	Expenditures	\$ 72,354.00

What does this chart say???

- The latchkey and summer camp programs use the same expenditure function code (3** - Community)
- Revenue generated by these programs exceeded expenses by \$72,354 in FY17/18