**SPARTA AREA SCHOOLS**
May 14, 2018
Board of Education Offices

**Regular Board Meeting**
**6:30 p.m.**

The regular meeting was called to order at 6:30 p.m. by President Andy Jensen.

Members present were: Andy Jensen, Amanda VanStrien, Kim Eluskie, Jim Kerby, MaryBeth Dame, Mark Alster, Pam May

Members absent: N/A

## RECOGNITION OF GUESTS:

A. **Audience Comments:** N/A

## COMMUNICATIONS:

A. **Student Representation:** Deciding on homecoming theme for next year and elections for representatives

B. **School Resource Officer Presentation:** Members of the Kent County Sheriff's Department discussed the SRO partnership. The program provides a resource within the schools to create assistance, leadership and positive interaction.

C. **Academic Spotlight:** JoAnne Brown, Marcia Powell, and Sheila Vanderleest presented on the use of technology at Ridgeview. These three teachers are part of a pilot program providing personal devices to their students for interactive and collaborative work using apps like seesaw and book creator. JoAnne noted the introduction of technology for her kindergartners; Marcia gave examples of students creating books and doing math problems for first grade; and Sheila spoke on creating assignments and having her second graders positively comment on their classmates work.

## PREVIOUS MINUTES:

Motion by Alster, supported by VanStrien, to accept the minutes of the Regular Board Meeting of April 16, 2018, the Special Board Meeting of April 17, 2018 and Workshop Meeting of April 30, 2018.

Motion carried 7 Ayes 0 Nays.

## TREASURER'S REPORT:

Motion by Kerby, supported by May, to accept the Treasurer's recommendation to approve the following expenditures:

| | | | |
|---|---|---|---|
| General Fund | 448,610.80 | Debt Retirement | 2,503,846.01 |
| Sinking Fund | - | 2016 Bond Series 1 | 247,049.12 |
| Student Activities | 60,731.42 | | |
| Food Service Fund | 8,975.74 | **TOTAL** | **3,269,213.09** |

Motion carried 7 Ayes 0 Nays.

**ACTION ITEMS:**

**A. Personnel**

Motion by Dame, supported by Eluskie, to accept the personnel recommendations as presented by Superintendent Nickels

Motion carried 7 Ayes 0 Nays.

**B. Approval of KISD 2018-19 Budget**

Motion by Alster, supported by Kerby, to accept the KISD 2018-19 Budget as presented

Motion carried 7 Ayes 0 Nays.

**C. Overnight Cross Country Trip – Glen Arbor**

Motion by Alster, supported by VanStrien, to approve the Overnight Cross Country Trip to Glen Arbor as presented

Motion carried 7 Ayes 0 Nays.

**D. Overnight Cross Country Trip – Wilderness State Park Camp**

Motion by Alster, supported by VanStrien, to approve the Overnight Cross Country Trip to Wilderness State Park Camp as presented

Motion carried 7 Ayes 0 Nays.

**E. Overnight Cheer Camp – Davenport University**

Motion by Kerby, supported by Alster, to approve the Overnight Cheer Camp to Davenport University as presented

Motion carried 7 Ayes 0 Nays.

**F. Overnight Varsity Volleyball Camp – Saginaw Valley State University**

Motion by Eluskie, supported by VanStrien, to approve the Overnight Varsity Volleyball Camp to Saginaw Valley State University as presented

Motion carried 7 Ayes 0 Nays.

**G. Overnight Band and Choir Camp – Toronto/Niagara Falls, Canada**

Motion by Alster, supported by Dame, to approve the Overnight Band and Choir Camp to Toronto/Niagara Falls, Canada as long as there is one adult chaperone for every ten students

Motion carried 7 Ayes 0 Nays.

**INFORMATIONAL ITEMS:**

A. **Administrative Reports:** Positive reports with programs and within schools
B. **NEOLA Policy Updates:** Full policies to be sent
C. **Englishville:** Property to be listed for sale
D. **Security Camera Recommendation:** Bids are being reviewed
E. **Food Service and Ridgeview Boiler Bids:** To be bid out
F. **Update School Board Policy Bylaw #0167.3 - Public Participation at Board Meeting**

**SUPERINTENDENTS REPORT:** Best Prom Ever, Former student featured on GRCC commercial, End-of-Year dates for activities

**CLOSED SESSION FOR NEGOTIATIONS:**

A. **Negotiations**

Motion by Alster, supported by Dame, to approve the opening of Closed Session for Negotiations

Roll Call Vote:

Jensen: Yes VanStrien: Yes Eluskie: Yes Kerby: Yes Alster: Yes Dame: Yes May: Yes

Entered Closed Session at 9:23 p.m.

Motion by Alster, supported by Dame, to approve going out of Closed Session for Negotiations.

Roll Call Vote:

Jensen: Yes VanStrien: Yes Eluskie: Yes Kerby: Yes Alster: Yes Dame: Yes May: Yes

Ended Closed Session at 9:53 p.m.

**ADJOURNMENT:**

There being no further business to come before the Board, motion by Dame, supported by Alster, to adjourn the meeting at 10:22 p.m.

Motion carried 7 Ayes 0 Nays

Respectfully Submitted,

Pamela May

_____

Board of Education Secretary

# SPARTA AREA SCHOOLS
## *BOARD OF EDUCATION*
## Regular Meeting – May 14, 2018
## Board of Education Conference Room – 6:30 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. RECOGNITION OF GUESTS
- A. Audience Comments

IV. COMMUNICATIONS
- A. Academic Spotlight - Ridgeview
- B. Student Representation
- C. School Resource Officer Presentation

V. MINUTES OF PREVIOUS MEETINGS
- A. April 16, 2018 – Regular Meeting
- B. April 17, 2018 – Special Meeting
- C. April 30, 2018 – Workshop Meeting

VI. TREASURER'S REPORT
- A. Accounts Payable
- B. Fund and Investment Summary

VII. ACTION ITEMS
- A. Personnel
- B. Approval of KISD 2018-19 Budget
- C. Overnight Cross Country Trip – Glen Arbor
- D. Overnight Cross Country Trip – Wilderness State Park Camp
- E. Overnight Cheer Camp – Davenport University
- F. Overnight Varsity Volleyball Camp – Saginaw Valley State University
- G. Overnight Band and Choir Camp – Toronto/Niagara Falls, Canada
- H. Update School Board Policy Bylaw #0167.3 - Public Participation at Board Meetings

VIII. INFORMATIONAL ITEMS
- A. Administrative Reports
- B. NEOLA Policy Updates
- C. Englishville
- D. Security Camera Recommendation
- E. Food Service Bids

IX. SUPERINTENDENT'S REPORT

X. CLOSED SESSION FOR NEGOTIATIONS

XI. ADJOURNMENT

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on this agenda.*

**When addressing the Board of Education during public comments please adhere to the following guidelines:**
State your name and address
State group affiliation when appropriate
The speaker has up to 5 minutes for comments
All statements shall be directed to the presiding officer
No comments may be made to staff or other participants in meeting
Public Comments may only be made during public comment time as indicated on the agenda

# MEMORANDUM ON AGENDA

May 14, 2018
Board of Education Offices

**RECOGNITION OF GUESTS:**

**A. Audience Comments**

**COMMUNICATIONS:**

**A. Student Representation**

**ACTION ITEMS:**

**A. Personnel**

We are asking the Board to accept the following resignation letter from Veronica Escamilla-Rodriguez, Bilingual Teacher Assistant at Ridgeview Elementary effective May 16, 2018, and SASI Bilingual Teacher Assistant at Appleview Elementary effective May 17, 2018.

We are asking the Board to accept the following resignation letter from Erin Bormes, Title 1 Teacher Assistant at Ridgeview Elementary effective May 31, 2018.

We are asking the Board to accept the following resignation letter from Kris Russ, 2nd Grade Teacher at Ridgeview Elementary effective June 9, 2018.

**B. Approval of KISD 2018-19 Budget –** See attachments for details of their budget. This is an annual approval for their budget.

**C. Overnight Cross Country Trip – Glen Arbor –** See attached materials for details.

**D. Overnight Cross Country Trip – Wilderness State Park Camp –** See attached materials for details.

**E. Overnight Cheer Camp – Davenport University –** See attached materials for details.

**F. Overnight Varsity Volleyball Camp – Saginaw Valley State University –** See attached materials for details.

**G. Overnight Band and Choir Camp – Toronto/Niagra Falls, Canada –** See attached materials for details.

**H. Update School Board Policy Bylaw #0167.3 Public Participation at Board Meeting –** Update from "*participation shall be limited to five (5) minutes*" to "*participation shall be limited to three (3) minutes*".

**INFORMATIONAL ITEMS:**

**A. Administrative Reports**

The building level and program administrators have written reports concerning their building or program including highlights of things that have been going on in their area.

B. **NEOLA Policy Updates –** Please find a summary of the policy updates for the spring of 2018 attached. The full policy with changes can be reviewed at the main office.

C. **Englishville –** A realtor on behalf of a customer sent a purchase proposal for the Englishville property and buildings.

D. **Security Camera Recommendation –** See bids for the security cameras being recommended. This purchase would come out of the 2016 bond.

E. **Food Service Bids –** With Tim Kleaveland retiring at the end of this year, we bid out for a management company to oversee our food service program. The bids will be opened on Friday, May 11. We will present them as an information item at the May 14 board meeting.

**SUPERINTENDENT'S REPORT:**

Superintendent Nickels will report out on the happenings in the District.

**CLOSED SESSION FOR NEGOTIATIONS:**

Northview Public Schools since 2002

Deputy
Andy Kozal

Deputy
Jim Svoboda

Forest Hills Public Schools since 2003

Kent City Community Schools since 2014

Deputy
Scott Cook

Deputy
Todd Summerhays

Lowell Area Schools since 2014

Kenowa Hills Public Schools since 2014

Deputy
Tim Erhardt

Deputy
Andy Jonkman

Byron Center Public Schools since 2014

Cedar Springs Public Schools since 2016

Deputy
Tom McCutcheon

Deputy
Pat Frederick

Caledonia Public Schools since 2016

# Selection Process

Letter's of interest accepted at Sheriff Department.

Field of applicants narrowed by KCSD

Applicants forwarded to school administration for further consideration

Interviews held by school interview panel

Names forwarded to KCSD for final approval.

# Kent County School Resource Officer Proposal

## First ever financial partnership

- 30% cost contribution by Kent County Sheriff Department
- 2018/2019 estimated district cost: $78,417
- Cost includes:
  - Wages and benefits for 40 hours per week deputy
  - All standard issued deputy equipment
  - Kent County Police car – fully equipped, fueled and maintained
  - All police training and supervision

**Kent County Sheriff Department**
**School Resource Officer Costs to Schools**
**Based on Schools FY 2018-2019**

| | SRO Deputy 2018 | SRO Deputy 2019 | |
|---|---|---|---|
| Salary | $ 72,842 | $ 74,299 | |
| OPEB | 2,665 | 2,798 | |
| Unemployment | 38 | 100 | |
| FICA | 5,572 | 5,684 | |
| Workers Comp | 199 | 300 | |
| Pension | 6,845 | 7,187 | |
| Health & Rx | 16,691 | 17,526 | |
| Dental, Vision, Life | 1,417 | 1,488 | |
| Vehicle Usage | 4,200 | 4,200 | |
| Total Salary & Fringe Cost plus Vehicle | $ 110,469 | $ 113,582 | |
| | | | |
| Percentage of Total Costs in School FY | 50% | 50% | |
| Total Cost in School FY | $ 55,235 | $ 56,791 | **$ 112,025.51** |
| School Percentage of Total Cost | | | 70% |
| School Cost FY 2018/19 | | | **$ 78,417.85** |

The second year as SRO, School Resource Officer, for Byron Center Public Schools is well under way. I took some time this year to reflect on what my role is both here, in the schools, and in the community. While I wear a uniform, drive a police car, and people perceive that as being my primary role I see a different side.

When I started working in Byron Township as a patrol Deputy my job was to respond to 911 calls and ensure the safety of people and property within Byron Township. As I soon learned interacting with the youth, in an enforcement role, of the area was a huge part of my job. We soon began to have a mutual understanding of each other, they would try and stay away from me and I would try and catch them when they were breaking the law. We thought we understood each other but didn't realize that both sides had it wrong. Becoming the School Resource Officer changed that.

As SRO I learned that deep down these kids were not always "bad kids". I found that through challenges put in their life, rarely of their doing, they were reacting to what life had dealt them and were not equipped to handle it. Some were looking for role models, some were never taught right and wrong, and some were just bored. As I started to see this and I changed MY PERCEPTION of them, things changed. We began to talk....

What they learned from this is that I am not a badge, a gun, and a Police car, I too am human. We began to have conversations and they realized that I am not that different from them. They were able to understand, through conversations at school, that I wasn't picking on them or harassing them but rather I was doing a job and had convictions and legitimate reasons for keeping an eye on them. THEY now began to change their perception of me.

The changes for both sides have been profound. On and off duty they wave and walk over and say hi when they see me. I stop when I see them and spend time talking with them. They have opportunities to ask questions to a Police Officer without the fear of feeling judged and feel comfortable doing it. I have the opportunity to challenge them and help guide them towards the right decisions both in school and out of school.

For the Byron Township community the relationships developed within the SRO position are community changing as well. These students have often helped solve crimes that would not have been solved without their help. The students know their neighborhoods much better than any Police Officer and have helped direct us on shootings, larcenies, and other personal and property crimes saving countless man hours for the Sheriff's Department. They too want a safe and thriving community.

Overall all the 2014-2015 school year was great and the 2015-2016 school year looks to be even better. Thank you for this opportunity and I look forward to another great year.

