

**CHASSELL TOWNSHIP SCHOOL
Board of Education
Regular Meeting**

June 19, 2017

The Chassell Township School Board of Education met on Monday, June 19, 2017, in the library. President Roger Tervo opened the meeting at 5:41 p.m. with the public hearing on the proposed budget for 2017-2018.

| | |
|--------------------------------------|--------------|
| Total Revenues | \$2,202,872 |
| Total Expenditures | \$2,403,469 |
| Excess (Deficiency) of Revenue | \$ (200,597) |
| Total Other Financing Sources (Uses) | \$ 36,665 |
| Estimated Fund Balance, End of Year | \$ 11,220 |

Ken Kytta moved, seconded by Chris Holmes, to approve the proposed budget as presented. Motion carried with all board members voting AYE.

The board continued with its regular meeting at 5:44 p.m.

Present: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

Absent: None

Visitors: Tricia Tervo, Sarah Hoekstra, Jason Auel (CCISD), Angela Danison (5:50 p.m.)

Guests

- No comments at this time.

Board Meeting Minutes – May 15, 2017 – Ken Kytta moved, seconded by Randal Danison, to approve the minutes of the regular meeting on May 15, 2017. Motion carried with all members voting AYE.

Treasurer's Report - Chris Holmes reported an Income of \$200,791.67, Expenses of \$193,315.35, leaving a Net Income balance of \$7,476.32.

The Net Income balance for the period of July 1, 2016 through May 31, 2017 is a deficit Net Income of (\$168,312.45).

The General Fund Cash & Investment Balance as of May 31, 2017 was \$84,636.57.

Carl Olson moved, seconded by Ken Kytta to approve the treasurer's report and petty cash report and pay the May bills as submitted. Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

COMMUNICATIONS

A. Administrative Items

Sports Highlights:

- Marli Hietala finished fourth at the U.P. Girls Golf finals.

- Track – Records
 - High Jump (Girls): Meg Hokenson 5'0" – 2017
 - 110 M Hurdles (Boys): Jake Holmes 17.22 - 2017
- Update on Junior High Basketball Coaching Position – currently still looking
- Summer School – Starts Tuesday, June 20 and will run from 8 a.m. – Noon (Mon-Thurs)
- Bond Proposal Update – Locks and Doors are on order; the driveway work is to begin one to two weeks after Strawberry Festival
- MSP Grant Update – Alert System to be completed this week. Keyless entry by Bay Electric will begin the end of this week or early next week.
- Upcoming Meetings – School Trip Committee (Marco, Mary and Education Committee)
Enrollment Committee (Sue, Steve and Education Committee)
Curriculum Committee (to be determined, Tricia and Education Committee)
Neola Policies – Education Committee will be on Wednesday, June 21 at 4 p.m.
Early College – Education Committee will be on Wednesday, June 21 at 7 p.m.
- A parent spoke to Mr. Parmentier after graduation and suggested that the school have a guest speaker for graduation rather than awarding all the scholarships the night of graduation. The parent felt that too many of the same students were getting recognition vs the class as a whole. A short discussion followed.

COMMITTEE REPORTS

- A. Athletic Committee – Suzanna Tuomi reported the committee had met on Thursday, May 25, 2017, and discussed posting for a Junior High Girls Basketball coach due to the resignation of Karena (La Tendresse) Kari and also the coaching vacancy for the Girls Varsity Volleyball coach position. Initially, Kaitlyn Michaels turned in her resignation letter as the varsity volleyball coach due to the fact she and her husband were moving out of the area. However, their plans changed and Kaitlyn did inquire as to whether the position was still available. Megan Hilsendager who is our junior high volleyball coach had expressed an interest in coaching at the varsity level. The committee felt that due to the fact that Kaitlyn would only be in the area for one more season, that it would be a benefit to our program to hire Megan who could offer a longer term solution to the coaching situation. The recommendation therefore was to offer the position to Megan Hilsendager.
- B. Finance Committee – Chris Holmes reported the committee had met on Monday, June 19, 2017, and reviewed the amended 2016-2017 budget and the proposed 2017-2018 budget. The recommendation of the committee was to accept the amended 2016-2017 budget and approve the proposed 2017-2018 budget. (Note: The 2017-2018 budget was built on 243 students).

