

MINUTES OF THE BOARD OF EDUCATION ~ REGULAR MEETING
DOWAGIAC UNION SCHOOL DISTRICT
DOWAGIAC MIDDLE SCHOOL — CAFETERIA
February 18, 2019

Call to Order	A "Regular" meeting of the Dowagiac Union School District Board of Education was held Monday evening, February 19, 2018 in the cafeteria at Dowagiac Middle School, 57072 Riverside Drive, Dowagiac, MI. Board Vice-President, Ruth Ausra called the meeting to order at 7:00 PM with the Pledge of Allegiance.
Roll Call	<p><u>Members Present:</u> Ruth Ausra, Ron Jones, Phyllis Sarabyn, Terry Groth, and Carrie Freeman</p> <p><u>Members Absent:</u> Larry Schmidt and Ronda Sullivan</p> <p><u>School Personnel:</u> Paul Hartsig, Dawn Conner, Stacy Ritchie, Kelly Millin, Bryan Henry, Cathy Stone, Mike Campbell, Sean Wightman, John Juroff, Bev Dodd, Deb Barber, Robin Ennesser, Tracy Maleski, Sara Eastman, Debra Wegner, Deb Cahill (Sodexo), and Kathy Stewart, Recording Secretary</p>
Minutes Approved	Moved by Sarabyn, supported by Jones to approve the January 14, 2019 Organizational Meeting minutes and the February 7, 2019 Special Meeting as presented. All in favor, Motion Carried.
Additions or Deletions To Agenda	None
Financial Reports Presented	Stacy Ritchie, Director of Finance, presented the financial reports to the Board
Bills Approved for Payment	Moved by Jones, supported by Sarabyn to approve the bills for payment as presented— > <u>Expenditures = \$1,015,224.98</u> General Fund--\$915, 614.67 Food Service Fund--\$99,610.31 All in favor, Motion Carried.
Informational	<p>Paul Hartsig informed the board of the following retirements effective at the end of the 2018-19 school year: Christine Green, 2nd gr., Kincheloe; Carrie Muessig, Title 1, DMS; and Dan Vandenheede, Social Studies, Union High School.</p> <p>Superintendent Hartsig also informed the board of the March 1, 2019 retirement of Transportation Supervisor Kevin Kelm.</p> <p>Stacy Ritchie presented the 2018-19 1st Budget Revision for both the General Fund and for Food Service.</p>
Correspondence	None

Hearing of Citizens	Theresa Slaski addressed the board regarding the renaming of Patrick Hamilton Elementary School.												
Student Senate Report	Maddi Hill and Mikaylah Gardner updated the board of activities taking place at Union High School.												
<u>New Business</u>													
Personnel	<p>Moved by Sarabyn, supported by Groth to approve the leave per contract/handbook for Margie Brosnan, 5th grade, Justus Gage; and the recommendation of hire of Scottie Woods as Transportation Supervisor.</p> <p>YES: Jones, Ausra, Sarabyn, Groth, Freeman</p> <p>Motion carried.</p>												
2018-19 1 st Budget Revision	<p>Moved by Jones, supported by Sarabyn to accept the 2018-19 1st Budget Revision of the General Fund and Food service as presented.</p> <p>YES: Ausra, Sarabyn, Groth, Freeman, Jones</p> <p>Motion carried</p>												
January 2019 Students of the Month	<p>Certificates and T-shirts were handed out to the following students:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>--Union High School</td> <td>Juan Luis-Hernandez</td> </tr> <tr> <td>--Kincheloe</td> <td>Evan Saylor</td> </tr> <tr> <td>--Dowagiac Middle</td> <td>Jenna Snyder</td> </tr> <tr> <td>--Patrick Hamilton</td> <td>Noah Gonder</td> </tr> <tr> <td>--Justus Gage</td> <td>Payton Hemminger</td> </tr> <tr> <td>--Sister Lakes</td> <td>Elias Thunell</td> </tr> </table>	--Union High School	Juan Luis-Hernandez	--Kincheloe	Evan Saylor	--Dowagiac Middle	Jenna Snyder	--Patrick Hamilton	Noah Gonder	--Justus Gage	Payton Hemminger	--Sister Lakes	Elias Thunell
--Union High School	Juan Luis-Hernandez												
--Kincheloe	Evan Saylor												
--Dowagiac Middle	Jenna Snyder												
--Patrick Hamilton	Noah Gonder												
--Justus Gage	Payton Hemminger												
--Sister Lakes	Elias Thunell												
Adjournment	<p>Moved by Sarabyn, supported by Groth</p> <p>All in favor, the meeting adjourned at 7:35 p.m.</p>												



 PHYLLIS SARABYN, SECRETARY
 DOWAGIAC BOARD OF EDUCATION

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2018-2019

	Original Budget 6/18/18	Amended Budget 2/18/19
REVENUES:		
Local sources	\$ 5,103,993	\$ 5,688,581
Local sources - Pokagon	\$ 239,432	\$ 219,867
State sources	15,615,270	15,064,095
Federal sources	1,603,469	1,835,887
Intermediate school districts	109,812	143,475
Total revenues	<u>22,671,976</u>	<u>22,951,905</u>

EXPENDITURES:

Current:

Instruction:

Basic programs	11,086,097	11,334,116
Added needs	2,643,709	2,748,435
Adult education	56,988	86,578
Total instruction	<u>13,786,794</u>	<u>14,169,129</u>

Supporting services:

Pupil	1,144,275	1,180,879
Instructional staff	1,467,099	1,422,958
General administration	417,410	415,986
School administration	1,347,597	1,392,700
Business	550,998	514,433
Operation/maintenance	1,791,060	1,947,406
Pupil transportation	1,018,631	1,082,561
Central	469,477	468,011
Athletics	565,451	570,455
Total supporting services	<u>8,771,998</u>	<u>8,995,388</u>

Community services	<u>113,185</u>	<u>93,550</u>
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Debt service	<u>-</u>	<u>-</u>
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Total expenditures	<u>22,671,977</u>	<u>23,258,067</u>
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EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES

(0)	<u>(306,162)</u>
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OTHER FINANCING SOURCES (USES):

Transfers from other funds		60,000
Transfers to other funds		-
Total other financing uses	<u>-</u>	<u>60,000</u>

NET CHANGE IN FUND BALANCE	<u>\$ (0)</u>	<u>\$ (246,162)</u>
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FUND BALANCE:

Beginning of year	<u>3,391,190</u>	<u>3,825,073</u>
End of year	<u>\$ 3,391,190</u>	<u>\$ 3,578,911</u>

Dowagiac Union Schools Food Service
2018-2019

	Preliminary Budget 6/18/18 2018-2019	Amended Budget 2/18/19 2018-2019
Revenues		
Local Sources		
Investment Interest		
Lunch Sales - Students	\$90,000	\$200
Breakfast Sales - Students		
Lunch Sales - Adults	\$5,200	\$5,000
Breakfast Sales - Adults	\$400	\$100
Lunch Sales - A La Carte	\$40,000	\$22,000
Breakfast Sales - A La Carte	\$220	\$100
Catering - Special Functions	\$7,900	\$5,000
Total Local revenues	\$143,720	\$32,400
State Sources		
State Aid 31d Restrict - Lunch	\$39,804	\$38,897
State Aid 31f Restricted - Breakfast	\$3,866	\$3,866
State Aid 31a At-Risk - Breakfast	\$1,528	\$1,200
Rev - LCISD GSRP Meals		\$1,000
Total State revenues	\$45,198	\$44,963
Federal Sources		
Federal Aid - Breakfast	\$245,000	\$260,000
Federal Aid - Lunch	\$645,000	\$750,000
Federal Aid - Snacks	\$3,000	\$1,200
Federal Aid - Summer Program	\$48,037	\$47,337
Federal Aid - Summer Program Admin	\$4,102	\$4,062
USDA Don Ent Commodities	\$65,000	\$65,000
USDA Bonus Commodities		
Total Federal Revenues	\$1,010,139	\$1,127,599
Other Financing Sources		
Fund Mod - Transfer from GF		
Fund Mod - Transfer GF	\$0	\$3,000
Food Service Revenue: Indirect Costs		
Total Revenues & other Financing Sources	\$1,199,057	\$1,207,962
Expenditures		
Purch Serv - Utility - Trash		
Purch Serv - Utility - Trash - Summer	\$0	
Purch Serv - Utility - Trash - Breakfast	\$0	
Purch Serv - Utility - Trash - Lunch	\$0	
Pur Tech Serv Oth Natl Sch Lunch	\$305,000	\$305,000
Pur Tech Serv Othr Natl Sch Brk	\$130,000	\$130,000
Purch Serv Tech-Othr Sum Fd	\$32,420	\$33,183
Pur-Cmun-Mai-Food Ser	\$1,165	\$1,165
Pur Software License Agrmnt	\$3,623	\$3,623
Purch Software License-Brkst		
Purch Software License - Sum Fd		
Purch Software License - Sch Lnch		
Pur-Print/Bi-Food Ser	\$326	\$0
Repair Lnd Bldg 31D: Sch Lunch		
Repair/Lnd Bldg Natl Sch Bk	\$800	\$800
Repairs/Land-Food Ser	\$0	
Repair/Lnd Bldg Sum Food	\$0	
Repair Lnd Bldg Commodities		
Repair-Lnd Bldg Natl Sch Lunch	\$2,500	\$5,000
Rep Equip Natl Sch Lunch	\$10,000	\$10,000
Repairs/Equip-Food Ser	\$0	
Repairs-Equip Sum Food		

Repairs-Equip Sch Brk	\$500	\$500
Repair-Equip Commodities		
Repair-Equip 31D: Sch Lunch		
Repairs/Vehicle Maintenance	\$260	\$5,000
Pur-Rnt-Oth - Food Ser	\$1,550	\$2,588
Oth Purch Se - Food Ser - Migrant		
Pur Srv Other Commodities		
Pur Srv Oth Natl Sch Lunch	\$234	\$200
Oth Purch Srv-Sum Migrant		
Oth Purch Se-Food Ser		
Pur Serv Othr Sum Food	\$1,236	\$1,235
Pur Srv Other Natl Sch Brk	\$0	
Purch Se - Food Ser - Educ Mig		
Food Costs - Natl Sch Brkfst	\$125,000	\$125,000
Food Costs - Commodities		
Food Cost Sum Food Prog	\$16,896	\$20,477
Food Costs - Natl Sch Snacks	\$2,648	\$600
Food Costs - Natl Sch Lunch	\$300,000	\$300,000
Non Food Cost Natl Sch Brkf	\$15,000	\$15,000
Non Food Costs Natl Sch Lunch	\$30,000	\$30,000
Non Food Costs Sum Food Prog	\$2,310	\$2,862
USDA Comm US - Food Ser	\$65,000	\$65,000
Sply-Oth-Office-Food Ser	\$0	
Misc Splys Sum Food Prog	\$1,628	\$3,086
Misc Splys Natls Sch Brk	\$8,500	\$8,500
Misc Splys Natl Sch Lunch	\$18,500	\$18,500
Sply-Oth-Mis-Sply Oth	\$0	
Sply-Oth-Mis-Food Serv	\$547	\$1,000
Sply-Oth-Mis-Sply-Oth	\$450	\$400
Fd Serv Misc Supply Printing		
Cap Equip Replcmt Nat Sch Lunch	\$25,000	\$0
Purch Capital Replacmt - Sch Brk	\$0	\$0
Dues & Fees Natl Sch Lunch	\$60,000	\$60,000
Dues & Fees Natl Sch Brk	\$28,000	\$28,000
Dues & Fees: Sum Food	\$2,905	\$2,978
Dues & Fees	\$632	\$750
Dues & Fees - Sales Tax		
Bad Debt Accounts		
Indirect Costs - Fd Service		
Total Expenditures	\$1,192,630	\$1,180,447
Other Financing Sources		
Indirect Cost to General Fund	\$0	\$60,000
Total expenditures and other financing sources	\$1,192,630	\$1,240,447
Excess of revenues over(under) expenditures	\$6,427	(\$32,485)
Fund balance- beginning of year	\$6,845	\$49,026
Prior Period adjustment	\$0	
Fund balance - end of year	\$13,272	\$16,541