Deputy Andy Jonkman
Kent County Sheriff's Department
Byron Center Public School Resource Officer

- RESOURCE TO PRINCIPALS OF ALL 8 SCHOOLS TO OFFER ASSISTANCE:

  TO DATE SRO HAS ASSISTED AT EVERY SCHOOL FOR A VARIETY OF ISSUES

  - CLARIFY SCHOOL RESPONSIBILITIES
  - HOME VISITS FOR "AT RISK" STUDENTS
  - FOLLOW UP ON DOMESTIC VIOLENCE CASES
  - HOME VISITS FOR HEALTH/SAFETY ISSUES
  - LIAISON BETWEEN CPS/DISTRICT (MORE INFO/ACCESS)
  - INVESTIGATING SUSPICIOUS CIRCUMSTANCES
  - THEFT
  - "SEXTING" ISSUES
  - BULLYING CONCERNS IN/OUT OF SCHOOL (SOCIAL MEDIA)
  - CUSTODY DISPUTES
  - DISORDERLY PERSON – AFC POST-HS PARTICIPANT
  - TRUANCY
  - WALK AWAYS/SKIPPING
  - VCSA ISSUES (SEVERAL CASES – ISSUE – NOT PROBLEM)
  - WEAPONS VIOLATIONS (EXPERIENCE/TRAINING)

- RESOURCE FOR PARENTS & STUDENTS:

  MEETING WITH PARENTS AND/OR STUDENTS ON A VARIETY OF TOPICS

  - CONCERNS ABOUT SOCIAL MEDIA ACCESS/APPS
  - TIPS ON SAFE DRIVING
  - CONCERNS ABOUT DRUG/ALCOHOL USE
  - CRISIS ISSUES WITH STUDENTS (AT SCHOOL/HOME)
  - SAFETY CONCERNS FOR HOME LIFE (HOMELESS REFERRAL)
  - CONFIDENTIAL TIPS FOR ISSUES AT SCHOOL/AFTER SCHOOL
  - ASSISTANCE NAVIGATING LEGAL SYSTEM
  - COMMUNITY RESOURCES

- RESOURCE ON LE ISSUES

  - FATAL ACCIDENT
  - RECENT INTENTIONAL CRASH – SIGNIFICANT INJURY
  - RESPONDED MULTIPLE TIMES TO STUDENT PD CRASHES
  - FIELD INQUIRES FROM DISTRICT ABOUT POTENTIAL STUDENT INVOLVEMENT
  - LE ISSUES W/STUDENTS "HEAD UP" FOR SAFETY ISSUES & SUPPORT
  - LEGAL UPDATE – OPEN CARRY ISSUE
  - DEVELOPING SECONDARY EVACUATION PLAN FOR CRISIS TEAM

- LE ASPECT TO DISTRICT CRISIS TEAM PLANNING
- LE VIEW ON FIRE DRILLS/LOCK DOWN DRILLS
- DEVELOPING ACTIVE SHOOTER TRAINING TO BE IMPLEMENTED

- POSITIVE LE PRESENCE:

  - PRESENT AT ALL FOOTBALL, BASKETBALL GAMES AND DANCES
  - REQUESTED BY AD FOR ADDITIONAL PROGRAMS
  - HS PARKING LOT – DRIVING SAFETY
  - TRAFFIC ENFORCEMENT (ALL SCHOOLS) (ALT EDUCATION FOR STUDENTS)

- INTERACTION WITH STUDENTS/STAFF:

  - WEEKLY VISITS TO SCHOOLS – WALK HALLS/LUNCH
  - CHECK IN WITH STAFF EACH SCHOOL
  - CLASSROOM PRESENTATIONS/SPEAKER (H.S./EARLY CHILDHOOD)
  - GUEST READER K/1/2/3 ALL ELEMENTARY SCHOOLS
  - HS CAFETERIA
  - OUT OF SCHOOL – VERY COMMON (STORE/CHURCH/TRAIL)
  - MANY STUDENTS APPROACH ON DAILY BASIS
  - SCHOOL NEWS SEVERAL TIMES
  - SHOP WITH A SHERIFF PROGRAM
  - KETTLE LAKE SCIENCE NIGHT

- SUMMER PLANS:

  - METRO POLICE ACADEMY
  - WORKING ON MORE INTERACTION IDEAS
  - S.O.R. RESIDENCE CHECKS
  - BICYCLE PATROL - TRAILS, VILLAGE, PARKS
  - ADDITIONAL RESPONSE CAR WHEN AVAILABLE
  - VACATION/COMP TIME USE

**SPARTA AREA SCHOOLS**
April 16, 2018
Board of Education Offices

**Regular Board Meeting**
**6:30 p.m.**

The regular meeting was called to order at 6:30 p.m. by President Andy Jensen.

Members present were: Andy Jensen, Amanda VanStrien, Kim Eluskie, Jim Kerby, Mark Alster, MaryBeth Dame, Pam May

Members absent: N/A

## RECOGNITION OF GUESTS:

A. **Audience Comments:** N/A

## COMMUNICATIONS:

A. **Academic Spotlight – Adult Education:** Heather Holland reported on the growth, accomplishments, data analysis, and goals of our Adult Education program.

B. **Student Representation:** The district had a snow day, so student representatives were not required to be at the meeting.

## PREVIOUS MINUTES:

Motion by Dame, supported by VanStrien, to accept the minutes of the Regular Board Meeting of March 12, 2018 and Workshop Meeting of March 26, 2018

Motion carried 7 Ayes 0 Nays.

## TREASURER'S REPORT:

Motion by Alster, supported by Kerby, to accept the Treasurer's recommendation to approve the following expenditures:

| | | | |
|---|---|---|---|
| General Fund | 682,851.18 | Debt Retirement | - |
| Sinking Fund | 160,090.00 | 2016 Bond Series 1 | 167,956.96 |
| Student Activities | 23,023.32 | | |
| Food Service Fund | 9,392.16 | **TOTAL** | **1,043,313.62** |

Motion carried 7 Ayes 0 Nays.

## ACTION ITEMS:

A. **2017-18 General Fund Budget Amendment**

Motion by Dame, supported by Eluskie, to approve the April 2018 General Fund Budget Amendment as presented by Deb Carnes

Motion carried 7 Ayes 0 Nays

**B. Personnel**

Motion by Kerby, supported by Alster, to accept the personnel recommendations as presented by Superintendent Nickels

Motion carried 7 Ayes 0 Nays.

**C. Selling Old Wrestling Mat**

Motion by VanStrien, supported by Dame, to approve the selling of old wrestling mat

Motion carried7Ayes 0 Nays

**D. Girls and Boys Bowling**

Motion by Eluskie, supported by VanStrien, to approve girls and boys bowling as a Varsity Sports beginning in the 2018-2019 school year

Motion carried 7 Ayes 0 Nays.

**E. Best Prom Ever Donation**

Motion by Kerby, supported by Alster, for acceptance of donation for Best Prom Ever

Motion carried 7 Ayes0 Nays.

**F. Career Academy Trip**

Motion by Alster, supported by Kerby, to approve the Career Academy Trip

Motion carried 7 Ayes 0 Nays.

**G. Overnight Girls Basketball Camp – North Central Michigan College**

Motion by Dame, supported by VanStrien, to approve the Overnight Girls Basketball Camp – North Central Michigan College

Motion carried 7 Ayes 0 Nays.

**H. Overnight Girls Basketball Camp – Hope College**

Motion by Dame, supported by VanStrien, to approve the Overnight Girls Basketball Camp – Hope College as

Motion carried 7 Ayes 0 Nays.

**INFORMATIONAL ITEMS:** Items B through F will be voted on as Action Items at the May 2018 BOE meeting

**A. Administrative Reports:** The Administration team each spoke about recent happenings in the buildings.

B. **Overnight Cross Country Trip – Glen Arbor:** August 13-17

C. **Overnight Cross Country Trip – Wilderness State Park Camp:** July 9-12

D. **Overnight Cheer Camp – Davenport University:** July 13-15

E. **Overnight Varsity Volleyball Camp – Saginaw Valley State University:** July 23-27. One more chaperone is needed before voting.

F. **Overnight Band & Choir Trip – Toronto/Niagara Falls, Canada:** May 2019

**SUPERINTENDENTS REPORT:** Gordie Nickels reported on upcoming events for Spring 2018. He also highlighted State testing, Special Olympics 2018, and the Girls Basketball team being Top 10 Class B All-State for Academics.

**Closed Session for Superintendent Review**

Motion by Alster, supported by Dame, to approve the opening of Closed Session for Superintendent Review

Roll Call Vote:

Jensen: Yes VanStrien Yes Eluskie: Yes Kerby: Yes Alster: Yes May Yes Dame:_Yes

Entered Closed Session at 7:44 p.m.

Motion by Alster, supported by May, to approve going out of Closed Session

Roll Call Vote:

Jensen: Yes VanStrien Yes Eluskie: Yes Kerby: Yes Alster: Yes May Yes Dame:_Yes

Ended Closed Session at 8:46 p.m.

**Open Session Regarding Superintendent Review**

Motion by Dame, supported by May, to accept Gordie Nickel's letter of retirement for June 2018

Motion carried 7 Ayes 0 Nays.

Motion by Alster supported by Eluskie, to accept the service agreement from Michigan Leadership Institute for the Superintendent search

Motion carried 7 Ayes 0 Nays.

**ADJOURNMENT:**

There being no further business to come before the Board, motion by Dame, supported by Alster, to adjourn the meeting at 8:48 p.m.

Motion carried 7 Ayes 0 Nays

Respectfully Submitted,

Pamela May

_____

Board of Education Secretary

**SPARTA AREA SCHOOLS**
April 17, 2018
Board of Education Offices

**Special Board Meeting**
**6:30 p.m.**

The special board meeting was called to order at 6:32 p.m. by President Andy Jensen

Members present were: Andy Jensen, Amanda VanStrien, Kim Eluskie, Jim Kerby, Mark Alster, Marybeth Dame, Pam May

Members absent: N/A

**PUBLIC COMMENTS:** N/A

**DISCUSSION ITEMS:** The Superintendent search was planned with direction from Michigan Leadership Institute's Regional President, Gary Rider, and Sandy Rider.

**ADJOURNMENT:**

There being no further business to come before the Board, motion by Alster, supported by May, to adjourn the meeting at 9:16 p.m.

Motion carried 7 Ayes 0 Nays

Respectfully Submitted,

Pamela May

_____
Board of Education Secretary

**SPARTA AREA SCHOOLS**
April 30, 2018
Board of Education Offices

**Board Workshop Meeting**
**6:30 p.m.**

The regular meeting was called to order at 6:30 p.m. by President Andy Jensen.

Members present were: Andy Jensen, Amanda VanStrien, Kim Eluskie, Jim Kerby, Marybeth Dame, Mark Alster, Pam May

Members absent: N/A

## RECOGNITION OF GUESTS:

A. **Audience Comments:** N/A

## INFORMATIONAL ITEMS:

A. **New Middle School:** Pat from Christman was in attendance. He and Joel Stoner presented details of the Schematic Design package for the new Middle School.

B. **Safety and security:** Matt Spencer reported on the creation of a Safe Schools Team who will work under the current Core Crisis Team. Gordie Nickels informed the board about adding cameras and electronic buzzer systems in the schools by next fall. He and the team have also researched the ideas of metal detectors and hiring a resource officer for the district.

C. **Elementary Handbook:** In progress

D. **Negotiations:** In progress

E. **KISD Budget Resolution:** To vote on at regular May school board meeting.

## ACTION ITEMS:

A. **Change in Assistant Grounds Supervisors**

Motion by Eluskie, supported by May, to accept the changes of Assistant Grounds Supervisors recommendation as presented.

Motion carried 7 Ayes 0 Nays.

B. **Ridgeview Lockers**

Motion by Kerby, supported by Alster, to accept the Ridgeview lockers recommendations as presented.

Motion carried 7 Ayes 0 Nays.

**ROUND TABLE:** Updates and discussion

**ADJOURNMENT:**

There being no further business to come before the Board, motion by Dame, supported by Alster, to adjourn the meeting at 10:12 p.m.

Motion carried 7 Ayes 0 Nays

Respectfully Submitted,

_____
Pam May, Board of Education Secretary

Sparta Area Schools
ADMINISTRATION

# Memorandum

To: Board of Education
From: Gordie Nickels, Superintendent
Date: May 14, 2018
Re: Personnel Recommendation

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We are asking the Board to accept the following resignation notifications from Veronica Escamilla-Rodriguez, Bilingual Teacher Assistant effective May 17, 2018, Erin Bormes, Title 1 Teacher Assistant, effective May 31, 2018, and Kris Russ, 2nd Grade Teacher, effective June 9, 2018.

If you have any questions regarding these recommendations being made at the Board meeting April 16, 2018, do not hesitate to contact me prior to Monday evening's meeting.

Kent ISD
*We Lead Learning*

April 16, 2018

TO: Kent Intermediate Superintendents

FROM: Ron Caniff, Superintendent
Mike Hagerty, Assistant Superintendent for Administrative Services

RE: Kent ISD 2018-19 Budget Projections - General Fund
Special Education Fund
Career Technical Education Fund

**Process:**

Please find enclosed the Kent ISD operational budgets for 2018-19. Section 624 of the Revised School Code, as amended, requires the Intermediate School Board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review.

No later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget and shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget. If disapproving the budget, the constituent district board shall submit any specific objections and proposed changes it may have. By law, your Board is only voting on the General Fund; however, in the spirit of transparency, all three major operating funds are being provided. This is similar to years past.

A resolution for support and one for disapproval of the Kent ISD budget are enclosed to assist in that process. Please have your Board Secretary confirm the support or disapproval and return the signed resolution to Leslie Davison at Kent ISD by June 1, 2018.

To assist you in analyzing the documents, each fund has three supporting documents; a "Budget Narrative", a "Three Year Trend Analysis", and a "Detailed Budget Analysis".

Kent ISD will be holding a public hearing on the budgets on May 21st and our Board is scheduled to vote on adoption of the budgets on June 18, 2018.

**Financial Overview:**

The local economy is improving. Property values and construction levels brought this year's total tax base to a new record of nearly $22 billion, marking Kent County's long march back from the Great Recession.

While we do not have numbers at this time, the growth in taxable value and in the consumer price index suggests Kent ISD and other entities may be in danger of a Headlee reduction in tax revenues for the first time in many years.

As in previous years, any increase in ISD funding is most likely to come from local sources. At the state level, political commitments to increase road funding and the increased cost of those insured under the affordable care act are putting pressure on the state's General Fund. LEAs are in line for what appears to be the largest per pupil increase in more than a decade but modest proposals for an increase in ISD section 81 funding and a 147c offset for unfunded pension liability appear to be in jeopardy after being withdrawn from the House K-12 budget proposal.

Please take the time to review our budgets and understand the investments we make in direct services to students, to instructional staff and to districts in our effort to create new opportunities for learning and efficiencies in operations, both at Kent ISD and in the schools we serve. If there are any questions prior to your May board meeting or afterward, please call Assistant Superintendent for Administrative Services Mike Hagerty at 616-365-2218. Thank you.

MH/ld

Enclosures (5)

Support for Budget

# ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2018, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2018.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

_____

Secretary, Board of Education

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 of Education at a _____meeting held on _____, 2018, 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.