DISCUSSION ITEMS

- A. 2017-2018 Budget – budget assumptions include an enrollment built on 243 students, a \$120 increase in the foundation allowance, CTE students (3), early college (same as 16-17), insurance capped based on the law, teacher salaries – no increase in salaries, steps or longevity and no increase for support staff; utilities 10% increase, property insurance 10% increase, retirement average rate of 26.5%, no capital outlay and summer cleaning done by staff and students.
- B. Post for a Library/Classroom Aide and Tutoring Coordinator. Mrs. Jackie Froiland turned in her resignation due to excessive expenditures in gas and vehicle repairs, she felt like she could not retain the position.

ACTION ITEMS

- A. Amended Budget 2016-2017 - General Fund - Chris Holmes moved, seconded by Ken Kytta, to approve the amended General Fund budget as follows:

| | |
|--------------------------------------|--------------|
| Total Revenue | \$2,321,475 |
| Total Expenditures | \$2,445,185 |
| Excess (Deficiency) of Revenue | \$ (123,710) |
| Total Other Financing Sources (Uses) | \$ 53,565 |
| Excess (Deficiency) of Revenues | \$ (70,145) |
| Estimated Fund Balance, End of Year | \$ 173,957 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- B. Amended Budget 2016-2017 - Food Service - Chris Holmes moved, seconded by Ken Kytta, to approve the amended Food Service budget as follows:

| | |
|--------------------------------------|-----------|
| Total Revenue | \$103,800 |
| Total Expenditures | \$ 96,325 |
| Excess (Deficiency) of Revenue | \$ 7,475 |
| Total Other Financing Sources (Uses) | \$ Zero |
| Excess (Deficiency) of Revenues | \$ 7,475 |
| Estimated Fund Balance, End of Year | \$ 7,475 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- C. Amended Budget 2016-2017 - Debt Retirement - Chris Holmes moved, seconded by Ken Kytta, to approve the amended Debt Retirement budget as follows:

| | |
|--------------------------------------|-------------|
| Total Revenue | \$ 246,990 |
| Total Expenditures | \$ 273,640 |
| Excess (Deficiency) of Revenue | \$ (26,650) |
| Total Other Financing Sources (Uses) | \$ Zero |
| Excess (Deficiency) of Revenues | \$ (26,650) |
| Estimated Fund Balance, End of Year | \$ 15,359 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- D. Amended Budget 2016-2017 - Capital Projects - Chris Holmes moved, seconded by Ken Kytta, to approve the amended Capital Projects budget as follows:

| | |
|--------------------------------------|------------|
| Total Revenue | \$ 260 |
| Total Expenditures | \$ 95,470 |
| Excess (Deficiency) of Revenue | \$(95,210) |
| Total Other Financing Sources (Uses) | \$575,000 |
| Excess (Deficiency) of Revenues | \$479,790 |
| Estimated Fund Balance, End of Year | \$702,777 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- E. Amended Budget 2016-2017 – Sinking Fund – Chris Holmes moved, seconded by Ken Kytta, to approve the amended Sinking Fund budget as follows:

| | |
|--------------------------------------|------------|
| Total Revenue | \$ 11,035 |
| Total Expenditures | \$ 18,580 |
| Excess (Deficiency) of Revenues | \$ (7,545) |
| Total Other Financing Sources (Uses) | \$ Zero |
| Excess (Deficiency) of Revenues | \$ (7,545) |
| Estimated Fund Balance, End of Year | \$ 2 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- F. Proposed 2017-2018 General Fund Budget – Ken Kytta moved, seconded by Chris Holmes, to approve the proposed General Fund budget, which includes a full levy of 18.00 mils on all Non-Homestead property tax, as follows:

| | |
|--------------------------------------|--------------|
| Total Revenues | \$2,202,872 |
| Total Expenditures | \$2,403,469 |
| Excess (Deficiency) of Revenues | \$ (200,597) |
| Total Other Financing Sources (Uses) | \$ 36,665 |
| Excess (Deficiency) of Revenues | \$ (163,932) |
| Estimated Fund Balance, End of Year | \$ 11,220 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- G. **Proposed 2017-2018 Food Service Budget** – Ken Kytta moved, seconded by Chris Holmes, to approve the proposed Food Service budget as follows:

| | |
|--------------------------------------|-----------|
| Total Revenues | \$105,400 |
| Total Expenditures | \$101,750 |
| Excess (Deficiency) of Revenues | \$ 3,650 |
| Total Other Financing Sources (Uses) | \$ 4,150 |
| Excess (Deficiency) of Revenues | \$ 7,800 |
| Estimated Fund Balance, End of Year | \$ 15,275 |

