



# Comstock Board of Education

May 26, 2020

6:00 PM

**Regular Meeting - Live Streaming** [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live)

Comstock Educational Service Center

3010 Gull Road

269-250-8907

Welcome to the virtual meeting of the Comstock Board of Education. In response to Governor Gretchen Whitmer's executive orders to combat the spread of the coronavirus pandemic while at the same time adhering to, and honoring both the spirit and intent of Michigan's Open Meetings Act, tonight's meeting will be conducted virtually. The members of the Board of Education and Superintendent's Team will be using Google Hangout Meet and its auto-captioning feature to conduct the business of the Board. Moreover, we will be live streaming this meeting on our district's Youtube channel, [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live). Community members will have an opportunity to make comments during the "Call to the Audience." The posted notice of this meeting and information regarding how to access the live stream have been posted in the same manner as all other previous meetings of this Board. As is our standard practice, the agenda for tonight's meeting may be found on our website. Anyone who would like to participate in the "call to audience Public Comment" portion of the meeting please register before the meeting starts using this form <https://bit.ly/ColtComments>

- I. **Call Regular Meeting to Order**
- II. **Roll Call**
- III. **Recognitions**
- IV. Comstock Celebrations
- V. **Presentations**
- VI. **Changes to Agenda**
- VII. **Approval of Agenda - (Action - Voice Vote)**
- VIII. **Call to the Audience**
- IX. **Consent Agenda (Action - Voice Vote)**
  - X. Minutes of the May 11, 2020 Meeting
  - XI. Approval of Disbursement of General Funds and Bills Payable for April 2020
  - XII. Personnel
  - XIII. Annual Michigan High School Athletic Association (MHSAA) 2020-2021 Membership Resolution
- XIV. **Communications**
- XV. Superintendent's Update
- XVI. April Financial Report
  - Ms. Michelle Darnell, Finance Director
- XVII. Board Member Comments
- XVIII. Committee Reports
- XIX. Facilities Committee
- XX. **Regular Agenda ~ Discussion and/or Action Items**
- XXI. Approval of Comstock Middle School Bond Project Construction Bids **(Action - Roll Call)**
  - Superintendent Thoenes
  - Bids were reviewed by the Facilities Committee and it is the recommendation of the Superintendent to approve the bids as submitted. Mr. Pete Hill, Miller-Davis, Project Manager, will be available to answer any questions.
- XXII. Resolution in Support of the Kalamazoo RESA 2020-2021 Budget - **(Action - Roll Call)**
  - Ms. Michelle Darnell, Director of Finance
  - This resolution is brought to the local districts annually and asked to express support or disapproval for the KRESA General Fund budget. The Board will be asked to either show support, or not approve support of the resolution.

XXIII. Approve Renewal of Chartwell Food Service Agreement (Action - Roll Call)

Ms. Michelle Darnell, Director of Finance

Our food service contract is required to be bid out every 5 years. It was bid out last year, and Chartwells won the bid. We are then allowed to renew our contract for four more years (equaling 5 total years). 20-21 is the first year of renewal. This is a standard, annual approval required of the Board. Our contract prices with Chartwells will increase slightly to coincide with the Consumer Price Index, but not more than an amount allowed by our original contract. It recommended the Board approve renewal of the agreement.

XXIV. **Closed Session - For the Purpose of Conducting the Evaluation of the Superintendent**

XXV. **Regular Agenda - Discussion and/or Action Items (Continued)**

XXVI. **Adjournment**

The mission of the Comstock Public Schools is to serve our community by supporting, inspiring, and challenging every person within the school district to reach their full potential through education.

The vision of the Comstock Public Schools is to be an educational community where every person is empowered to reach their full potential.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Faye Goldner, Executive Assistant/Board Secretary at 269.250-8907 at least 72 hours prior to the meeting or as soon as possible

# Minutes of Regular Meeting - Live Streaming

[www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live)

## The Board of Trustees Comstock Public Schools

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A Regular Meeting - Live Streaming [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live) of the Board of Trustees of Comstock Public Schools was held Monday, May 11, 2020, beginning at 6:00 PM in the Comstock Educational Service Center.

### I. Call Regular Meeting to Order

The meeting was called to order at 6:00 p.m. by President Dickinson.

### II. Roll Call

**MEMBERS PRESENT VIRTUALLY:** Dori Scholly, Matthew Schreiner, Pamela Dickinson, Shirley Amos, Paul Lamphear, Karen Howes and Saralyn Brown.

Administration: Thoenes, Jill Ansell, Peeters and Goldner.

### III. Recognitions

#### 1. Comstock Celebrations

- GSRP Teacher, Heidi Anson, received a personalized message from a student recognizing her for Staff Appreciation Week
- Chris Chopp, STEM Academy principal, distributed homemade maple syrup to his staff for Staff Appreciation Week
- Kids Read Now is starting this week students will begin to receive books in the mail.
- NHS students created a video for Teacher Appreciation.