_____

Secretary, Board of Education

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# ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2018, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

_____

Secretary, Board of Education

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 of Education at a _____meeting held on _____, 2018, 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.

_____

Secretary, Board of Education

ld

# BUDGET NARRATIVE
## General Fund
2018-19

**General Overview**

The General Fund (GF) had always been the smallest of the three major operating funds at Kent ISD, however, with the centralization of the Great Start Readiness Program and adult education, and the passage of the enhancement millage, the GF is now larger than the Career Technical Education fund. As its name would indicate, the "general operations" of the ISD are in the General Fund (GF). This includes most of the general education services, such as curriculum services, school improvement services, early childhood services, and teaching and learning, as well as, general operations such as executive administration, business and human resource services, and communication services.

At $60.47 million in revenue, the GF represents 21.0% of the total Kent ISD budget of $288.6 million. The largest source of discretionary funding for the GF is Section 81 state aid funding, which is similar to the foundation allowance for local districts, which represents 4.1% of total revenue, followed by non-enhancement millage property tax collections at nearly 3.7%. The largest source of funding in the GF is the Great Start Readiness Program (GSRP) which is a state-funded preschool grant for four year olds at $22,260,352, which represents over a third of the total revenue in the GF. The next largest source of revenue is the enhancement millage at $20,356,035, followed by the thirteen-county state-funded adult education grant at $4,110,985. The other two major operating funds have a much larger percentage of revenue coming from property taxes. The GF levies .0898 mills for general operations, which ranks near the bottom in the state on a per pupil basis.

**Assumptions**

As with any budget, a number of assumptions must be used until actual figures are available. The following assumptions were used for the GF budget:

Revenue:

| | | |
|---|---|---|
| Taxable value | 1.77% increase | $38,752 |
| State aid (Sec 81) | 1.0% increase | $24,368 |

Expenditures:

| | | | |
|---|---|---|---|
| Wages | Budgeted net increase of 1.25% | | |
| Health insurance | MCL 15.563 cap: | $17,892 | full family |
| | | $13,720 | 2 person |
| | | $ 6,560 | single |
| MPSERS retirement | Ranges from 20.96% to 27.16%<br>Plus the UAAL rate of 12.18% | | |

| | |
|---|---|
| Tax tribunals | No change from 2017-18 levels |
| Utilities | Using five year average |

**Fund Balance Analysis**

The total fund balance in each fund is separated into "committed" and "uncommitted". By definition, the committed fund balance has been "established to indicate tentative plans for how financial resources will be used in a future period". This allows the Kent ISD Board to coordinate their strategic plan with the financial planning of the district. The purposes for the committed fund balance have been listed below.

Total "spendable" fund balance as of June 30, 2017:

| | |
|---|---|
| Committed: | $3,301,000 (5.3% of expenditures) |
| Uncommitted: | $1,872,751 (3.0% of expenditures) |
| Total: | $5,173,751 |

Total "nonspendable" equals $201,240 (prepaid items).

Use of Committed Funds:

| | |
|---|---|
| Assessment & Student Performance Systems | $400,000 |
| WAN & Fiber | $1,500,000 |
| Capital Improvement from facility assessment | $500,000 |
| Student Mgt System (Powerschool) | $101,000 |
| Data Systems and Processes | $300,000 |
| College and University Partnerships | $500,000 |
| Total | $3,301,000 |

**Trend Analysis**

If projections hold true, the budgeted deficit for 2018-19 will be $1,018,591. This deficit is on top of the projected deficit of $888,047 for 2017-18. It's important to note the GF is transferring $1 million each year to the GF Capital Projects Fund to pay for the local district fiber project. The first phase started in 2017-18 for the northern districts, the second phase will be 2018-19 for the southern districts, and the third phase is anticipated in 2019-20 for the east districts. Overall the project will connect all districts with fiber and will cost the GF $3 million.

Only a few years ago, total revenue in the GF was under $12 million, however, next year it is projected to eclipse $60 million. This dramatic increase has been the result of program/service consolidation, mainly the Great Start Readiness Program and adult education program, and the passage of the enhancement millage. While the grants do not impact the fund balance as they are "money in, money out", they do allow for additional services to be provided to locals districts without using millage generated money.

# Three Year Trend Analysis
## GENERAL FUND

| Year ending: | 2016-17 Actual | 2017-18 Apr Amend | % chg | 2018-19 Projected | % chg |
|---|---|---|---|---|---|
| Revenue: | | | | | |
| Local sources | 3,331,183 | 23,374,174 | 1.39% | 23,726,177 | 1.51% |
| State sources | 32,613,151 | 33,087,569 | 0.50% | 31,273,637 | -5.48% |
| Federal sources | 3,065,372 | 5,583,911 | 25.78% | 4,149,877 | -25.68% |
| Interdistrict | 1,149,005 | 1,262,449 | 15.67% | 1,322,515 | 4.76% |
| Total revenues | 40,158,711 | 63,308,103 | 2.93% | 60,472,206 | -4.48% |
| Expenditures: | | | | | |
| Instruction: | | | | | |
| Basic programs | 6,805,138 | 7,361,910 | 0.07% | 6,863,256 | -6.77% |
| Student instruc & added needs | 1,429 | 14,982 | - | - | - |
| Adult continuing ed | 304,109 | 1,233,980 | 0.00% | 946,144 | -23.33% |
| Supporting services: | | | | | |
| Pupil services | 2,348,129 | 3,419,182 | 37.28% | 2,926,406 | -14.41% |
| Instructional staff | 6,494,547 | 8,407,668 | 6.12% | 7,237,124 | -13.92% |
| General administration | 1,090,243 | 778,417 | 2.02% | 779,919 | 0.19% |
| School administration | - | - | - | - | - |
| Business services | 1,290,584 | 1,291,097 | 1.08% | 1,321,112 | 2.32% |
| Operation and maintenance | 987,110 | 1,186,105 | 1.80% | 1,157,405 | -2.42% |
| Transportation services | 435,652 | 541,268 | 0.10% | 534,514 | -1.25% |
| Central services | 3,922,574 | 3,200,177 | 0.38% | 3,274,841 | 2.33% |
| Other services | 240,960 | 267,443 | 1.91% | 139,763 | -47.74% |
| Community services | 114,320 | 128,943 | 272.38% | 117,694 | -8.72% |
| Interdistrict transactions | 17,921,277 | 37,440,220 | 0.83% | 37,266,132 | -0.46% |
| Capital outlay | 100,893 | 206,337 | 16.89% | 201,000 | -2.59% |
| Total expenditures | 42,056,965 | 65,477,729 | 3.04% | 62,765,310 | -4.14% |
| Revenue over (under) expenditures | (1,898,254) | (2,169,626) | 6.43% | (2,293,104) | 5.69% |
| Other financing sources (uses) | | | | | |
| Sale of Capital Assets | - | 1,000 | 0.00% | 1,000 | 0.00% |
| Transfer in | 3,274,755 | 3,294,030 | 0.00% | 3,294,030 | 0.00% |
| Transfer out | (887,497) | (2,013,451) | 1.06% | (2,020,517) | 0.35% |
| Total other financing uses | 2,387,258 | 1,281,579 | -1.62% | 1,274,513 | -0.55% |
| Net change in fund balances | **489,004** | **(888,047)** | | **(1,018,591)** | |
| Ending Year Fund Balance | 5,374,991 | 4,486,944 | -3.28% | 3,468,353 | -22.70% |

# DETAILED BUDGET ANALYSIS
# GENERAL FUND
# FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **REVENUES** | | | | |
| **LOCAL SOURCES:** | **$ 23,657,667** | | | |
| *Property taxes-Enhancement* | | *86%* | $ 20,356,035 | *Millage approved 05/02/17 election* |
| *Property taxes-Other* | | *9%* | *2,226,585* | |
| *Charges for Services/Products* | | *3%* | *718,073* | *Curriculum, PD, Early Childhood, Teaching & Learning* |
| *Grants/Private Contributions/Other* | | *2%* | *356,974* | *Educatius program, State Farm, Frey Foundation (Bright Beginnings), Interest Earnings, Other* |
| **STATE SOURCES:** | **31,342,147** | | | |
| *Sec. 32d* | | *71%* | *22,260,352* | *Great Start Readiness* |
| *Sec.107* | | *13%* | *4,110,985* | *Adult Ed Grant* |
| *Sec. 81, Sec 147c* | | *12%* | *3,777,407* | *ISD Funding, UAAL* |
| *Sec. 32p* | | *2%* | *640,389* | *Great Start Collaborative* |
| *Other* | | *2%* | *553,014* | *Early Literacy Coaches, Kent County Prevention Grant, Comp Health Grant, Bus Driver Safety, Other* |
| **FEDERAL SOURCES:** | **4,149,877** | | | |
| *Michigan Nutrition Network* | | *22%* | *897,810* | |
| *Drug Free Communities* | | *19%* | *780,300* | |
| *Early Childhood* | | *16%* | *668,184* | *Great Start to Quality Grant* |
| *Adult Ed-WIOA* | | *12%* | *495,861* | |
| *Abstinence Education* | | *10%* | *434,762* | |
| *Title I Part A* | | *10%* | *414,515* | *Regional Assistance Grant* |
| *Race to the Top-Early Childhood* | | *5%* | *192,198* | |
| *Great Start Collaborative (32P)* | | *4%* | *150,000* | *CDC Block Grant* |
| *Other* | | *3%* | *116,247* | *McKinney Vento, Title III, Michigan Nutrition* |
| **INTERDISTRICT:** | **1,322,515** | | | |
| *Itinerants* | | *51%* | *679,890* | |
| *TRIG-Wexford Missaukee ISD* | | *14%* | *179,206* | |
| *REMC* | | *10%* | *137,450* | |
| *WMTT* | | *10%* | *130,000* | |
| *Title III* | | *9%* | *123,669* | |
| *Other charges for service* | | *5%* | *72,300* | *Early Literacy Coaches, Other* |
| **TOTAL REVENUES** | **60,472,206** | | 60,472,206 | |
| **EXPENDITURES** | | | | |
| **INSTRUCTION:** | | | | |
| **Basic Instruction:** | **6,863,256** | | | |
| *GSRP* | | *99%* | *6,772,287* | |
| *Other* | | *1%* | *90,969* | *ATYP Math, Other* |
| **Adult/Continuting Education:** | **946,144** | | | |
| *Adult Education* | | *100%* | *946,144* | *Adult Education-Grand Rapids, Wyoming, Godfrey Lee* |
| **SUPPORTING SERVICES:** | | | | |
| **Pupil Services:** | **2,926,406** | | | |
| *Early Childhood* | | *47%* | *1,369,114* | |
| *Itinerants* | | *23%* | *679,890* | |
| *Project Aware* | | *12%* | *342,300* | |
| *Adult Education* | | *9%* | *256,656* | |
| *Truancy* | | *6%* | *170,684* | |
| *Other* | | *4%* | *107,762* | |
| **Instructional Staff:** | **7,237,124** | | | |
| *Grants* | | *57%* | *4,147,699* | *GSRP/Early Childhood, Health/Snap-Ed, Title I-Regional Assistance, Other Grants* |
| *Teaching & Learning* | | *43%* | *3,089,425* | *Staff* |

# DETAILED BUDGET ANALYSIS
# GENERAL FUND
# FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **General Administration:** | **779,919** | | | |
| *Office of the Superintendent* | | *67%* | *522,894* | *Board, Staff, Legal, Audit* |
| *Consulting* | | *33%* | *257,025* | *Consulting Services, WMTT* |
| **Business Services:** | **1,321,112** | | | |
| *Fiscal Services* | | *90%* | *1,183,094* | *AP, AR, Payroll, Compliance, Clerical* |
| *Internal & Other Business Services* | | *10%* | *138,018* | *Mail/Postage, Switchboard, Taxes Abated, Unemploy* |
| **Transportation Services:** | **534,514** | | | |
| *GSRP* | | *87%* | *465,707* | |
| *Pupil transportation* | | *13%* | *68,807* | |
| **Operation & Maintenance:** | **1,157,405** | | | |
| *Repairs & Maintenance/Supplies* | | *56%* | *651,675* | *Includes GSRP pmts for LEA space* |
| *Staff* | | *27%* | *307,184* | |
| *Utilities & Prop/Liability Insurance* | | *14%* | *166,656* | |
| *Other* | | *3%* | *31,890* | |
| **Other Central/Support Services:** | **3,414,604** | | | |
| *Communication Services* | | *24%* | *821,872* | *Staff, Supplies, Printing* |
| *Noninstructional Tech Services* | | *19%* | *644,607* | *Audio/visual staff, IT staff, Capital Outlay* |
| *Personnel Services* | | *25%* | *869,765* | *Staff, Training, Fingerprinting,* |
| *Plan, Research, Development & Eval* | | *15%* | *527,792* | *School Improvement, Data Research/Analysis* |
| *Other Support Services* | | *4%* | *139,763* | *Capital outlay & software license fees* |
| *Other Central Services* | | *12%* | *410,805* | *Pupil accounting, bus driver training, fingerprinting, capital outlay* |
| **COMMUNITY SERVICES:** | | | | |
| **Community Activities:** | **117,694** | | | |
| *Early Childhood* | | *100%* | *117,694* | *Race to the Top Grant, GSRP* |
| **OTHER EXPENDITURES:** | | | | |
| **Interdistrict Transactions:** | **37,266,132** | | | |
| *Enhancement Millage* | | *55%* | *20,354,035* | |
| *Great Start Readiness* | | *35%* | *12,937,670* | |
| *Adult Ed Grant* | | *8%* | *3,025,124* | |
| *Other Sub-grantee Disbursements* | | *3%* | *949,303* | *Great Start Collaborative, Educatius, Other* |
| **Capital Outlay:** | **201,000** | | | |
| *Non property exp for Buildings* | | *100%* | *201,000* | |
| **TOTAL EXPENDITURES** | **62,765,310** | | 62,765,310 | |
| **REVENUES OVER (UNDER) EXPENDITURES** | **(2,293,104)** | | | |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| **TRANSFERS IN:** | **3,295,030** | | | |
| *From CTE Fund* | | *64%* | *2,104,059* | *Indirect Costs* |
| *From Special Ed Fund* | | *36%* | *1,189,971* | *Indirect Costs* |
| *Other* | | *0%* | *1,000* | *Sale of Capital Assets* |
| **TRANSFERS OUT:** | **(2,020,517)** | | | |
| *To General Ed Capital Projects fund* | | *49%* | *(1,000,000)* | *WAN Project* |
| *To CTE* | | *33%* | *(660,000)* | *Data Warehouse* |
| *To Co-op Fund* | | *18%* | *(360,517)* | *Regional Svcs, School News Network, KIH* |
| **TOTAL OTHER FINANCING SOURCES (USES)** | **1,274,513** | | 1,274,513 | |
| **NET CHANGES IN FUND BALANCE** | **$ (1,018,591)** | | | |

# BUDGET NARRATIVE
# Special Education Fund
2018-19

## General Overview

The Special Education Fund (SE) is by far the largest of the three major operating funds at Kent ISD. The majority of the funds, over 95%, are funds flowed to the local districts. Flow through funds include the Act 18 distribution, payment for center and autism programs, Medicaid, IDEA grants, and cooperative services like SE transportation and itinerant staff.