Motion carried on a roll call vote:

AYE: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- H. **Proposed 2017-2018 Debt Retirement Budget** – Ken Kytta moved, seconded by Chris Holmes, to approve the proposed Debt Service budget, which includes a levy of 4.40 mils on all Homestead and Non-Homestead property taxes as follows:

| | |
|--------------------------------------|------------|
| Total Revenues | \$243,185 |
| Total Expenditures | \$277,370 |
| Excess (Deficiency) of Revenues | \$(34,185) |
| Total Other Financing Sources (Uses) | \$ Zero |
| Excess (Deficiency) of Revenues | \$(34,185) |
| Estimated Fund Balance, End of Year | \$ 6,654 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- I. **Proposed 2017-2018 Capital Projects Budget** – Ken Kytta moved, seconded by Chris Holmes, to approve the proposed Capital Projects budget as follows:

| | |
|--------------------------------------|-------------|
| Total Revenues | \$ 400 |
| Total Expenditures | \$ 540,470 |
| Excess (Deficiency) of Revenues | \$(540,070) |
| Total Other Financing Sources (Uses) | \$ (50,000) |
| Excess (Deficiency) of Revenues | \$(590,070) |
| Estimated Fund Balance, End of Year | \$ 111,177 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- J. Proposed 2017-2018 Sinking Fund Budget – Ken Kytta moved, seconded by Chris Holmes, to approve the proposed Sinking Fund budget as follows:

| | |
|--------------------------------------|----------|
| Total Revenues | \$11,025 |
| Total Expenditures | \$ zero |
| Excess (Deficiency) of Revenues | \$11,025 |
| Total Other Financing Sources (Uses) | \$ Zero |
| Excess (Deficiency) of Revenues | \$11,025 |
| Estimated Fund Balance, End of Year | \$11,027 |

Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- K. 2017 Tax Rate Request (L-4029) – Chris Holmes moved, seconded by Suzanna Tuomi, to accept the 2017 Tax Rate Request (L-4029) as presented. (Document attached). Motion carried with all members voting AYE.

- L. MHSAA Membership Resolution 2017-18 - Carl Olson moved, seconded by Ken Kytta, to approve the MHSAA Membership Resolution for the year August 1, 2017 – through July 31, 2018. (Document attached). Motion carried with all members voting AYE.

- M. Resignation – Karena (La Tendresse) Kari – Suzanna Tuomi moved, seconded by Chris Holmes, to accept with regret the resignation of Karena (La Tendresse) Kari as the Junior High Girls Basketball Coach. Motion carried with all members voting AYE.

- N. Summer Hours for the Library – Carl Olson moved, seconded by Chris Holmes, to approve the summer hours for the library for seven Wednesdays from 10 a.m. until 3 p.m.. Motion carried on a roll call vote:

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- O. Resignation Jackie Froiland – Carl Olson moved, seconded by Ken Kytta, to accept with regret the resignation of Jackie Froiland as the library/classroom aide and tutoring coordinator. The recommendation of the personnel committee was to go ahead and post for the position. Motion carried with all members voting AYE.

- P. Varsity Girls Volleyball Coach – Ken Kytta moved, seconded by Carl Olson, to approve the hiring of Megan Hilsendager as the Varsity Girls Volleyball coach. Wages will be paid according to the Schedule B extra assignment list. Motion carried on a roll call vote;

AYES: B.J. Tervo, Randal Danison, Suzanna Tuomi, Carl Olson, Chris Holmes, Ken Kytta, Roger Tervo

NAYS: None

- Q. July Board Meeting – The July board meeting has been scheduled for Monday, July 17 at 5:30 p.m. in the school library.

Chris Holmes moved, seconded by Ken Kytta, to adjourn the meeting at 6:20 p.m. Motion carried with all members voting AYE.

Approved:

President:

Secretary: