


MINUTES OF THE BOARD OF EDUCATION
~ **REGULAR MEETING** ~
DOWAGIAC UNION SCHOOL DISTRICT
CITY HALL COUNCIL CHAMBERS
June 17, 2019

Call to Order	A "Regular" meeting of the Dowagiac Union School District Board of Education was held Monday evening, June 17, 2019 in the Council Chambers at Dowagiac City Hall, 243 S. Front, Dowagiac, MI. Larry Schmidt called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.
Roll Call	<p><u>Members Present:</u> Larry Schmidt, Ruth Ausra, Ron Jones, Ronda Sullivan, Phyllis Sarabyn, Terry Groth, and Carrie Freeman</p> <p><u>School Personnel:</u> Paul Hartsig, Dawn Conner, Stacy Ritchie, Kelly Millin, Katrina Daiga, Randy Gross, Bryan Sperling, Claudia Zebell, Keith Klann, Roy Freeman, Kristyn Turner, Sara Park, Nicky Hulett, Sean Wightman, Katrina Lee, John Juroff, Bryan Henry, Deb Cahill (Sodexo) and Kathy Stewart, Recording Secretary</p>
Minutes Approved	Moved by Sullivan, supported by Jones, to approve the minutes of the May 13, 2019 Regular, May 30, 2019 Special & Closed, June 11, 2019 Special, and the June 12, 2019 Special meetings as presented. All in favor, Motion Carried
Additions or Deletions to Agenda	None
Hearing of Citizens	Ms. Lady Corrine addressed the Board
Financial Reports Presented	Stacy Ritchie presented the financial reports.
Bills Approved for Payment	<p>Moved by Ausra, supported by Jones, to approve the bills for payment as presented:</p> <p>➤ <u>Expenses = \$2,220,580.21</u></p> <p>General Fund--\$901,259.53</p> <p>Food Service Fund--\$120,265.12</p> <p>Capital Projects (Fund 41)--\$860,729.09</p> <p>Capital Projects (Fund 42)--\$338,326.47</p> <p>All in favor, Motion Carried</p>
Correspondence	None
Informational Items	Superintendent Hartsig informed the board of the resignation of Lauren Cornelius, Kindergarten, Patrick Hamilton Elementary.
Presentations:	<p>Mr. Skip Dyes presented a copy of the auto-biography of Dennis Archer, "Let the Future Begin" to Dowagiac Union Schools.</p> <p>Deputy Superintendent Dawn Conner did a presentation to the Board of the Highlights and Accomplishments of the 2018-19 school year.</p>
Hearing of Citizens	Claudia Zebell addressed the Board and thanked the outgoing Superintendent, Paul Hartsig, for his past 5 years of service; and that he will be missed and wish him the best in his future endeavors.

Personnel:

Recommendation of hire	Moved by Jones, supported by Sarabyn to approve the recommendation of the following teachers for the 2019-20 school year: Jamie Hannapel, 5 th grade, Justus Gage Abigail Sandmann, English, DMS & Union Zuri Kelter, Title I, DMS YES: Jones, Ausra, Schmidt, Sarabyn, Groth, Sullivan, Freeman Motion Carried
Approval of leave	Moved by Groth, supported by Sarabyn, to approve the leave per contract/handbook for Geraldo Rodriguez, Bilingual/ESL, Union High School YES: Ausra, Schmidt, Sarabyn, Groth, Sullivan, Freeman, Jones Motion Carried
Student Handbook Changes Approved	Moved by Groth, supported by Sarabyn, to approve the recommended 2019-20 DUHS/DMS student handbook changes presented in May. (Typographical correction needed with Union, page 26, proper instead of property) YES: Schmidt, Jones, Groth, Sullivan, Sarabyn, Freeman, Ausra Motion Carried
2018-19 Final Budget Revision and Food Service Final Budget Revision	Moved by Sullivan, supported by Jones, to approve the 2018-19 Final Budget Revision and the 2018-19 Food Service Final Budget Revision as presented: YES: Sarabyn, Groth, Sullivan, Freeman, Jones, Ausra, Schmidt Motion Carried
2019-20 Preliminary Budget Approved and 2019-20 Food Service Preliminary Budget	Moved by Jones, supported by Sarabyn, to approve the 2019-20 Preliminary Budget, the 2019-20 Food Service Preliminary Budget, and the 2019-20 Fiduciary Preliminary Budget as presented earlier in the Budget Hearing. YES: Groth, Sullivan, Freeman, Jones, Ausra, Schmidt, Sarabyn Motion Carried
Food Service Contract Approved	Moved by Sullivan, supported by Sarabyn to approve the Food Service contract with Sodexo. YES: Sullivan, Freeman, Jones, Ausra, Schmidt, Sarabyn, Groth Motion Carried
2018-19 MHSAA Membership Approved	Moved by Groth, supported by Sullivan, to approve the membership to MHSAA (Michigan High School Athletic Association) for 2019-20 for DUHS and DMS. YES: Freeman, Jones, Ausra, Schmidt, Sarabyn, Groth, Sullivan Motion Carried
Adjournment	Moved by Groth, supported by Sullivan to adjourn Meeting adjourned at 7:28 p.m.


PHYLLIS SARABYN, BOARD SECRETARY
DOWAGIAC BOARD OF EDUCATION

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**2019-20 Preliminary Budget Synopsis
June 17, 2019**

Revenues:

Local Sources

- Taxes – Increased by 2.5%; 18 mills (previous year had a headlee rollback)
- Pokagon Revenue – same as 2018-19

State Sources

- State Aid – Per Pupil Increase - \$120 most likely (this is not known at this time)
- Students – 2,184 Fall 2018-19; Middle Cities Enrollment Projections 2,165 for 2019-20 (Method 2 of the report – interesting this year each method is within two students of the other methods used to calculate the number; usually there is a large difference between the three methods)

Federal Sources

- Grant revenues equal expenditures

Intermediate Revenue

- Shared fuel program revenues match expenditures

Expenditures:

Teacher Salary – Step Increase (Contract Obligation)

Support Staff Increase (Contract Obligation)

Non-Union Staff Increase

Health Insurance Increase (Contract Obligation)

Reduced Two Teacher Positions through Retirements

Retirement Rate 26.18%

One used bus at \$67,800 – bus coming off a one-yr lease from another district with very low miles

New 10-Passenger Van approx. \$30,000

Replace Bus Cameras approx. \$27,500

Replace Bus Garage Lights \$6,824; Applied for Energy Saving Rebates

New Desks & Chairs at DMS at approximately \$16,100 (Furniture replacement schedule)

Replace DMS Cameras approx. \$45,000

Replaces DMS Lights – Main Hall, Gym, Library, Cafeteria \$28,730; Approved Rebates of \$19,618.75

Refinish Union Gym Floor approx. \$25,000

ICG Parking Lot \$40,000 (Not 100% covered through the bond)

Justus Gage Playground Mulch approx. \$20,000 (Required to remove stones & replace all playgrounds with certified mulch – Patrick Hamilton was done in 2018-19)

New Floor Scrubber & Two Carpet Extractors approx. \$15,000

Roofs – Partial Sister Lakes and Patrick Hamilton approx. \$250,000

Pathfinders Land Rental begins 2019-20 \$4,797.60

2018-2019

	Original Budget 6/18/18	Amended Budget 2/18/19	Final Budget 6/17/19	Variance - positive (negative)
REVENUES:				
Local sources	\$ 5,103,993	\$ 5,688,581	5,756,191	67,610
Local sources - Pokagon	\$ 239,432	\$ 219,867	219,867	-
State sources	15,615,270	15,064,095	15,231,645	167,550
Federal sources	1,603,469	1,835,887	1,791,439	(44,448)
Intermediate school districts	109,812	143,475	95,000	(48,475)
Total revenues	<u>22,671,976</u>	<u>22,951,905</u>	<u>23,094,142</u>	<u>142,237</u>
EXPENDITURES:				
Current:				
Instruction:				
Basic programs	11,086,097	11,334,116	11,361,627	27,510
Added needs	2,643,709	2,748,435	2,774,839	26,405
Adult education	56,988	86,578	78,858	(7,720)
Total instruction	<u>13,786,794</u>	<u>14,169,129</u>	<u>14,215,324</u>	<u>46,196</u>
Supporting services:				
Pupil	1,144,275	1,180,879	1,076,975	(103,904)
Instructional staff	1,467,099	1,422,958	1,368,093	(54,866)
General administration	417,410	415,986	411,043	(4,943)
School administration	1,347,597	1,392,700	1,416,489	23,789
Business	550,998	514,433	531,679	17,247
Operation/maintenance	1,791,060	1,947,406	1,952,604	5,198
Pupil transportation	1,018,631	1,082,561	1,177,546	94,985
Central	469,477	468,011	467,144	(867)
Athletics	565,451	570,455	570,594	139
Total supporting services	<u>8,771,998</u>	<u>8,995,388</u>	<u>8,972,166</u>	<u>(23,222)</u>
Community services	<u>113,185</u>	<u>93,550</u>	<u>104,987</u>	<u>11,437</u>
Debt service	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>22,671,977</u>	<u>23,258,067</u>	<u>23,292,477</u>	<u>34,410</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(0)</u>	<u>(306,162)</u>	<u>(198,335)</u>	<u>107,827</u>
OTHER FINANCING SOURCES (USES):				
Transfers from other funds		60,000	-	(60,000)
Transfers to other funds		-		-
Total other financing uses	<u>-</u>	<u>60,000</u>	<u>-</u>	<u>(60,000)</u>
NET CHANGE IN FUND BALANCE	<u>\$ (0)</u>	<u>\$ (246,162)</u>	<u>\$ (198,335)</u>	<u>47,827</u>
FUND BALANCE:				
Beginning of year	3,391,190	3,825,073	3,825,073	
End of year	<u>\$ 3,391,190</u>	<u>\$ 3,578,911</u>	<u>\$ 3,626,738</u>	

Dowagiac Union Schools Food Service
2018-2019

	Preliminary Budget 6/18/18 2018-2019	Amended Budget 2/18/19 2018-2019	Final Budget 6/17/19 2018-2019
Revenues:			
<i>Local Sources</i>	\$143,720	\$32,400	\$38,303
<i>State Sources</i>	\$45,198	\$44,963	\$52,085
<i>Federal Sources</i>	\$1,010,139	\$1,127,599	\$1,313,531
Fund Mod - Transfer from GF			\$2,087
Fund Mod - Transfer GF	\$0	\$3,000	\$0
Food Service Revenue: Indirect Costs			
<i>Total Revenues & other Financing Sources</i>	<i>\$1,199,057</i>	<i>\$1,207,962</i>	<i>\$1,406,006</i>
Expenditures	\$1,192,630	\$1,180,447	\$1,422,898
Indirect Cost to General Fund	\$0	\$60,000	\$0.00
<i>Total expenditures and other financing sources</i>	<i>\$1,192,630</i>	<i>\$1,240,447</i>	<i>\$1,422,898</i>
Excess of revenues over(under) expenditures	\$6,427	(\$32,485)	(\$16,892)
Fund balance- beginning of year	\$6,845	\$49,026	\$49,026
Prior Period adjustment	\$0		
Fund balance - end of year	\$13,272	\$16,541	\$32,134

2019-2020

Original
Budget
6/17/19

REVENUES:

Local sources	\$ 5,764,821
Local sources - Pokagon	\$ 219,867
State sources	15,594,292
Federal sources	1,411,435
Intermediate school districts	103,800
Total revenues	<u>23,094,215</u>

EXPENDITURES:

Current:

Instruction:

Basic programs	11,366,962
Added needs	2,752,908
Adult education	70,699
Total instruction	<u>14,190,569</u>

Supporting services:

Pupil	1,193,202
Instructional staff	1,266,131
General administration	399,117
School administration	1,411,901
Business	527,779
Operation/maintenance	2,256,749
Pupil transportation	1,077,834
Central	436,396
Athletics	586,002
Total supporting services	<u>9,155,112</u>

Community services	<u>109,122</u>
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Debt service	<u>-</u>
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Total expenditures	<u>23,454,803</u>
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EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES

(360,587)

OTHER FINANCING SOURCES (USES):

Transfers from other funds	
Transfers to other funds	
Total other financing uses	<u>-</u>

NET CHANGE IN FUND BALANCE	<u>\$ (360,587)</u>
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FUND BALANCE:

Beginning of year	<u>3,626,738</u>
End of year	<u>\$ 3,266,151</u>

Dowagiac Union Schools Food Service
2019-2020

Preliminary
Budget 6/17/19
2019-2020

Revenues:

<i>Local Sources</i>	\$39,700
<i>State Sources</i>	\$45,285
<i>Federal Sources</i>	\$1,287,200

Fund Mod - Transfer from GF	\$2,000
Fund Mod - Transfer GF	\$0

Food Service Revenue: Indirect Costs

<i>Total Revenues & other Financing Sources</i>	<i>\$1,374,185</i>
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Expenditures

	\$1,370,640
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Indirect Cost to General Fund	\$0
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<i>Total expenditures and other financing sources</i>	<i>\$1,370,640</i>
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Excess of revenues over(under) expenditures	\$3,545
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Fund balance- beginning of year	\$32,134
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Prior Period adjustment	\$0
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Fund balance - end of year	\$35,679
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Dowagiac Union Schools Fiduciary Fund
2019-2020

Preliminary
Budget 6/17/19
2019-2020

Revenues

Local Sources

\$50,000

Total Local revenues

\$50,000

Expenditures

Purchased Services

\$20,000

Supplies/Materials

\$30,000

Total Expenditures

\$50,000

Excess of revenues over(under) expenditures

\$0

Fund balance- beginning of year

\$164,213

Prior Period adjustment

\$0

Fund balance - end of year

\$164,213