Celebrations can also be found on the district website: [www.comstockps.org](http://www.comstockps.org)

### IV. Presentations

1. Superintendent Thoenes will provided a summary and recommendations relating to the district's strategic plan.

It was the consensus of the Board to hold a work session dedicated to the strategic plan document and decide what needs to added and what would be the focus of moving beyond 2020.

### V. Changes to Agenda

Committee reports were added to the Communications section of the agenda.

### VI. Approval of Agenda

It was moved by **Schreiner** and supported by **Amos** to approve the agenda with changes.

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

**VII. Call to the Audience**

**VIII. Consent Agenda**

It was moved by **Brown** and supported by **Scholly** to approve the consent agenda items in one motion.

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

1. Approved the minutes of the April 27, 2020, Regular (Virtual) Meeting

**IX. Communications**

1. Superintendent's Update

Superintendent Thoenes provided updates on:

- COLP plans
- Food service distribution
- Construction planning and renovation projects

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

2. Committee Repots

Facilities Committee

Trustee Brown, chairperson, provided an update on the committee meeting. They will be meeting on an as needed basis.

Finance Committee

Trustee Lamphear, chairperson, reported the committee discussed the change in auditors and the committee supports the administration's recommendation to change. The committee also discussed how to replenish the fund balance.

3. Secretary Scholly and Treasurer Howes stated they have been handing out books in partnership with the Comstock Township Library. Secretary Scholly participated in the caravan to visit seniors placing yard signs in their yards.

**X. Regular Agenda ~ Discussion and/or Action Items**

1. Approval to Submit MCACA Grant –

Mr. Shawn McMeekan, Comstock Elementary School instructional coach, would like to apply again for an Arts in Education grant through the Michigan Council for the Arts and Cultural Affairs (MCACA) to fund our Leading Education through the Arts and Discovery (LEAD) program. Comstock was awarded \$15,000 to implement this program during the 2019-2020 school year.

It was moved by **Schreiner** and supported by **Lamphear** to approve applying for the Michigan Council for the Arts and Cultural Affairs (MCACA) grant for the 2020-2021 school year.

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

2. Approval to Change District Auditors

The finance committee reviewed the request of Ms. Michelle Darnell, the district's director of finance, to move from using the auditing services of BDO and engage Plante Moran as the district's auditing firm. Chairperson Lamphear stated the committee supports the recommendation.

It was moved by **Scholly** and supported by **Brown** to approve moving from using the auditing services of BDO and engaging the services of Plante Moran as the district's auditing firm

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

3. Resolution in Support of the KRESA 2020-2021 Budget

Finance director, Michelle Darnell, presented the resolution for the Board's consideration. This resolution is brought to the local districts annually and asked to express support or disapproval for the KRESA General Fund budget. The board will be asked to take action at the May 26, 2020 regular meeting.

4. Renewal of Chartwells Food Service Contract

Ms. Darnell informed the Board the district's food service contract is required to be

bid out every 5 years. Chartwells won the bid last school year. The district is allowed to renew the contract for four more years (equaling 5 total years). The school year 2020-2021 will be the first year of renewal. This is a standard, annual approval required of the Board. She stated contract prices with Chartwells will increase slightly to coincide with the Consumer Price Index, but not more than an amount allowed by our original contract.

The Board will be asked to approve the renewal at the May 26, 2020 regular board meeting.

5. Approve Comstock Elementary Technology Remodel and Comstock Middle School Gym Technology Bid

The finance committee reviewed the proposed bids being recommended by AE Tech the district's technology project manager for the bond projects, and supports the recommendations.

It was moved by Scholly and supported by Schreiner, to approve Universal Cabling Systems for structured cabling, cameras and clocks, and, approve MOSS Telecom for paging and audio-visual for the Comstock Elementary School remodel and Comstock Middle School gym addition project.

ROLL CALL VOTE!

AYES: Scholly, Schreiner, Dickinson, Amos, Lamphear, Howes and Brown.

NAYS: None.

Motion approved

6. Board Training on Conducting Superintendent Evaluation

Dr. Rod Green, MASB consultant, facilitated a board training on how to use the MASB evaluation tool for the superintendent evaluation and explained the process that will be used.

At the May 26, 2020, the Board will begin hearing the superintendent's evidences and per the request of Superintendent Thoenes, it will be in closed session.

XI. **Adjournment**

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

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Faye L. Goldner, Recording Secretary

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Pamela Dickinson, President

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Dorinda Scholly, Secretary

Date: \_\_\_\_\_

# COMSTOCK PUBLIC SCHOOLS



Michelle Darnell, Finance Director

[darnellm@comstockps.org](mailto:darnellm@comstockps.org)

DATE: May 26, 2020

TO: Comstock Public Schools Board of Education

FROM: Michelle Darnell

SUBJECT: Approval of April 2020 Expenditures

Attached you will find the check registers for the bills paid in April 2020 totaling \$373,736.89. The breakdown by fund is as follows:

<u>Fund</u>	<u>Amount</u>
General	\$142,745.80
Food Services	228,870.29
Capital Projects	0.00
Agency Internal	1,295.48
Payroll	825.32
Total	<u>\$373,736.89</u>

In addition, Credit Card purchases totaled \$50,106.60

We request you approve the \$423,843.49 of combined check and credit card expenditures for the month of April 2020.

April 2020 Check Register for Board of Education

**Accounts Payable (AP) Check Register Summary by Date Range (04/01/2020) to (04/30/2020)**

Check Date	Vendor Name	Amount	Check	is ACH?	Fund	Bank Used For
04/06/2020	BDN INDUSTRIAL HYGIENE	3,335.00	119207	No	11	Accounts Payable
04/06/2020	CD LAWN MAINTENANCE & SUPPLY	2,858.50	119208	No	11	Accounts Payable
04/06/2020	DICKINSON, PAMELA	309.20	119210	No	11	Accounts Payable
04/06/2020	GALESBURG-AUGUSTA COMMUNITY	70.56	119211	No	11	Accounts Payable
04/06/2020	HAZELHOFF BUILDERS INC.	31,545.00	119213	No	11	Accounts Payable
04/06/2020	Hearl, Grace	12.99	119214	No	11	Accounts Payable
04/06/2020	House, Jeremiah	980.00	119215	No	11	Accounts Payable
04/06/2020	KRESA	5,264.75	119216	No	11	Accounts Payable
04/06/2020	KSS ENTERPRISES, INC	1,640.82	119217	No	11	Accounts Payable
04/06/2020	LOMAXX ROOF REPAIR	1,100.00	119218	No	11	Accounts Payable
04/06/2020	Pagano, Tyler	11.69	119219	No	11	Accounts Payable
04/06/2020	RELIABLE GLASS INSTALLERS, LLC	745.00	119220	No	11	Accounts Payable
04/06/2020	Richards Sewer & Septic Service Inc.	8,258.00	119221	No	11	Accounts Payable
04/06/2020	SLD READ	500.50	119222	No	11	Accounts Payable
04/06/2020	Team Financial Group, Inc.	2,083.33	119224	No	11	Accounts Payable
04/06/2020	THRUN LAW FIRM, P.C.	510.00	119226	No	11	Accounts Payable
04/06/2020	TROXELL COMMUNICATIONS	241.00	119227	No	11	Accounts Payable
04/06/2020	W. SOULE & COMPANY	2,020.59	119228	No	11	Accounts Payable
04/06/2020	WATCON INC	875.00	119229	No	11	Accounts Payable
04/06/2020	Western Michigan University	6,000.00	119230	No	11	Accounts Payable
04/20/2020	Approved Protection Systems	1,920.00	119232	No	11	Accounts Payable
04/20/2020	BDN INDUSTRIAL HYGIENE	3,010.00	119233	No	11	Accounts Payable
04/20/2020	D.L. GALLIVAN, INC.	139.00	119235	No	11	Accounts Payable
04/20/2020	EIDEX LLC	250.00	119236	No	11	Accounts Payable
04/20/2020	Enviro-Clean Services, Inc.	57,217.55	119237	No	11	Accounts Payable
04/20/2020	Holms, David John	300.00	119238	No	11	Accounts Payable
04/20/2020	MITCHELL1	1,099.00	119239	No	11	Accounts Payable
04/20/2020	PlanSource Benefits Administration, Inc	131.10	119240	No	11	Accounts Payable
04/20/2020	Rawsthorne, Charles R.	200.00	119241	No	11	Accounts Payable
04/20/2020	SME	1,950.00	119242	No	11	Accounts Payable
04/20/2020	VISION SERVICE PLAN	718.59	119243	No	11	Accounts Payable
04/20/2020	WILKINSON, WAYNE	200.00	119244	No	11	Accounts Payable
04/20/2020	Comstock Food Service	7,248.63	119234	No	11,61	Accounts Payable
<b>Total for Fund - 11</b>		<b>142,745.80</b>				

Check Date	Vendor Name	Amount	Check Number	is ACH?	Fund	Bank Used For Check
04/06/2020	BAM HEATING & COOLING, INC.	1,098.05	119206	No	25	Accounts Payable
04/13/2020	CHARTWELLS	227,772.24	119231	No	25	Accounts Payable
<b>Total for Fund - 25</b>		<b>228,870.29</b>				

Check Date	Vendor Name	Amount	Check Number	is ACH?	Fund	Bank Used For Check
04/06/2020	Comstock Food Service	25.00	119209	No	61	Accounts Payable
04/06/2020	Great Lakes Coca-Cola Distribution, LLC	240.48	119212	No	61	Accounts Payable
04/06/2020	Sweet, DaySe	75.00	119223	No	61	Accounts Payable
04/06/2020	THE COURTHOUSE INC	8 955.00	119225	No	61	Accounts Payable
<b>Total for Fund - 61</b>		<b>1,295.48</b>				

April 2020 Check Register for Board of Education

Check Date	Vendor Name	Amount	Check Number	is ACH?	Fund	Bank Used For Check
04/07/2020	HESC	225.00	103227	No	PY	Payroll
04/07/2020	US DEPARTMENT OF EDUCATION AWG	300.16	103228	No	PY	Payroll
04/21/2020	US DEPARTMENT OF EDUCATION AWG	300.16	103229	No	PY	Payroll
<b>Total for Fund - PY</b>		<b>825.32</b>				

**TOTAL FOR ALL FUNDS 373,736.89**



michigan high school athletic association

Mark Uyl, Executive Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • MHSAA.com

TO: Superintendents of Schools

FROM: Mark Uyl, Executive Director

DATE: May, 2020

SUBJECT: 2020-21 Membership – **Take Action Now!**

Unlike classroom courses of our schools, the interscholastic athletic program requires opponents; and to help promote a level playing field for competition, the interscholastic athletic program requires some organization to provide a forum to assist in developing competitive standards and to help assure they are maintained. For many years, many schools have worked through the Michigan High School Athletic Association to establish a common set of rules, for the orderly administration of an interscholastic athletic program, which promotes academic integrity and competitive equity.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education, which desires to do so, may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools. Institutional control remains the key to this organization.

Enclosed are two copies of the MHSAA Membership Resolution for the year August 1, 2020 through July 31, 2021. A copy describing essential eligibility requirements in PDF format may be downloaded from the Administrators page at MHSAA.com.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1). A lapse in membership, even though for only a week, can create unnecessary problems should there be claims under the \$1,000,000 accident medical insurance plan or the concussion care gap insurance or if eligibility rulings are to be made during that period.

While it is not a prerequisite to conducting an interscholastic athletic program, MHSAA membership is required for all school districts, which wish their high schools to participate in MHSAA post-season tournaments. If the Membership Resolution is not signed and returned by the fourth Friday after Labor Day (Oct. 2), your district's schools may not enter MHSAA post-season tournaments during 2020-21.

If the Membership Resolution is being returned from a multi-school district or diocese, please list ALL junior and senior high schools for which membership is requested. We strongly urge that all junior high/middle schools become MHSAA members, subject to MHSAA rules that are especially designed for students of that age and educational programs of that level. In order to assure compatible philosophies and equitable opportunities and competition, you are urged to invite all the junior high/middle schools against which yours compete or which feed into your high schools to also become MHSAA member schools if they are not already.

(over)

The Membership Resolution obligates the listed schools of your district to follow the standardized rules if your schools wish to qualify for and participate in MHSAA post-season tournaments, and it obligates your administration and board of education to enforce those rules.

**Complete the Membership Resolution only if your district intends to fulfill these obligations without exception.**

Also enclosed, is a copy of the minutes of the MHSAA Representative Council Meeting held May 4, 2020. Regulation CHANGES as indicated in the minutes will be published in the 2020-21 *MHSAA Handbook*, which we anticipate receiving from the printer before June 15. Copies will be sent to each superintendent and each member school immediately after delivery to our office. Please review the minutes of the Representative Council's Dec. 6, 2019 and March 27, 2020 meetings where other changes for 2020-21 were developed. Minutes, and a summary of Representative Council Action can be found on the Administrators page at MHSAA.com.

Thank you for your cooperation with these first procedures for the 2020-21 year of inter-scholastic athletics, which we will work diligently to make the very best experience possible.

**COVID-19 PANDEMIC-RELATED ISSUES & CHANGES**

**COVID-19 Emergency Issues** – Please be alerted to *MHSAA Handbook* regulations that are attached to these minutes as Appendix “1” and will be referenced in the 2020-21 *Handbook*.

Three regulations were waived or modified for portions of this summer and the coming school year.

- 1) The pre-participation physical exam requirement for students that had a valid sports physical last year in 19-20 is replaced with a Health Questionnaire in 2020-21 (full exam not required).
- 2) The 2020 first semester/trimester MHSAA minimum of a Previous Academic Credit record will be determined locally by each school district.
- 3) The summer 2020 dead period is optional for each school or district in the summer of 2020.

**Please see Appendix “1” of the enclosed Representative Council minutes for full details.**



# 2020-21

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2020 — through July 31, 2021

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2020-21 must be listed on the back of this form)***

\_\_\_\_\_ City of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2020 and shall remain effective until July 31, 2021, during which the authorization may not be revoked.

### RECORD OF ADOPTION

*The above resolution was adopted by the Board of Education/Governing Body of the*

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2020,  
*and is so recorded in the minutes of the meeting of the said Board/Governing Body.*

\_\_\_\_\_  
(Governing Body Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip Code)

\_\_\_\_\_  
(Contact E-mail)

\_\_\_\_\_  
Board Secretary Signature  
or Designee

Check if Designee

# COMSTOCK PUBLIC SCHOOLS



Michelle Darnell, Finance Director  
darnellm@comstockps.org

DATE: May 26, 2020  
TO: Comstock Public Schools Board of Education  
FROM: Michelle Darnell  
SUBJECT: April 2020 Financial Report

## **Revenues:**

We've received about 93% of budgeted local revenues so far. We do expect to lose about \$100,000 in local revenue due to COVID-19 (lost tuition, athletic tickets, rental income).

We've received 7 out of 11 state aid payments so far this year. Because of the state-level loss of revenue due to COVID-19, it is a very real possibility that there may be a proration of state aid payments for the 19-20 school year. MSBO, MASB, and other K-12 professional organizations are estimating there will be a \$650-700 per pupil proration for the current year. Based on our blended student count of 1844, this could mean that Comstock Public Schools might not receive about \$1.2m of our remaining state aid payments. We do have the CARES Act grant of \$630,000 that will help offset this proration, should it happen. The CARES Act is not shown in this budget report since it is a new revenue created after the Budget Amendment Adoption on 3/9/20. It will be reflected in our 19-20 Final Budget Amendment.

Our remaining revenues are on track for the school year. Transfers from KRESA have been unaffected so far from the shutdown. I submitted several federal grant draw requests last week, so you should see those revenues on next month's financial report. Fund modifications will be done next month.

## **Expenses:**

Our expenses are on track compared to budget considering teacher salaries should be around 67% spent based on their contract from September to August. All other employees have contracts July to June and should be around 83% spent. You can see most of our expense percentages fall into that range of 67-83%. The exceptions would be the following:

3010 Gull Road | Kalamazoo, MI 49048 | 269-250-8905 | 269-250-8901 fax

- Athletics at 91%. This is due to coaches being paid out a proration for spring sports earlier than they would normally receive their stipend.
- Other Financing 93%. These are our debt payments for bus loans, and other general obligation debt. We've made most debt payments already this year.

The district has made great strides at reducing expenses this year. So far this year, we have spent **\$678k less this year than at the same time last year!** This is an incredible feat to be able to reduce costs so quickly without sacrificing programs for our students.

**COMSTOCK PUBLIC SCHOOLS**  
**BOARD FINANCIAL REPORT**  
**FOR MONTH ENDED APRIL 30, 2020**

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	Approved Budget (amended 3/9/20)	YTD Actual (through 4/30/20)	Percentage Used
<b>REVENUES</b>			
1** Local	5,651,897	5,245,786	92.8%
3** State	14,661,062	9,106,070	62.1%
4** Federal	982,982	-	0.0%
5** Incoming Transfers from ISD	1,422,966	1,024,530	72.0%
6** Fund Modifications	126,900	-	0.0%
Total Revenues:	<u>22,845,807</u>	<u>15,376,386</u>	<u>67.3%</u>
<b>EXPENDITURES</b>			
11* Basic Programs	9,643,036	6,541,148	67.8%
12* Added Needs	2,759,047	1,862,030	67.5%
13* Adult and Continuing Education	215,703	164,425	76.2%
21* Pupil	1,249,734	864,835	69.2%
22* Instructional Staff	478,187	345,185	72.2%
23* General Administration	611,836	518,579	84.8%
24* School Administration	1,421,143	1,144,120	80.5%
25* Business	567,450	488,361	86.1%
26* Operations and Maintenance	2,303,050	1,852,270	80.4%
27* Transportation	1,056,980	863,284	81.7%
28* Central	693,689	550,279	79.3%
29* Other Support Services (Athletics)	314,492	285,760	90.9%
3** Community Services	918,753	664,447	72.3%
4**-6** Other Financing Uses	608,681	565,696	92.9%
Total Expenditures:	<u>22,841,782</u>	<u>16,710,417</u>	<u>73.2%</u>
Change in Fund Balance	4,025	(1,334,031)	



# Facilities Sub-Committee Meeting Minutes

Tuesday, May 21, 2020 @ 1:00 p.m.

Comstock Educational Service Center  
3010 Gull Road  
Kalamazoo MI 49048  
269-250-8900

## Agenda

### Members Present:

Dr. Jeff Thoenes, Superintendent - **Present**  
Michelle Darnell, Finance Director - **Present**  
Sean Gillette, Facilities Director - **Present**  
Karen Howes, Committee Chair - **Present**  
Saralyn Brown, Trustee - **Present**  
Dori Scholly, Secretary - **Present**

### Guests Present:

Pete Hill, Miller Davis Project Manager -

1. Call to Order
2. Old Business
  - a. None
3. New Business
  - a. Review of Comstock Middle School bids - Pete Hill
    - i. **Pete presented on screen the results of the CMS bids with alternates and allowances included.**
    - ii. **He then reviewed the actual bid results with alternates including how that did or did not change the awards per category.**
  - b. Discussion of CMS bids
    - i. **Dori Scholly asked about the mechanical bids and Pete explained that he spoke with Carson Cornish and clarified that all was above board. Kalamazoo Mechanical went from 1st to 2nd with Andy Eagan coming out on top.**
  - c. Recommendation to the Board



To: Local District Boards of Education

From: Scott Thomas, Assistant Superintendent for Business Services

Date: April 24, 2020

Subject: Kalamazoo RESA 2020-2021 Original General Education Fund Budget Narrative and Resolution

The Kalamazoo RESA (KRESA) 2020-2021 Original General Fund budget shows an overall increase in revenues of approximately 1.7% and an overall increase in expenditures of approximately 1.0%, which is primarily due to the impact of an increase in taxable values, grant funding and shared service agreements on the various departments discussed in more detail below. The budget anticipates an overall surplus of \$339,721. This will leave the General Fund with an estimated unassigned fund balance at June 30, 2021 of \$7,297,213 or 14.1% of annual expenditures. KRESA's overall fund equity is approximately 7.7% of total program expenditures when combined with the Special Education Fund (which is estimated to have a 2.0% fund balance).

KRESA's sources of General Fund revenues include an operating tax levy of 0.1444 mills on all property in the KRESA area. We are anticipating that property taxable values will increase by 3.50% and that property tax revenue will increase by \$40,426. State aid is received through Section 81 of the State Aid Act and this budget assumes Section 81 State Aid will remain flat. Grants make up a large portion of the revenue received by KRESA, as well as departments that provide services on a fee for service basis or shared service agreements.

KRESA's expenditures include the following assumptions: 3.0% increase in health insurance costs, retirement cost to increase based on published rates effective 10-1-2021 and a compensation adjustment for staff that includes a 2% increase on pay schedules and no step advancements. KRESA has mitigated rising expenditures by implementing the hard cap (instead of 80/20 premium share) for health insurance, charging employees contributions and modifying the level of benefits, so that the actual cost paid by KRESA is lower than what is allowed under the hard cap. KRESA also implemented single subscriber coverage for new full-time employees in grades 12 or below at the beginning of the 2013-2014 school year, which continues to generate savings each year as seasoned employees retire.

**COVID-19 Update:** KRESA's budget preparation began January 2020 and is finalized early April 2020 to meet State budget requirements for ISDs. KRESA is continuing to monitor the economic climate and State revenues to determine the impact on the 20/21 State Aid budget. KRESA's budget assumptions will be adjusted as necessary once we have a clearer picture on the State Aid budget. 2020 property tax revenues will be less impacted by COVID-19 for the 20/21 budget year compared to other revenue sources.

KRESA's revenues and expenditures are categorized as follows:

General Administration and Maintenance: These expenses include the General Fund portion of the Board of Education, Superintendent's Office, Communications, Human Resources Department, Business Office, Truancy Office, and Maintenance and Operations departments. These departments are primarily funded through property tax revenue and Section 81 State Aid revenue.

Technology Services: The Technology Services department supports the technology needs of KRESA programs, state reporting compliance, on-site technology support staff to schools, internet bandwidth and phone service to local schools, network engineering and customer service support personnel. Many of the services provided are on a fee for service model and direct support is charged back to the various KRESA departments. KRESA's General Fund budget is projected to contribute an additional \$374,441 to support this department.

Seeds for Success and Great Start Readiness Program (GSRP): This budget includes the birth to five year old programs county-wide. Funding includes state and local grants, local district contributions and \$136,144 in direct support from KRESA's General Fund budget. The budget assumes funding for 2,094 GSRP preschool slots with 1,784 of these slots being provided to local districts and private providers.

REMC and Print Center: REMC is funded with local district membership fees and both receive fee for service in the areas of our full print shop, graphic arts services, county-wide delivery services, shredding services, video and media library, and other various services. The departments operate much like a business and schools who participate in the program pay a fee for the services they purchase. It is projected that REMC will operate with a slight surplus of \$639 and the Print Center with a slight surplus of \$4,884.

Instructional Services: The Instructional Services department is funded with state and federal grants along with local district professional development consortium contributions, fee for service coaching billings and a direct contribution from the KRESA General Fund budget of \$487,981. The expenditures include the following grants: Title I Regional Assistance, Early Literacy, MiSTEM Network Regions, Sec 31n Mental Health, United Way Early Reading and MiBLSi grants. Instructional Services leads workshops through the professional development consortium and provides instructional coaching services to local school districts.

Education for the Arts (EFA) and Education for Employment (EFE): These programs provide arts education and career and technical education opportunities to all students within the Kalamazoo RESA area. They are funded with a combination of state, federal and local grants, and local district and KRESA funding. Both programs have advisory boards that include local district superintendents that complete annual reviews of the programs including program budgets. Local school districts contribute to the high school programs for both EFA and EFE, as well as support for administrative costs for EFA. The KRESA General Fund budget directly contributes \$97,344 to the administration of the EFA program. The CTE millage was passed in 2019 with the collection of property tax revenue beginning the summer of 2020. Career Awareness & Exploration and administration costs that were paid for by local district contributions and KRESA's general fund will be paid from the Career Technical Education fund beginning with the 20/21 budget.

Youth Opportunities Unlimited (YOU): YOU operates programs that serve youth and adults in Kalamazoo, Calhoun, St. Joseph and Branch counties. YOU provides job training and education assistance and oversees operations of the Michigan Works! Service Centers in Kalamazoo, Three Rivers, Battle Creek and Coldwater. YOU is funded with a combination of federal and local grants, and this budget includes \$4,800,324 in revenues and expenses to operate the program.

Regional Transportation Safety Institute (RTSI): RTSI provides training of transportation staff for a nine-county consortium. This includes required training for beginning school bus drivers, continuing education for all bus drivers, and training for transportation supervisor staff. RTSI is a provider for CDL/GDL and

motorcycle testing for the State of Michigan, handles the mandatory drug testing program and runs the Eaton Proving Grounds program to teach defensive driving classes to school bus drivers. This program is funded through a fee for service model and Section 74 State Aid funding.

Head Start Grant: The budget includes \$6,378,338 in grant revenues and expenses to operate KRESA's Head Start program, which serves 596 three and four year olds within in the County with preschool, family and health support services.

Enhancement Millage: This budget includes \$12,841,618 in revenue for the enhancement millage approved by voters in 2017 and on the May 5, 2020 ballot for renewal. Enhancement millage revenue is distributed back to the local districts and public school academies to support their operations.

Attached to this budget narrative please find the Resolution for Local District Vote on ISD Budget and KRESA's proposed 2020-2021 General Fund budget resolution. Local district Boards of Education are required to adopt a resolution expressing its support or disapproval of KRESA's proposed budget and submit to KRESA's Board of Education any specific objections and/or proposed changes prior to June 1, 2020.

Please contact me at 269.250.9363 for any questions related to KRESA's 2020-2021 Original General Fund budget. Thank you.

RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD BUDGET

Kalamazoo Regional Educational Service Agency  
("ISD")  
GENERAL EDUCATION FUND BUDGET  
RESOLUTION

A \_\_\_\_\_ meeting of the Board of Education of the \_\_\_\_\_  
School District was held at the \_\_\_\_\_ on \_\_\_\_\_,  
2020, at \_\_\_\_\_.

Members present were: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_  
and seconded by Member \_\_\_\_\_.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service  
Agency General Education Fund Budget on or before May 1, 2020;  
and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this  
Board must now adopt a resolution expressing its support or  
disapproval of the proposed ISD budget, and must submit to the ISD  
Board any specific objections and/or proposed changes the Board may  
have to the budget prior to June 1, 2020.

THEREFORE, BE IT RESOLVED THAT:

The ISD General Education Fund Budget for the 2020-2021 school  
year be ("supported" or "disapproved for the reasons attached hereto"),  
and that the Secretary of the Board is hereby directed to submit a copy  
of this Resolution to the Secretary of the ISD Board of Education,  
along with any specific objections or proposed changes to the budget.

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Motion declared \_\_\_\_\_.

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

\_\_\_\_\_  
Secretary, Board of Education

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF  
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY  
2020-2021 ORIGINAL GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2020-2021 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2020-2021 is as follows:

	ACTUAL 2018-19	ORIGINAL 2019-20	REVISED 2019-20	ORIGINAL 2020-21
<b>REVENUES:</b>				
Local	16,884,034	17,371,601	17,664,353	18,032,367
State	15,007,559	15,156,639	16,449,937	16,487,764
Federal	9,246,752	9,515,196	10,550,993	10,476,760
Other Sources	7,004,148	7,130,349	6,608,598	7,153,527
<b>Total Revenue</b>	<b>48,142,493</b>	<b>49,173,785</b>	<b>51,273,881</b>	<b>52,150,418</b>

BE IT FURTHER RESOLVED, that \$51,810,697 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

<b>Instruction:</b>				
Basic Programs	4,682,075	4,533,268	4,705,489	4,806,863
Added Needs	12,461	1,500	77,185	50,500
<b>Support Services:</b>				
Pupil	1,294,664	1,321,935	1,794,505	2,104,132
Instructional staff	5,669,058	5,454,580	5,064,962	4,739,470
General Administration	501,318	547,486	539,374	482,356
School Administration	428,849	460,485	421,585	402,177
Business	1,031,371	1,027,483	1,082,339	1,102,869
Operations and Maintenance	1,170,458	1,333,186	1,319,924	1,143,829
Transportation	705,025	841,027	953,101	913,236
Central	9,071,515	9,738,741	9,064,674	9,685,465
Community Services	4,760,927	4,577,160	6,009,763	6,055,241
Other Financing Uses	18,693,081	19,533,486	20,281,985	20,324,559
<b>Total Expenditures</b>	<b>48,020,802</b>	<b>49,370,337</b>	<b>51,314,886</b>	<b>51,810,697</b>
<b>Revenues over Expenses</b>	<b>121,691</b>	<b>(196,552)</b>	<b>(41,005)</b>	<b>339,721</b>
<b>FUND BALANCE - July 1</b>	<b>6,876,806</b>	<b>6,838,386</b>	<b>6,998,497</b>	<b>6,957,492</b>
<b>FUND BALANCE - JUNE 30</b>	<b>6,998,497</b>	<b>6,641,834</b>	<b>6,957,492</b>	<b>7,297,213</b>

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds, except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval by the board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 6/11/2020)

Note: The General Education tax levy for 2020 is proposed to be 0.1444 mills and the Regional Enhancement tax levy for 2020 is proposed to be 1.5000 mills. These millages will be levied on all properties to be used for operating purposes as described above.

# Acknowledgement for FSMC Contract Renewal

By submission of the contract renewal documents, the School Food Authority (SFA) of **Comstock Public Schools** acknowledges its responsibilities as outlined in the food service contract, including the overall operational and financial responsibility for the Child Nutrition Programs.

The SFA certifies it has carefully examined its food service contract and the following Michigan Department of Education (MDE) administrative policy memorandums:

1. Food Service Contracts Administrative Policy No. 2: Guidance on Material Changes and Review Requirements for Food Service Management Company and Vended School Meals Company Contracts, School Year 2015-2016
2. Food Service Contracts Administrative Policy No. 3: Guidance on Oversight and Monitoring Food Service Contracts, School Year 2015-2016
3. Food Distribution Administrative Policy No. 1: Proper Crediting of USDA Donated Foods Value, School Year 2014-2015

Additionally, the SFA acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of its food service contract to ensure compliance with Federal law.

The SFA certifies staff of **Comstock Public Schools** directly and independently conduct reconciliations of food service contract invoices to verify the following: usage and crediting of USDA Foods; allowable costs; the accuracy of fees and/or per meal charges; as well as the application of proper purchase rebates, discounts, and credits in accordance with the district's food service contract.

The SFA further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including, but not limited to, food service contract invoices with supporting documentation from the FSMC or Vendor, internal SFA reconciliation materials, distributor invoices, and all other related documents.

  
\_\_\_\_\_  
Signature of SFA Representative

4-28-2020  
\_\_\_\_\_  
Date

Michelle Darnell  
\_\_\_\_\_  
Name of SFA Representative

Comstock Public Schools  
School District Name

July 1, 2019  
Date of Original Contract

39030  
District Number

Year of Renewal (circle) 1 2 3 4

## Contract Renewal Agreement - FSMC Cost Reimbursable Contract

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2020, and ending June 30, 2021. The Terms and conditions of the original contract are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.


**RATES MUST NOT BE ROUNDED UP. DO NOT EXCEED TWO DECIMAL PLACES.**

	2019-2020 Rate	2020-2021 Rate	Percentage Change/Increase**
1. Reimbursable Breakfasts	1. _____	1. _____	1. _____
2. Reimbursable Lunches*	2. _____	2. _____	2. _____
3. A la Carte Meal Equivalents*	3. _____	3. _____	3. _____
4. Management Fee Per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4. <u>\$0.0572</u>	4. <u>\$0.0586</u>	4. <u>2.5%</u>
5. Administrative Fee Per Meal or Month	5. <u>\$5,421.70 per mo/10 months</u>	5. <u>\$5,557.24 per mo/10 months</u>	5. <u>2.5%</u>
6. Equivalent Meal Factor	6. <u>\$3.545</u>	6. <u>\$3.6475</u>	6. _____
7. At Risk Suppers*	7. _____	7. _____	7. _____
8. After School Snacks	8. _____	8. _____	8. _____
9. Advance Payment, if any		9. <u>\$75,000.00</u>	
10. Guaranteed Return, if any		10. _____	

\*Rates must be the same.

\*\*Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with applicable program laws and regulations. This agreement shall not exceed one year.

Signed:  3/10/2020  
 Food Service Management Company Representative Date  
Belinda Oakley, CEO, Chartwells K12  
 Title

### Acceptance of Contract Renewal Agreement

Signed: \_\_\_\_\_  
 School Food Authority Representative Date  
 \_\_\_\_\_  
 Title

# AGREEMENT PAGE – FSMC Contract Renewal

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the Request for Proposal (RFP) of the successful bidder, with addenda, if any, constitute the entire agreement between the School Food Authority (SFA) and Food Service Management Company (FSMC). The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

**Date of**

**Original Contract:** July 1, 2019

**Contract Renewal Year:** 1

**ATTEST:**

**Comstock Public Schools**

\_\_\_\_\_  
Signature of Witness for SFA

\_\_\_\_\_  
**Name of SFA**

\_\_\_\_\_  
Signature of SFA Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTEST:**

**COMPASS GROUP USA, INC., BY AND THROUGH ITS CHARTWELLS DIVISION**

  
\_\_\_\_\_  
Signature of Witness for FSMC

\_\_\_\_\_  
**Name of FSMC**

  
\_\_\_\_\_  
Signature of FSMC Representative

Belinda Oakley  
\_\_\_\_\_  
Name

CEO, Chartwells K12  
\_\_\_\_\_  
Title

3/10/2020  
\_\_\_\_\_  
Date