With over $202.1 million in revenue, the SE fund represents over 70% of the total Kent ISD budget of $288.6 million. By far the largest source of funding for the SE fund is property tax collections, which total over $82.5 million or 40.8% of total revenue. Property tax collections are followed by federal grants (14.02%) and state sources (10.1%). The SE fund levies 3.7099 mills.

## Assumptions

As with any budget, a number of assumptions must be used until actual figures are available. The following assumptions were used for the SE budget:

| | | | |
|---|---|---|---|
| Revenue: | | | |
| Taxable value | 1.77% increase | | $1.43 million |
| Expenditures: | | | |
| Wages | Budgeted net increase of 1.25% | | |
| Health insurance | MCL 15.563 cap: | $17,892 | full family |
| | | $13,720 | 2 person |
| | | $ 6,650 | single |
| MPSERS retirement | Ranges from 20.96% to 27.16%<br>Plus the UAAL rate of 12.18% | | |
| Tax tribunals | No change from 2017-18 levels | | |
| Utilities | Using five year average | | |

## Fund Balance Analysis

The total fund balance in each fund is separated into "committed" and "uncommitted". By definition, the committed fund balance has been "established to indicate tentative plans for how financial resources will be used in a future period". This allows the Kent ISD Board to coordinate their strategic plan with the financial planning of the district. The purposes for the committed fund balance have been listed below.

Total "spendable" fund balance as of June 30, 2017:

| | |
|---|---|
| Committed: | $1,901,000 (1.0% of expenditures) |
| Uncommitted: | $2,815,499 (1.4% of expenditures) |
| Total: | $4,716,499 |

Total "nonspendable" equals $75,540 (prepaid items).

Use of Committed Funds:

| | |
|---|---|
| Assessment & Student Performance Systems | $400,000 |
| WAN & Fiber | $250,000 |
| Student Management System (Powerschool) | $101,000 |
| Data Systems and Processes | $150,000 |
| College and University Partnerships | $500,000 |
| Capital Improvements From Facility Assessment | $500,000 |
| Total | $1,901,000 |

**Trend Analysis**

Fortunately, for the students of Kent County, taxable value is rebounding. After experiencing four straight years of decline from 2010 – 2013, next year will mark the fifth straight year of taxable value growth. The projected increase of 1.77% will generate an additional $1.43 million for special education programming in this county.

As one would expect, the increase in taxable value has also stabilized the special education fund. After recording a deficit of $498,477 in FY '12 and $2,115,831 in FY '13, the fund has experienced a surplus in four straight years and is projected to have a surplus in FY '18 and FY '19.

# Three Year Trend Analysis
## SPECIAL EDUCATION FUND

| Year ending: | 2016-17 Actual | 2017-18 Apr Amend | % chg | 2018-19 Projected | % chg |
|---|---|---|---|---|---|
| Revenue: | | | | | |
| Local sources | 89,671,772 | 91,827,108 | 1.09% | 93,048,216 | 1.33% |
| State sources | 22,921,528 | 20,685,070 | 0.49% | 20,494,940 | -0.92% |
| Federal sources | 28,003,942 | 28,860,732 | 0.00% | 28,349,979 | -1.77% |
| Interdistrict | 58,365,771 | 60,181,890 | -0.92% | 60,306,128 | 0.21% |
| Total revenues | 198,963,013 | 201,554,800 | 0.26% | 202,199,263 | 0.32% |
| Expenditures: | | | | | |
| Instruction: | | | | | |
| Basic programs | - | - | - | - | - |
| Student instruc & added needs | 92,259 | 50,862 | 6.06% | 49,968 | -1.76% |
| Adult continuing ed | - | - | - | - | - |
| Supporting services: | | | | | |
| Pupil services | 44,980,050 | 46,749,760 | -1.06% | 47,087,013 | 0.72% |
| Instructional staff | 1,696,373 | 2,150,590 | -0.58% | 2,277,145 | 5.88% |
| General administration | 54,293 | 67,500 | -28.95% | 92,500 | 37.04% |
| School administration | 151,328 | 158,553 | 0.38% | 168,864 | 6.50% |
| Business services | 479,094 | 395,652 | -16.76% | 390,560 | -1.29% |
| Operation and maintenance | 776,772 | 809,582 | -0.30% | 825,878 | 2.01% |
| Transportation services | 18,266,774 | 18,620,434 | 0.00% | 18,484,736 | -0.73% |
| Central services | 317,797 | 575,317 | 21.21% | 409,589 | -28.81% |
| Other services | 63,096 | 125,675 | 0.00% | 178,595 | 42.11% |
| Community services | 757,019 | 913,435 | 0.00% | 641,128 | -29.81% |
| Interdistrict transactions | 128,044,710 | 127,269,532 | 0.30% | 128,316,283 | 0.82% |
| Capital outlay | - | 7,558 | - | - | - |
| Total expenditures | 195,679,565 | 197,894,450 | -0.06% | 198,922,259 | 0.52% |
| Revenue over (under) expenditures | 3,283,448 | 3,660,350 | 21.83% | 3,277,004 | -10.47% |
| Other financing sources (uses) | | | | | |
| Transfer in | - | - | - | - | - |
| Transfer out | (2,157,952) | (2,687,142) | 11.22% | (2,694,208) | 0.26% |
| Total other financing uses | (2,157,952) | (2,687,142) | 11.22% | (2,694,208) | 0.26% |
| Net change in fund balances | **1,125,496** | **973,208** | | **582,796** | |
| Ending Year Fund Balance | 4,792,039 | 5,765,247 | 7.15% | 6,348,043 | 10.11% |

# DETAILED BUDGET ANALYSIS
## SPECIAL EDUCATION FUND
## FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **REVENUES** | | | | |
| **LOCAL SOURCES:** | **$ 93,048,216** | | | |
| *Property Taxes* | | *89%* | *82,563,624* | |
| *Medicaid Revenue* | | *9%* | *7,934,434* | *Medicaid Fee for Serivce* |
| *OM and PT* | | *1%* | *1,043,500* | |
| *Facility Revenues-Center Programs* | | *1%* | *736,878* | |
| *Michigan Rehabilation Services* | | *0%* | *308,164* | |
| *MiBLsi* | | *0%* | *270,991* | |
| *Other* | | *0%* | *190,625* | |
| **STATE SOURCES:** | **20,494,940** | | | |
| *Sec 51a* | | *74%* | *15,139,957* | *SPED Transportation, Itinerant, PTs* |
| *UAAL/147* | | *18%* | *3,730,110* | |
| *Other* | | *8%* | *1,624,873* | *Pmt in lieu of taxes, other* |
| **FEDERAL SOURCES:** | **28,349,979** | | | |
| *IDEA Grants* | | *99%* | *28,085,658* | |
| *Other Grants* | | *1%* | *264,321* | *Medicaid Outreach* |
| **INTERDISTRICT:** | **60,306,128** | | | |
| *Itinerants* | | *69%* | *41,870,333* | |
| *SPED Transportation* | | *31%* | *18,413,795* | |
| *Other* | | *0%* | *22,000* | *Kent CAN Autism Grant* |
| **TOTAL REVENUES** | **202,199,263** | | 202,199,263 | |
| **EXPENDITURES** | | | | |
| **INSTRUCTION:** | **49,968** | | | |
| **Added Needs:** | | | | |
| *Special Education Instruction* | | *100%* | 49,968 | *LRE Classroom Aides* |
| **SUPPORTING SERVICES:** | | | | |
| **Pupil Services:** | **47,087,013** | | | |
| *Itinerants* | | *89%* | *41,869,773* | |
| *IDEA Grants* | | *3%* | *1,463,839* | |
| *OM and PT* | | *3%* | *1,463,085* | |
| *Work Study* | | *1%* | *646,911* | |
| *Teacher Consultants* | | *1%* | *507,093* | |
| *Other Services* | | *2%* | *1,136,312* | *Early Intervention, Vocational Ed., Assessment* |
| **Instructional Staff:** | **2,277,145** | | | |
| *IDEA & Medicaid* | | *31%* | *709,087* | |
| *Special Ed Administration* | | *29%* | *661,451* | *Staff, Postage, Supplies, Phone* |
| *MiBLSi* | | *24%* | *553,668* | |
| *Other Services* | | *15%* | *352,939* | *Inservice training, Educational technology* |
| **General Administration:** | **92,500** | | | |
| *Legal & Audit Services* | | *100%* | *92,500* | |
| **School Administration:** | **168,864** | | | |
| *KTC Administration* | | *100%* | *168,864* | *Staff* |
| **Business Services:** | **390,560** | | | |
| *Other Business Services* | | *93%* | *363,000* | *Taxes Abated, Unemployment, Summer tax coll fees* |
| *Fiscal Services & Internal Services* | | *7%* | *27,560* | *Data Processing, Printing* |
| **Operation & Maintenance:** | **825,878** | | | |
| *Facility Expense-Center Programs* | | *89%* | *736,878* | *KEC, Pine Grove, Mayfield Facility Expense* |
| *Other Operation & Maintenance* | | *11%* | *89,000* | *Rental, Property/Liability Insurance* |

# DETAILED BUDGET ANALYSIS
# SPECIAL EDUCATION FUND
# FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **Transportation Services:** | **18,484,736** | | | |
| *Regions 1 & 2* | | *46%* | *8,479,547* | |
| *Grand Rapids Public* | | *31%* | *5,800,000* | |
| *Region 3* | | *21%* | *3,967,315* | |
| *Bus Aides* | | *1%* | *166,929* | |
| *Other* | | *0%* | *70,945* | |
| **Central Services:** | **409,589** | | | |
| *Noninstructional Tech Services* | | *43%* | *176,390* | *IT Staff, WAN/Software* |
| *Plan, Research, Development & Eval* | | *38%* | *155,134* | *Compliance Monitoring* |
| *IDEA* | | *19%* | *77,000* | |
| *Other Central Services* | | *0%* | *1,065* | |
| **Other Support Services:** | **178,595** | | | |
| *Capital Outlay* | | *51%* | *90,717* | |
| *Software Licenses, Fees & Support Agreements* | | *49%* | *87,878* | |
| **COMMUNITY SERVICES:** | **641,128** | | | |
| ***Non-Public Pupils:*** | | *99%* | *634,363* | *IDEA Itinerants for Non-Public Schools* |
| ***Other Community Services:*** | | *1%* | *6,765* | *Community Activities & Direction* |
| ***OTHER EXPENDITURES:*** | | | | |
| **Interdistrict Transactions:** | **128,316,283** | | | |
| *Act 18 Disbursements to Public Schools* | | *61%* | *78,102,830* | |
| *Sub-Grantee Disbursements* | | *26%* | *32,799,473* | *IDEA & Medicaid* |
| *Transportation Payments to LEAs* | | *10%* | *13,071,742* | |
| *Other* | | *3%* | *4,342,238* | *Itinerant, Itinerant UAAL, Other Grants* |
| **TOTAL EXPENDITURES** | **198,922,259** | | 198,922,259 | |
| **REVENUES OVER (UNDER) EXPENDITURES** | **3,277,004** | | | |
| **OTHER FINANCING SOURCES (USES)** | | | | |
| **TRANSFERS IN:** | - | | | |
| **TRANSFERS OUT:** | **(2,694,208)** | | | |
| *To General Fund* | | *44%* | *(1,189,971)* | *Indirect Costs* |
| *To CTE Fund* | | *41%* | *(1,113,720)* | *Data Warehouse & IT Costs* |
| *To General Ed Capital Projects Fund* | | *9%* | *(250,000)* | *WAN Project* |
| *To Coop Fund* | | *5%* | *(140,517)* | *Regional Services* |
| **TOTAL OTHER FINANCING SOURCES (USES)** | **(2,694,208)** | | (2,694,208) | |
| **NET CHANGES IN FUND BALANCE** | **$ 582,796** | | | |

# BUDGET NARRATIVE
# Career Technical Education Fund
2018-19

## General Overview

The Career Technical Education Fund (CTE) mainly supports the operations of the Career Technical Center. The 22 state approved programs at the Center and satellite locations serve over 2,300 students from throughout the county. The CTE fund also supports 45% of the operating costs for the Kent Transition Center, which offers career exploration and technical training to special needs students.

By far the largest source of revenue for CTE is property tax collections, which represents over 77% of all revenue. Property tax collections are followed by state sources (12.3%) and federal sources (7.3%), which is mainly the Perkins Grant. The CTE Fund levies .9906 mills.

## Assumptions

As with any budget, a number of assumptions must be used until actual figures are available. The following assumptions were used for the CTE budget:

| | | | |
|---|---|---|---|
| Revenue: | | | |
| Taxable value | 1.77% increase | $348,880 | |
| Expenditures: | | | |
| Wages | Budgeted net increase of 1.25% | | |
| Health insurance | MCL 15.563 cap: | $17,892 | full family |
| | | $13,720 | 2 person |
| | | $ 6,560 | single |
| MPSERS retirement | Ranges from 20.96% to 27.16%<br>Plus the UAAL rate of 12.18% | | |
| Tax tribunals | No change from 2017-18 levels | | |
| Utilities | Using five year average | | |

## Fund Balance Analysis

The total fund balance in each fund is separated into "committed" and "uncommitted". By definition, the committed fund balance has been "established to indicate tentative plans for how financial resources will be used in a future period". This allows the Kent ISD Board to coordinate their strategic plan with the financial planning of the district. The purposes for the committed fund balance have been listed below.

Total "spendable" fund balance as of June 30, 2017:

| | | |
|---|---|---|
| Committed: | $3,050,000 | (12.5% of expenditures) |
| Uncommitted: | $2,517,661 | (10.3% of expenditures) |
| Total: | $5,567,661 | |

Total "nonspendable" equals $259,474 in inventory and $1,310,173 in prepaid items.

Use of Committed Funds:

| | |
|---|---|
| WAN & Fiber | $250,000 |
| Data Systems and Processes | $150,000 |
| Welding Lab Program | $850,000 |
| College and University Partnerships | $300,000 |
| Expansion of Early Middle College Program | $500,000 |
| Capital Improvements From Facility Assessment | $1,000,000 |
| Total | $3,050,000 |

**Trend Analysis**

As mentioned in the special education fund trend analysis, the increase in taxable value couldn't have come at a better time for CTE. With over 77% of the CTE revenue generated from property tax collections, a continued uptick in taxable value has stabilized this fund. After spending over $5.8 million in fund balance from FY '09 through FY '14, if projections hold true, FY '19 will mark the fifth straight year of a surplus in this fund. This fund carries a high "nonspendable" fund balance compared to the other two funds due to the nature of CTE programming. For example, the inventory is a portion of the homes being built in the construction trades program and the prepaid is a portion of the lease payment for the hanger at the airport, which houses two programs.

# Three Year Trend Analysis
## CAREER TECHNICAL EDUCATION FUND

| Year ending: | 2016-17 Actual | 2017-18 Apr Amend | % chg | 2018-19 Projected | % chg |
|---|---|---|---|---|---|
| Revenue: | | | | | |
| Local sources | 20,416,172 | 20,361,392 | 0.66% | 20,667,743 | 1.50% |
| State sources | 3,824,549 | 3,807,795 | 13.78% | 3,213,606 | -15.60% |
| Federal sources | 1,747,031 | 1,909,746 | 0.00% | 1,909,746 | 0.00% |
| Interdistrict | 219,351 | 208,542 | 0.00% | 180,755 | -13.32% |
| Total revenues | 26,207,103 | 26,287,475 | 2.31% | 25,971,850 | -1.20% |
| Expenditures: | | | | | |
| Instruction: | | | | | |
| Basic programs | - | - | - | - | - |
| Student instruc & added needs | 11,151,522 | 11,256,418 | 1.98% | 11,442,179 | 1.65% |
| Adult continuing ed | - | - | - | - | - |
| Supporting services: | | | | | |
| Pupil services | 1,576,025 | 1,693,761 | 3.01% | 1,716,172 | 1.32% |
| Instructional staff | 1,568,714 | 1,618,692 | -4.13% | 1,634,260 | 0.96% |
| General administration | 879,325 | 891,003 | 4.89% | 888,070 | -0.33% |
| School administration | 990,737 | 1,093,476 | -0.37% | 1,051,951 | -3.80% |
| Business services | 85,418 | 79,900 | -6.98% | 89,900 | 12.52% |
| Operation and maintenance | 3,997,429 | 4,204,658 | -3.27% | 4,587,390 | 9.10% |
| Transportation services | 284,988 | 238,774 | -2.30% | 238,963 | 0.08% |
| Central services | 1,621,373 | 1,906,589 | -2.71% | 1,836,115 | -3.70% |
| Other services | 172,014 | 268,010 | 2.27% | 390,606 | 45.74% |
| Community services | - | - | - | - | - |
| Interdistrict transactions | 578,146 | 216,000 | 0.00% | 216,000 | 0.00% |
| Capital outlay | 389,985 | 574,350 | 14.50% | 368,811 | -35.79% |
| Total expenditures | 23,295,676 | 24,041,631 | 0.45% | 24,460,417 | 1.74% |
| Revenue over (under) expenditures | 2,911,427 | 2,245,844 | 27.64% | 1,511,433 | -32.70% |
| Other financing sources (uses) | | | | | |
| Sale of Capital Assets | 9,871 | 5,000 | 0.00% | 5,000 | 0.00% |
| Transfer in | 1,424,926 | 1,889,994 | 0.00% | 1,889,994 | 0.00% |
| Transfer out | (2,785,448) | (3,237,509) | 13.94% | (3,294,575) | 1.76% |
| Total other financing uses | (1,350,651) | (1,342,515) | 41.85% | (1,399,581) | 4.25% |
| Net change in fund balances | **1,560,776** | **903,329** | | **111,852** | |
| Ending Year Fund Balance | 7,137,308 | 8,040,637 | 1.14% | 8,152,489 | 1.39% |

# DETAILED BUDGET ANALYSIS
# CTE FUND
# FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **REVENUES** | | | | |
| **LOCAL SOURCES:** | **$ 20,667,743** | | | |
| *Property taxes* | | *97%* | *20,065,913* | |
| *Other* | | *3%* | *601,830* | *CTE Program Sales, Tuition, Rental of Bldg/Land* |
| **STATE SOURCES:** | **3,213,606** | | | |
| *Sec. 61a.1* | | *52%* | *1,683,379* | *Career & Technical Education* |
| *Sec 147* | | *35%* | *1,132,560* | |
| *Other* | | *12%* | *397,667* | *Personl Property Tax, Renaissance Zone* |
| **FEDERAL SOURCES:** | **1,909,746** | | | |
| *Perkins Grant* | | *77%* | *1,478,146* | |
| *WIA Grants* | | *23%* | *431,600* | |
| **INTERDISTRICT:** | **180,755** | | | |
| *GRCC Preapprentice Grant* | | *78%* | *140,755* | |
| *Other* | | *22%* | *40,000* | *IT* |
| **TOTAL REVENUES** | **25,971,850** | | *25,971,850* | |
| **EXPENDITURES** | | | | |
| **INSTRUCTION:** | | | | |
| **Added Needs - Career & Technical Education** | **11,442,179** | | | |
| *Career Technical Education-Teaching* | | *80%* | *9,187,995* | *Wages & Benefits* |
| *Career Technical Education-Other* | | *20%* | *2,254,184* | *Purchased Services, Supplies & Miscellaneous* |
| **SUPPORTING SERVICES:** | | | | |
| **Pupil Services:** | **1,716,172** | | | |
| *Guidance Services* | | *94%* | *1,607,089* | *Staff, WIA Case Mgmt & Mentoring, Perkins* |
| *Other* | | *6%* | *109,083* | *KTC staff* |
| **Instructional Staff:** | **1,634,260** | | | |
| *Improvement of Instruction* | | *64%* | *1,044,827* | *Staff, Training, Printing, Supplies* |
| *Other* | | *36%* | *589,433* | *Instruction Office, IT & Technology Services* |
| **General Administration:** | **888,070** | | | |
| *General Administration* | | *100%* | *888,070* | *Staff, Legal, Audit, Technology* |
| **School Administration:** | **1,051,951** | | | |
| *KCTC* | | *74%* | *776,624* | *Staff, Supplies, Printing, Technology Maint.* |
| *KTC* | | *25%* | *257,827* | *Staff, Supplies, Advertisement, Printing* |
| *Other* | | *2%* | *17,500* | |
| **Business Services:** | **89,900** | | | |
| *Taxes Abated* | | *74%* | *66,400* | |
| *Other* | | *26%* | *23,500* | *Unemployment, Insurance, Other* |
| **Operation & Maintenance:** | **4,587,390** | | | |
| *Plant Operations* | | *63%* | *2,900,179* | *Staff, Utilities, Supplies, Hardware* |
| *Maintenance of Equipment* | | *18%* | *847,062* | *Staff, Repairs & Maintenance, Supplies* |
| *Land/Building Rental* | | *10%* | *453,020* | *Airport, Downtown Market* |
| *Other Operation & Maintenance* | | *8%* | *387,129* | *Property & Liability Insurance, Aviation, Downtown Market, Conference Center* |
| **Transportation Services:** | **238,963** | | | |
| *Contracted Transportation Services* | | *98%* | *233,305* | *Downtown Shuttle* |
| *Other Transportation Services* | | *2%* | *5,658* | *Vehicle Repairs* |
| **Central Services:** | **1,836,115** | | | |
| *Technology Support* | | *88%* | *1,615,625* | |
| *Other Support* | | *12%* | *220,490* | *Perkins Grant, Data Analysis* |
| **Other Support Services:** | **390,606** | | | |
| *Capital Outlay* | | *49%* | *192,320* | *Equipment & Furniture* |
| *Software Licenses, Fees & Support Agreements* | | *40%* | *157,700* | |
| *Other* | | *10%* | *40,586* | *High Ropes, Other* |
| ***OTHER EXPENDITURES:*** | | | | |
| **Interdistrict Transactions:** | **216,000** | | | |
| *Sub-grantee Disbursements* | | *100%* | *216,000* | *Perkins Grant* |
| **Capital Outlay:** | **368,811** | | | |
| *Existing Buildings* | | *100%* | *368,811* | |
| **TOTAL EXPENDITURES** | **24,460,417** | | *24,460,417* | |
| **REVENUES OVER (UNDER) EXPENDITURES** | **1,511,433** | | | |

# DETAILED BUDGET ANALYSIS
# CTE FUND
# FISCAL YEAR ENDING JUNE 30, 2019

| | | % | AMOUNT | DESCRIPTION |
|---|---|---|---|---|
| **OTHER FINANCING SOURCES (USES)** | | | | |
| **TRANSFERS IN:** | **1,894,994** | | | |
| *From Special Education Fund* | | *59%* | *1,113,720* | *Data Warehouse & IT* |
| *From General Fund* | | *35%* | *660,000* | *Data Warehouse & IT* |
| *From Co-Op Fund* | | *6%* | *116,274* | *Data Warehouse & IT* |
| *Other* | | *0%* | *5,000* | *Sale of Capital Assets* |
| **TRANSFERS OUT:** | **(3,294,575)** | | | |
| *To General Fund* | | *64%* | *(2,104,059)* | *Indirect Costs* |
| *To Co-op Fund* | | *29%* | *(940,516)* | |
| *To General Ed Capital Projects Fund* | | *8%* | *(250,000)* | *WAN Project* |
| **TOTAL OTHER FINANCING SOURCES (USES)** | **(1,399,581)** | | *(1,399,581)* | |
| **NET CHANGES IN FUND BALANCE** | **$ 111,852** | | | |

PROPOSAL FOR OVERNIGHT STUDENT TRIPS

Cross Country Trip
August 13-17, 2018
Requested 4/10/18

Coach proposing trip: Ted Smith

Immediate response requested

A. Purpose

1. We will be visiting Glen Arbor for cross country camps.
2. The educational value is the family experience and team bonding
3. Students will receive an outdoor experience and team bonding.
4. The district will have students that have a better appreciation for family, the outdoors and their team.
5. We will assess the trip by talking to the adult chaperones and students that participate.

B. Students and Staff

1. All high school cross country team members that choose to go on the trip will go.
2. 20 – 40 students will participate
3. Very few of these students experience academic problems
4. Ted Smith and John Thomas will be in charge.
5. The coaches all have done many overnight trips giving us plenty of experience in these trips.
6. No other Sparta Area Schools staff will attend.
7. We will have an additional 3-6 adult chaperones depending on work/scheduling conflicts.
8. Tammi Smith, wife of the coach may go.
9. No school will be missed for this trip.
10. No teachers need to be advised of the trip.

C. School Work

1. The students will not miss any schoolwork.
2. The students will not bring any homework that needs to done with them on the trip.

D. Itinerary

1. We will be staying in Lake Ann Camp's cabins.
2. We will be taking our own cars, trucks and vans. We have school liability insurance.
3. We will stay in rustic cabins and the kids will buy their own lunch at the local restaurants and stores.
4. We will go on site seeing overlooks and travel around Leelanau and Traverse.
5. We will have emergency forms filled out from each athlete.
6. No tour guides are involved.

E. Finances

1. Athletes will buy one meal per day.
2. Funds will come from Sparta Invitational money.
3. They are collected by John Thomas and held in the Track Boosters account.
4. There will be no shortfalls and excess funds will go into the Track Boosters account.
5. They are able to earn money by working at various activities.

F. Communications

1. Parents have been told at our parents meeting. We can call them from our cabins. After the trip we will call from school.
2. Phone Number : 616.460-2131
3. No information will be provided to the media or community.

Signature of the Requestors — Date: 4-10-18

Approved:

Principal — Date: 4-10-18

Board of Education — Date

PROPOSAL FOR OVERNIGHT STUDENT TRIPS TO WILDERNESS STATE PARK

Cross Country Trip
July 9-12, 2018
Requested 4/10/18

Coach proposing trip: Ted Smith

Immediate response requested

A. Purpose

1. We will be visiting Wilderness State Park for cross country camps.
2. The educational value is the family experience and team bonding
3. Students will receive an outdoor experience and team bonding.
4. The district will have students that have a better appreciation for family, the outdoors and their team.
5. We will assess the trip by talking to the adult chaperones and students that participate.

B. Students and Staff

1. All high school cross country team members that choose to go on the trip will go.
2. 20 – 40 students will participate
3. Very few of these students experience academic problems
4. Ted Smith and John Thomas will be in charge.
5. The coaches all have done many overnight trips giving us plenty of experience in these trips.
6. No other Sparta Area Schools staff will attend.
7. We will have an additional 3-6 adult chaperones depending on work/scheduling conflicts.
8. Tammi Smith, wife of the coach may go.
9. No school will be missed for this trip.
10. No teachers need to be advised of the trip.

C. School Work

1. The students will not miss any schoolwork.
2. The students will not bring any homework that needs to done with them on the trip.

D. Itinerary

1. We will be staying in Wilderness State Park cabins.
2. We will be taking our own cars, trucks and vans. We have school liability insurance.
3. We will stay in rustic cabins and the kids will buy their own lunch at the local restaurants and stores.
4. We will go on site seeing overlooks and travel around Mackinac.
5. We will have emergency forms filled out from each athlete.
6. No tour guides are involved.

E. Finances

1. Athletes will buy one meal per day.
2. Funds will come from Sparta Invitational money.
3. They are collected by John Thomas and held in the Track Boosters account.
4. There will be no shortfalls and excess funds will go into the Track Boosters account.
5. They are able to earn money by working at various activities.

F. Communications

1. Parents have been told at our parents meeting. We can call them from our cabins. After the trip we will call from school.
2. Phone Number : 616 460-2131
3. No information will be provided to the media or community.

Signature of the Requestors — Date: 4-10-18

Approved:

Principal — Date: 4-10-18

Board of Education — Date

# PROPOSAL FOR OVERNIGHT / EXTENDEED STUDENT TRIPS

Type of Trip: CHEER CAMP

Proposed Departure Date: JULY 13, 2018 Return Date: JULY 15, 2018

Proposer: HEATHER AUTERSON Position: VARSITY COACH

Date which response is needed: JUNE 14, 2018 Proposal Date: March 23, 2018

A. Purpose

1. What is the major place to be visited or event to be attended.

   ATTENDING VICTORY CHEERLEADING CO TEAM STUNT CASP AT DAVENPORT UNIVERSITY.

2. How is the trip related to the educational program of the District?

   NOT APPLICABLE – CHEER CAMP

3. In what ways will the student benefit?

   CHEER CAMP – THE TEAM WILL WORK ON ADVANCING THEIR TUMBLING SKILLS, STUNTING SKILLS, FLEXABILIY, JUMPS AND TEAM BUILDING.

4. In what ways will the District benefit?

   IMPROVED CHEER TEAM, HIGHER RANKING IN COMPETITIONS FOR SCHOOL RECOGNITION.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

   OBSERVING THE CHEER TEAM DURING FOOTBALL GAMES, HOMECOMING PERFORMANCE AND COMPETITIONS.

B. Student and Staff

1. Which students, (grades, class or organization), will be going?

   VARSITY CHEER TEAM

2. How many students in total?

   15-20 (DEPENDING ON THE SIZE OF THE TEAM – WHICH WILL BE DETERMINED AT THE END OF MAY).

3. How many students are currently experiencing academic problems?

UNKNOWN AS I AM NOT SURE OF EXACTLY WHO WILL BE ATTENDING – THIS IS OVER THE SUMMER SO SHOULD NOT EFFECT TIME AWAY FROM SCHOOLING.

4. Which Staff member will be in charge

   HEATHER AUTERSON (VARSITY CHEER COACH)

5. What previous experience has the staff member had in conducting overnight or extended field trips?

   SUPERVISED SEVERAL CHEER CAMPS WHEN COACHING AT SPARTA BETWEEN 1994-1997, AS WELL AS CAMP IN 2017. TOOK CHEER PROGRAM TO FLORIDA OVER CHRISTMAS BREAK IN 1996 TO ATTEND AND PERFORM AT A COLLEGE BOWL GAME. SUPERVISED A BAND TRIP ($7^{TH}$ & $8^{TH}$ GRADE) TO CHICAGO IN 2016.

6. What other staff members will be going?
   ADDITIONAL CHEER COACHES IF AVAILABLE – DANIELLE OGG & SHANDA DEVRIES
7. How many chaperones, in addition to staff members will be going?

   NONE.

8. What are their names and affiliations with the students?
   N/A
9. How many school days will be missed?

   ZERO

10. How will teachers be advised in advance that the students will be out of school?
    N/A

C. School Work

1. How will missed work be made up?
   N/A – TRIP TAKES PLACE OVER SUMMER BREAK.
2. What special assistance will be provided students with academic problems?
   IF NECESSARY WE CAN SET ASIDE TIME TO WORK ON STUDIES, BUT AS THIS IS TAKING PLACE OVER SUMMER BREAK I DON'T BELIEVE THAT WILL BE AN ISSUE.

D. Itinerary

1. What is the destination?
   DAVENPORT UNIVERSITY – GRAND RAPIDS MICHIGAN
2. What will be the mode of transportation? What liability insurance does the carrier have?

   CAR POOL (LIABILITY INS COVERED IN INSURED DRIVERS POLICY)

3. Where will the group be housed and fed?
   ON CAMPUS – DORMS AND CAFETERIA
4. What enroute or supplementary activities are planned?
   NONE
5. What arrangements have been made for dealing with emergency situations?
   ON STAFF MEDICS – ALSO ALL CHEER COACHES ARE CPR / FIRST AIDE CERTIFIED.
   PARENT CONTACT WILL BE AVAILABLE

6. If tour guides are involved, what liability insurance do they carry?
   NO TOURS

E. Finances

1. What is the estimated total cost and cost per student?
   COST IS $200.00 PER ATHLETE
2. What is the source of the funds?
   PERSONAL
3. How will the funds be collected and safeguarded?
   COACH TO ATHLETIC DEPARTMENT
4. How will any shortfall be made up or excess funds be used for?
   SHORTFALLS WOULD BE MADE UP BY CHEER FUNDS, EXCESS WOULD BE USED FOR SNACKS AND DRINKS FOR THE TIME WE ARE THERE.
5. What provision has been made for students who are financially unable to pay any necessary costs?
   FUND RAISERS PLANNED

F. Communications

1. How will you communicate to parents prior to, durning and after the trip?
   TEXT (GROUP MESSAGING), EMAILS AND FACEBOOK. PHONE CALLS AS NEEDED AND FACE TO FACE AS NEEDED.
2. List Telephone numbers at destination and where group will be housed.
   VICTORY CHEERLEADING CO 616-892-9877
   HEATHER AUTERSON 616-890-4933
3. What information will be provided to the media and the community?

   N/A

Heather Auterson 3-23-18

Signature of requestor Date

Approved: Matt P. Spear 3/28/18

Principal Date

Date

Board of Education Date

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Varsity Volleyball Team Camp

Proposed Departure Date July 23 Return Date July 27

Proposer Ellen Schulz Position Varsity Volleyball Coach

Date by which response is needed May Proposal Date 3-23-18

A. Purpose

1. What is the major place to be visited or event to be attended?

Saginaw Valley State University (Saginaw, MI) for Varsity Volleyball Team Camp

2. How is the trip related to the educational program of the District?

Athletes will acquire new and refined volleyball skills to bring back for Sparta Volleyball

3. In what ways will the students benefit?

Student-athletes will be coached and mentored by SVSU coaches and players: skills, relationship building, leadership & attitude

4. In what ways will the District benefit?

Student-athletes will develop their skills and concept of "team" that will translate back to SHS volleyball for a higher level volleyball program to build.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

- Progress made at camp with volleyball skills and relationship building
- Coach & player feedback during and after camp

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

- All eligible varsity level volleyball athletes (11th and 12th grades)
- Any 9th and 10th grade athletes that demonstrate varsity level skill and are seen as a potential contributor to the varsity team (determined by all program coaches and A.D. collaboration)

B. Students and Staff (cont'd)

2. How many students in total?

10-18 student athletes
(per camp instruction for beneficial experience)

3. How many students are currently experiencing academic problems?

n/a

4. Which staff member will be in charge?

Ellen Schulz
• SMS Teacher • Varsity Volleyball Coach

5. What previous experience has the staff member had in conducting overnight or extended field trips?

• Taken previous teams to camp @ other schools
• chaperoned school camp

6. What other staff members will be going?

n/a

7. How many chaperones, in addition to staff members, will be going?

n/a

8. What are their names and affiliations with the students?

n/a

9. How many school days will be missed?

n/a, Summer

10. How will teachers be advised in advance that the students will be out of school?

n/a

C. School Work

1. How will missed work be made up?

n/a

2. What special assistance will be provided students with academic problems?

n/a

D. Itinerary

1. What is the destination?

SVSU, Saginaw, MI

2. What will be the mode of transportation? What liability insurance does the carrier have?

parent drivers

3. Where will the group be housed and fed?

SVSU dorms and Café

• Do not leave campus.

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

n/a

5. What arrangements have been made for dealing with emergency situations?

- medical staff on-site
- parent contacts taken with

6. If tour guides are involved, what liability insurance do they carry?

n/a

E. Finances

1. What is the estimated total cost and cost per student?

$240

2. What is the source of funds?

Student athlete pays

3. How will the funds be collected and safeguarded?

Direct pay to SVSU volleyball via SVSU online camp registration

4. How will any shortfall be made up or excess funds used?

n/a

- SVSU handles all money

5. What provision has been made for students who are financially unable to pay any necessary costs?

use volleyball account funds raised to reduce athlete cost

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Before: face-to-face mtg.
During: phone
After: face-to-face pickup & phone

2. List telephone numbers at destination and where group will be housed.

SVSU Campu - dorms
(989)964-4000

3. What information will be provided to the media and the community?

n/a

Ellen Schulz
Signature of the Requestor

3-23-18
Date

Approved:

Principal

Date

Date

Board of Education

Date

# PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Band and Choir (HS) Performance & Field Trip

Proposed Departure Date 5/10/19 Return Date 5/12/19

Proposer Jim Walsh Position Band/Choir Director

Date by which response is needed 5/14/18 Proposal Date 4/10/18

A. Purpose

1. What is the major place to be visited or event to be attended?

Toronto / Niagara Falls

2. How is the trip related to the educational program of the District?

Students will have a performance opportunity, watch the Toronto Symphony Orchestra, attend a musical, and receive a clinic from working musical performers.

3. In what ways will the students benefit?

Hear professional musicians perform. Interact with professional musicians. Performance opportunities

4. In what ways will the District benefit?

Positive media coverage
Students expanding horizons

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Post-trip survey

Trip review & analysis

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Any high school (9-12) student enrolled in band or choir for the 2018-19 school year.

B. Students and Staff (cont'd)

2. How many students in total?

50-100 (depends upon many factors)

3. How many students are currently experiencing academic problems?

n/a as this trip will be next school year

4. Which staff member will be in charge?

Jim Walsh & Whitney Brainard

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Florida trip 2013 & 2017

Chicago trip 2014, 2016, & 2018

6. What other staff members will be going?

unknown at this time

7. How many chaperones, in addition to staff members, will be going?

5-10

8. What are their names and affiliations with the students?

unknown at this time

will be parents of students

9. How many school days will be missed?

1 (potentially)

10. How will teachers be advised in advance that the students will be out of school?

Students will get absence forms filled out by teachers in advance.

C. School Work

1. How will missed work be made up?

work can be completed in advance or students can make up work the following week in seminar

2. What special assistance will be provided students with academic problems?

If needed, students can work during bus travel.

D. Itinerary

1. What is the destination?

Toronto / Niagara Falls

2. What will be the mode of transportation? What liability insurance does the carrier have?

Charter bus

$4,000,000 liability insurance

3. Where will the group be housed and fed?

Hotel in Toronto (TBD)

Food provided for most meals. students to bring spending money for other meals.

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

DVD on charter bus

Music related movies, etc...

5. What arrangements have been made for dealing with emergency situations?

Emergency & Medical forms collected

6. If tour guides are involved, what liability insurance do they carry?

ETI $4,000,000 coverage

E. Finances

1. What is the estimated total cost and cost per student?

$575

2. What is the source of funds?

Students pay.

Fundraising made available to cover costs

3. How will the funds be collected and safeguarded?

Music Boosters

4. How will any shortfall be made up or excess funds used?

Music Boosters would cover shortfall

Excess funds would be returned.

5. What provision has been made for students who are financially unable to pay any necessary costs?

Fundraisers

SCRIP, pies, wreaths, etc...

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Charms Communication suite

Email, group text, band facebook page

2. List telephone numbers at destination and where group will be housed.

n/a

3. What information will be provided to the media and the community?

Boosters will handle press release & media

Signature of the Requestor — Date: 4/10/18

Approved:

Principal — Date: 4/11/18

Date

Board of Education — Date

# Volume 32 Number 2 and Technology Phase IV
# Spring 2018

## OVERVIEW

**Legal Alert**

Included with this update is a legal alert printed on green paper. This legal alert includes:

1. Student Free Speech Rights

## BYLAWS AND POLICIES

**Bylaw 0140 Membership/0143.1 - Public Expression of Board Members (Revised)**

This optional language is provided as a reminder that social media communications, whether on the District's network or on a private network, may be subject to the provisions of the Open Meeting Act and may be subject to discovery, depending on the content of the message.

This optional language should be considered.

**Policy 1421/3121/4121- Criminal History Record Check (Revised)**

These policies have been revised to include the accessibility and confidentiality provisions of Policy/AG 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency).

These revisions reflect the current compliance requirements of MSP/FBI and should be adopted to maintain accurate policies.

**Policy 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions (Revised)**

Revisions to this policy are based on current Federal regulations (49 CFR Part 40), effective January 2018. Key change specifies which substances must be tested. The scope of the policy has been clarified to include those employees who perform safety-sensitive functions, as opposed to only "drivers".

Revisions to this policy reflect current Federal regulations and should be adopted to maintain accurate policies.

**Policy 5111 – Eligibility of Resident/Nonresident Students (Revised)**

Revisions to this policy reflects Federal regulations about enrollment procedures and requirements. Communication/notification requirements are detailed and alternate documents that can verify age and residency have been identified.

Revisions to these policies reflect current Federal and State regulations and should be adopted to maintain accurate policies.

**Policy 7540.02 - Web Accessibility, Content, Apps and Services (Replacement)**

Revisions to this policy reflect the growing compliance requirements needed to provide necessary access to district web content, services, and apps. In addition to compliance officer references, training and reporting requirements are included.

Revisions to this policy are strongly recommended in order to maintain accurate and compliant policies.

**Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)**

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police (MSP).

These revisions reflect the current state of federal and state regulations and should be adopted to maintain accurate policies.

# Technology IV

## POLICIES

**Policy 7530 – Lending of Board-Owned Equipment (Revised)**

The changes in this policy include the following:

1. The 3rd option on page 2 has been revised to make it clearer that Technology Resources assigned to a staff member may be used off school property, but, if they are and if they have Personally Identifiable Information about students and/or staff saved/uploaded/stored on the Technology Resource, then it is the responsibility of the staff member to have the device locked down so that an unauthorized individual cannot access the device if it lost or misplaced.

2. The term Technology Resources is capitalized throughout to indicate that it is a term of art for which there is a specific definition applicable to the District's policies.
3. Minor grammatical corrections were made throughout that did not change the meaning or intent of any provisions.

**Policy 7530.02 – Staff Use of Personal Communication Devices (Revised)**

The changes in this policy include the following:

1. Reference to the definition of Personal Communication Devices in Bylaw 0100 was added in the first paragraph, and any references throughout the policy to Personal Communication Devices have been changed to "PCDs."
2. "GPS-navigation destinations set or modified" was added to the list smartphone uses that should be completed before driving.

**Policy 7542 – Access to District Technology Resources and/or Information Resources From Personal Communication Devices (Revised)**

The changes in this policy include the following:

1. An optional opening paragraph is provided so that the Board can differentiate between use of its business network and its guest network if both of these have been established.
2. There is a reference to the definitions in Bylaw 0100 for Personal Communication Devices, Technology Resources, and Information Resources when these terms are first mentioned in either Option #1 or in Option #2.
   The reference to Bylaw 0100 will be a link so that the reader can toggle to the bylaw and read the definition if s/he desires to do so.
3. After the first reference to Personal Communication Device, the acronym PCDs is used to refer to Personal Communication Devices each time the term is referenced throughout the remainder of the policy.

**Policy 7543 – Utilization of the District's Website and Remote Access to the District's Network (Revised)**

The changes in this policy include the following:

1. Several additional resources have been added to the list of resources that could be accessed on the District's network.

2. Revisions have been made to the list of possible standards and regulations to which each individual granted remote access privileges must comply.

Communications BY DESIGN

# Sparta Area Schools

Bid Tabulation

Name: Video Monitoring Renovations
Date: April 16, 2018 at 2:00pm

| # | Bidder Name | Contract Form (Y/N) | Security (Bond/Check) | Familial Statement (Y/N) | References (Y/N) | Contract Exceptions (Y/N) | Electronic Version (Y/N) | Section 282300 Video Monitoring System | NOTES: |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Secant Technologies | Y | B | Y | Y | Y | Y | $92,569.84 | Alternate E - Lift Rental - $1,000.00 |
| 2 | ControlNet | Y | B | Y | Y | Y | Y | $96,950.00 | |
| 3 | AmComm | Y | B | Y | Y | Y | Y | $99,900.00 | |
| 4 | Smart Building Services | Y | C | Y | Y | Y | Y | $105,700.00 | |
| 5 | Midstate Security | Y | B | Y | Y | Y | Y | $106,000.00 | |
| 6 | Knightwatch | Y | B | Y | Y | Y | Y | $103,309.99 | Not compliant |
| 7 | Presidio | Y | B | Y | Y | Y | Y | $154,160.00 | Not compliant |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

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cbd Communications
BY DESIGN

SPARTA AREA SCHOOLS -
VIDEO MONITORING
ISSUED: MARCH 16, 2018
OPENED: APRIL 16, 2018

# BID REVIEW REPORT

| | |
|---|---|
| REVIEW DATE | May 2, 2018 |
| SELECTED BIDDERS | Secant Technologies |
| CONTRACT | $93,569.84 |
| DESIGNER APPROVAL | Doug Ransom |
| OWNER APPROVAL | Deb Carnes |

## IN REVIEW OF BID(S), THE FOLLOWING DUE DILIGENCE WAS PERFORMED:

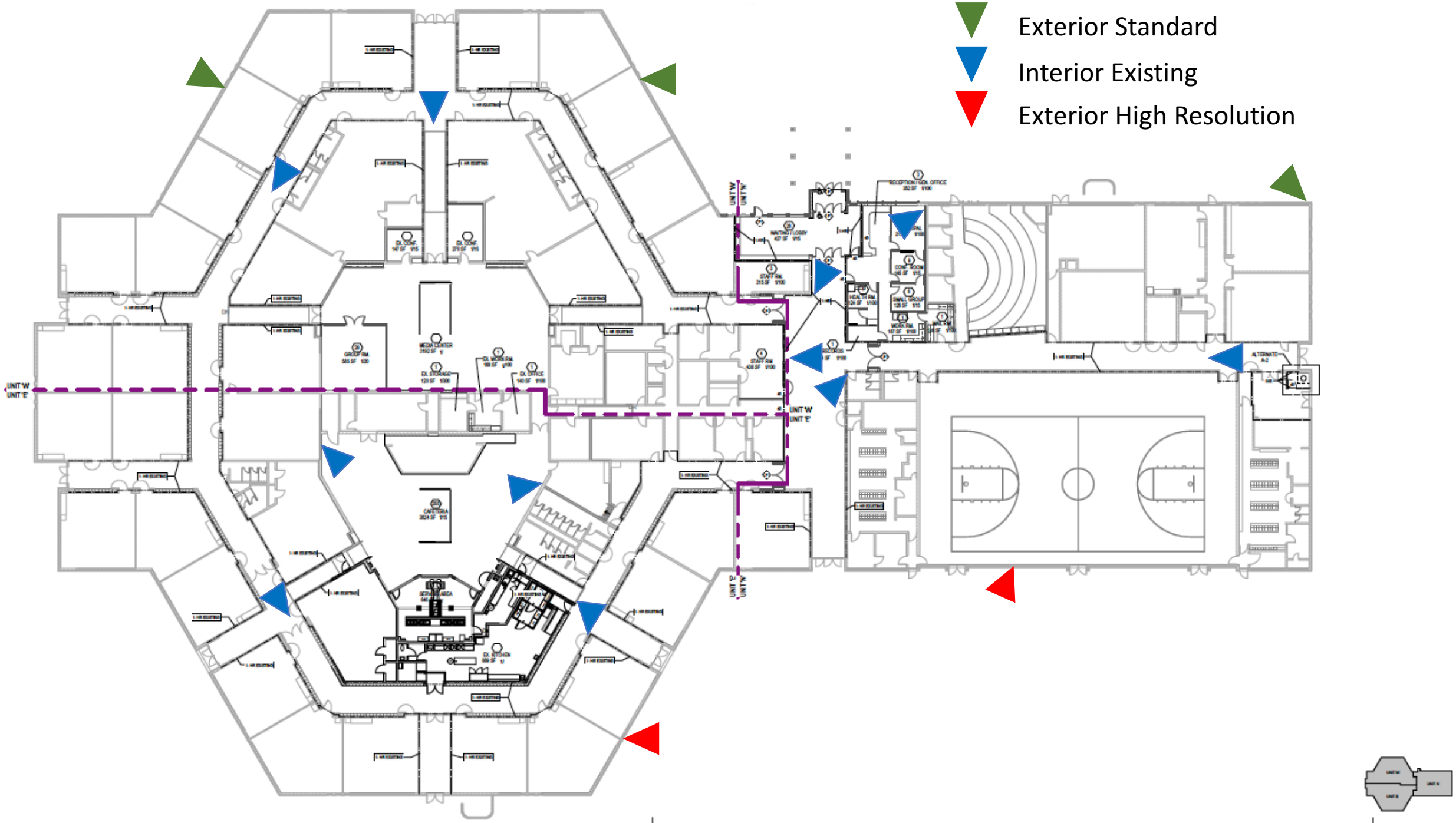
| | |
|---|---|
| A | Reviewed bids on various dates after April 16, 2018. Requested and received numerous post bid clarification from bidders. Verified bidder compliance with bid specifications and completed review of exceptions taken in submitted documentation. |
| B | Conducted formal sixty (60) minute in-depth technical bid reviews on May 2, 2018 with KISD technical staff. |
| C | Prepared economic bid comparison documentation based on submitted bids, alternate options in bids and documented post-bid clarifications to normalize all bid features of significance. |
| D | Met with Sparta Administrative leadership team and KISD technical team to review bid results. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

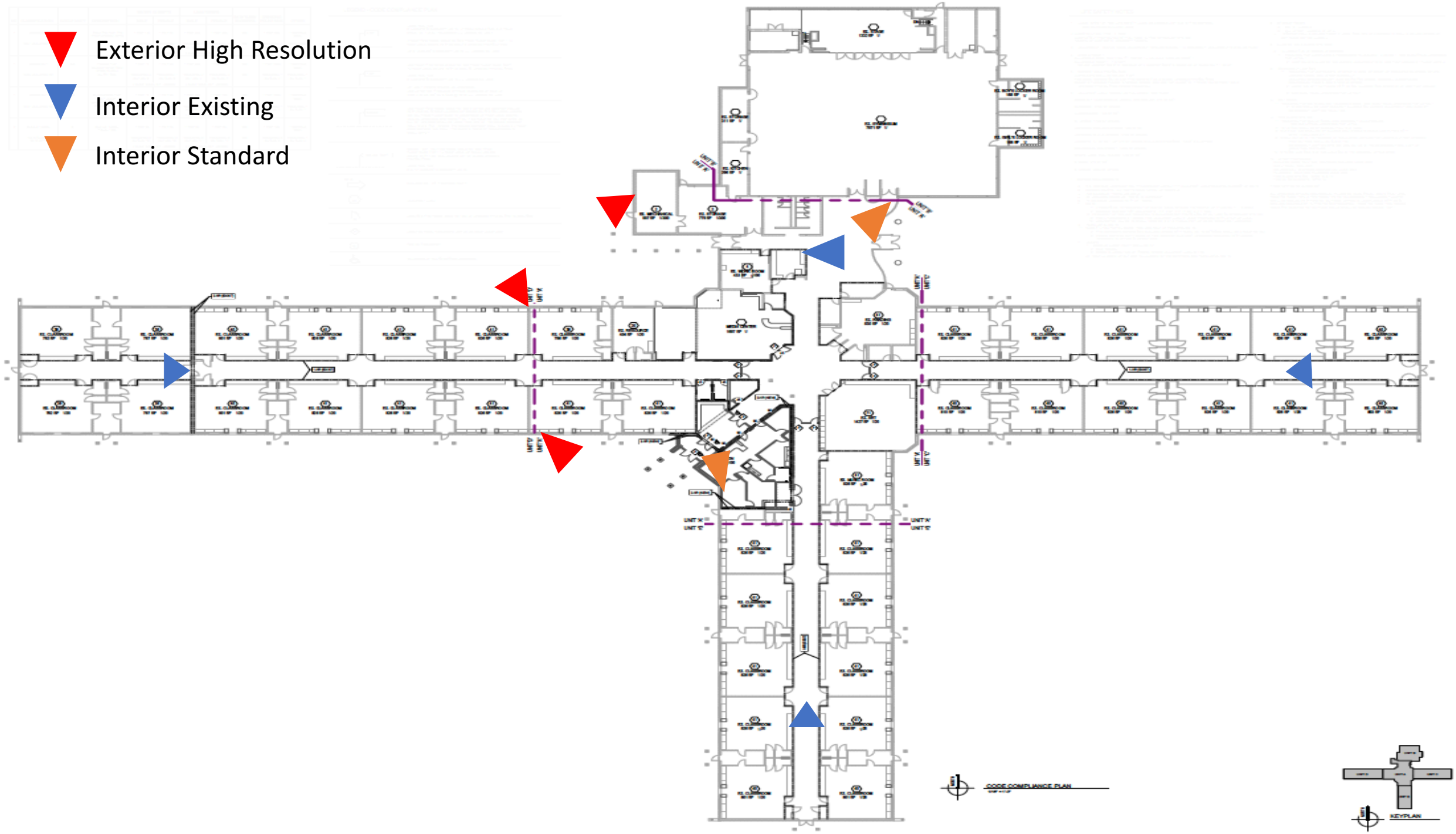
| | |
|---|---|
| RECOMMENDATION | Board Motion |
| | To approve a contract with Secant Technologies of Kalamazoo, Michigan in the amount of $93,569.84 for district video monitoring improvements to be paid with funds from the 2016 bond proceeds. |

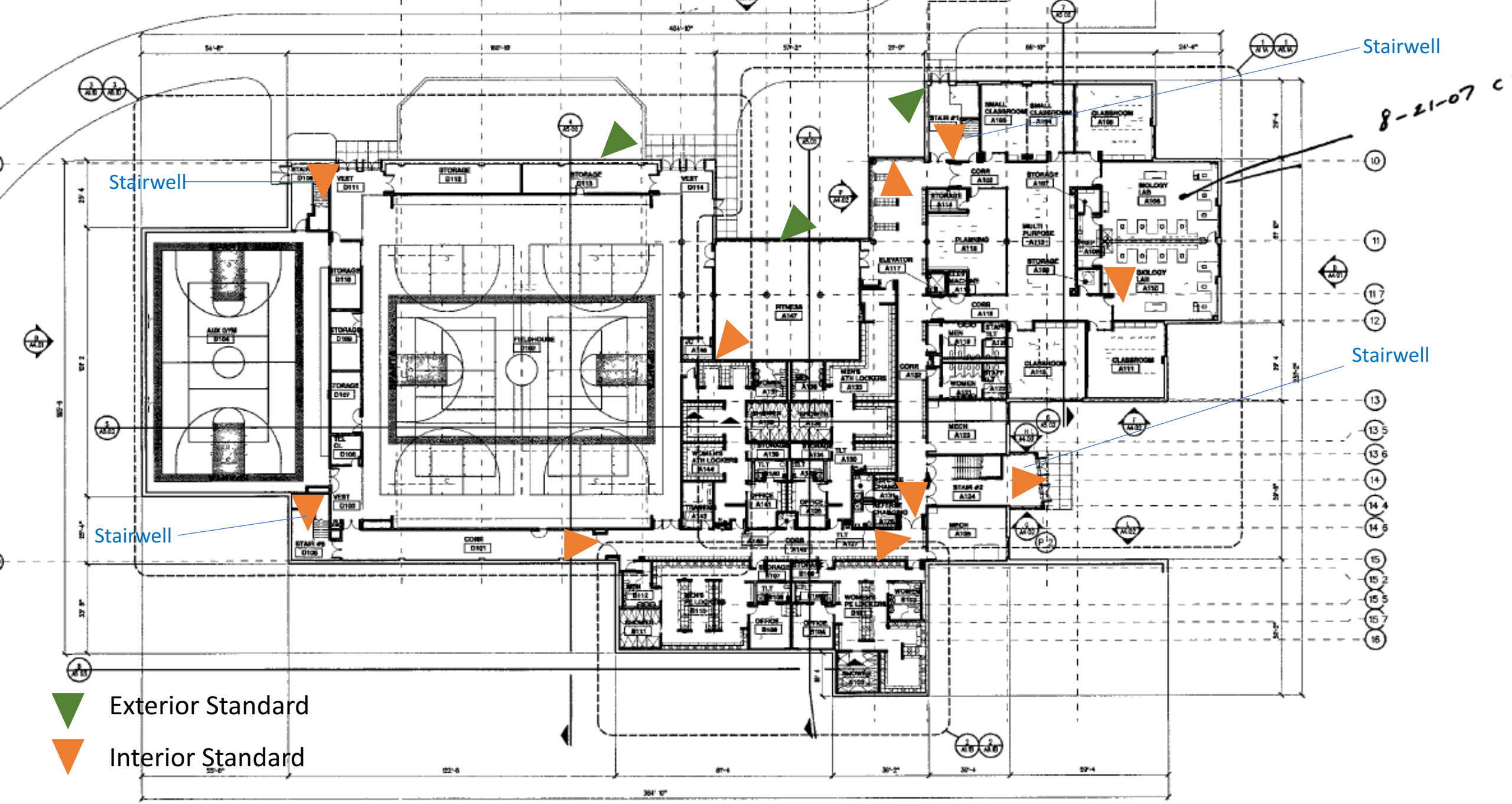
# Sparta Area Schools

## Video Monitoring Upgrades

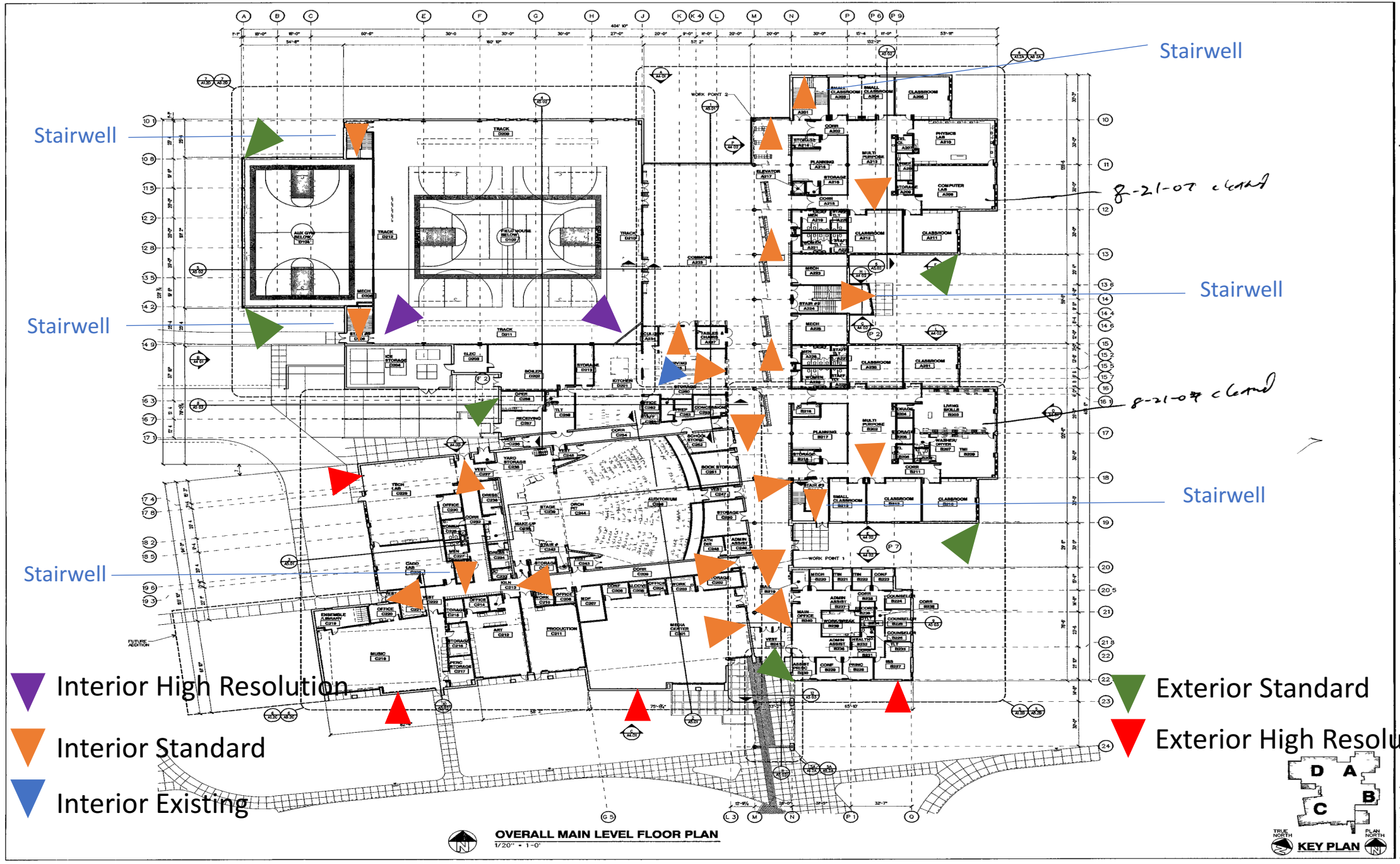
*Appendix A – Building Diagrams*


Exterior Standard
Interior Existing
Exterior High Resolution
UNIT 'W'
UNIT 'E'
RECEPTION/ADMIN. OFFICE
WAITING/LOBBY
STAFF RM.
HEALTH RM.
CONF. ROOM
SMALL GROUP
WORK RM.
RECORDS
MEDIA CENTER
GROUP RM.
DL STORAGE
DL WORK RM.
DL OFFICE
CAFETERIA
DL KITCHEN
ALTERNATE A-2


Exterior High Resolution
Interior Existing
Interior Standard
CODE COMPLIANCE PLAN
KEYPLAN




OVERALL LOWER LEVEL FLOOR PLAN




BETA DESIGN
ARCHITECTS ENGINEERS LANDSCAPERS INTERIORS

| Mark | Revision Description |
|---|---|
| | ISSUED FOR BID & CONSTRUCTION 4/8/05 |

SPARTA AREA SCHOOLS
NEW HIGH SCHOOL
SPARTA, MI

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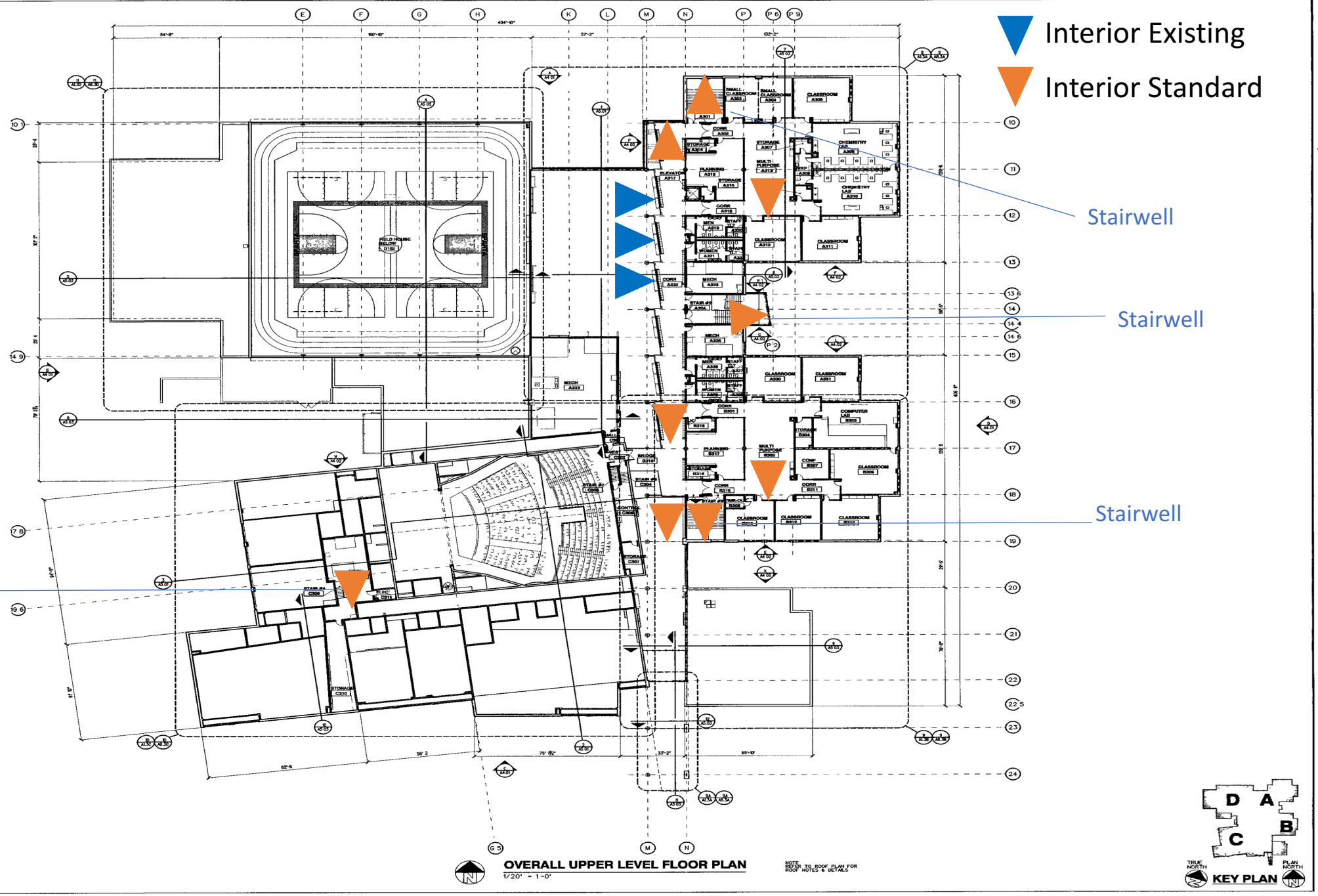
| | |
|---|---|
| Date | 4/8/05 |
| Project | 2040606 |
| Sheet | A0.02 |

OVERALL MAIN LEVEL FLOOR PLAN




BETADESIGN
ARCHITECTS ENGINEERS LANDSCAPES INTERIORS

| Mark | Revision Description |
|---|---|
| | ISSUED FOR BIDS & CONSTRUCTION 4/8/05 |

SPARTA AREA SCHOOLS

NEW HIGH SCHOOL

SPARTA, MI

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| | |
|---|---|
| Date | 4/8/05 |
| Project | 2040606 |
| Sheet | A0.03 |

OVERALL UPPER LEVEL FLOOR PLAN

# SPARTA AREA SCHOOLS

## FUND & INVESTMENT SUMMARY

MONTH ENDING

*April 30, 2018*

| | | Bank Balance as of 4/30/18 | | Bank Balance as of 3/31/18 | % Change |
|---|---|---|---|---|---|
| **General Fund** | | | | | |
| General Fund | $ | 4,692,138.35 | $ | 4,288,100.49 | 9.42% |
| **Special Revenue Funds** | | | | | |
| Food Service Fund | $ | 233,252.89 | $ | 195,297.30 | 19.43% |
| **Capital Project Funds** | | | | | |
| Sinking Fund | $ | 629,934.24 | $ | 581,067.50 | 8.41% |
| **Debt Service Funds** | | | | | |
| Debt Retirement | $ | 275,986.24 | $ | 2,815,920.37 | -90.20% |
| **Agency Funds** | | | | | |
| Student Activities | $ | 304,934.94 | $ | 340,943.50 | -10.56% |
| **Capital Project Funds** | | | | | |
| 2016 Bond Series 1 | $ | 77,733.08 | $ | 99,597.06 | -21.95% |
| **Total All Funds** | **$** | **6,213,979.74** | **$** | **8,320,926.22** | **-25.32%** |
| **2016 Construction Fund** | | | | | |
| MILAF+ MAX Class | $ | 1,600,750.21 | $ | 583,482.16 | 174.34% |
| MILAF+ Cash Mgmt Class | $ | 135,746.19 | $ | 2,897,316.41 | -95.31% |
| MILAF TERM | $ | 2,640,000.00 | $ | 1,140,000.00 | 131.58% |
| | **$** | **4,376,496.40** | **$** | **4,620,798.57** | **-5.29%** |

# TREASURER'S REPORT

## MONTH ENDING

***April 30, 2018***

The following expenditure totals for the month of Apr 2018
are presented for approval:

| | | |
|---|---|---|
| General Fund | | 448,610.80 |
| Food Service Fund | | 8,975.74 |
| Sinking Fund | | - |
| Debt Retirement | | 2,503,846.01 |
| 2016 Bond Series 1 | | 247,049.12 |
| Student Activities | | 60,731.42 |
| | TOTAL | $ 3,269,213.09 |

# SPARTA HIGH SCHOOL

Home of the Spartans

May 10, 2018

**Update to the Board of Education**

**Commencement 2018:** Commencement will be held in the gymnasium at 6:30 pm on Thursday, May 31, 2018. Due to the construction timeline for the new track, we are not able to hold Commencement in the new stadium.

**Best Prom Ever**: As a reminder, Sparta High School will be hosting Best Prom Ever this Saturday (May 12) from 5:00 pm – 10:00 pm. Please join us for an unforgettable night.

**Prom 2018:** 300 students celebrated an evening of *1000 Lights* at Moss Ridge in Ravenna. Kelsey Wildman became our Prom Queen, and Drake Mosby our Prom King. A special thanks to junior class advisors, Mrs. Kelli Jurek and Mr. Ted Smith, for their important role in making our prom a safe and meaningful event.

**Grand Opening of the Softball and Baseball fields**: It is with great excitement and anticipation that we announce that our varsity softball and baseball teams will play on the new fields in the next two weeks (May13 – May 25). Specific details will be finalized by the end of the day Friday, May 11.

**Senior Exam Schedule**:

| **Thursday, May 24th:** | **Friday, May 25th:** |
|---|---|
| 7:20-9:15 1st Period | 7:20-9:15 2nd Period |
| 9:20-11:15 3rd Period | 9:20-11:15 4th Period |
| 11:20-11:50 Seminar | 11:20-11:50 Seminar |
| 11:55-2:30 5th Period | 11:55-2:30 6th Period |
| 1st lunch 12:00-12:30 | 1st lunch 12:00-12:30 |
| Class: 12:35-2:30 | Class: 12:35-2:30 |
| 2nd lunch 12:40-1:10 | 2nd lunch 12:40-1:10 |
| Class: 11:55-12:35 | Class: 11:55-12:35 |
| Class: 1:15-2:30 | Class: 1:15-2:30 |

**Upcoming Calendar Events**:

Friday, May 18: Half day for students, flex day staff
Tuesday, May 22: Senior Awards Night @ 7:00 pm in the Auditorium
Friday, May 25: Last day for seniors.
Thursday, May 31: Commencement @ 6:30 pm in the Gymnasium

**SPARTA MIDDLE SCHOOL**

SMS Board of Education Update: May 14th, 2018

## I. End-of-Year Student Events at SMS

- **8th Grade Recognition Rehearsal:** Wednesday, May 30th during the day
  - Schedule will be administered in advance of this date.
- **8th Grade Recognition Ceremony:** Wednesday, May 30th @ 7:00pm, SHS Gymnasium
- **6th & 7th Grade Field Day:** Wednesday, June 6th after lunches
  - Schedule is forthcoming for classes and events.
- **8th Grade Michigan Adventure Trip:** Wednesday, June 6th

## II. 5th Grade Parent Information Night & Morning: Helping to Foster a Great Transition to 6th Grade…Now with Two Time Options for Parents!

- I am very excited to announce that this year we will be offering to 5th to 6th transition meetings for current 5th grade parents! We will be hosting our evening meeting on on Thursday, May 17th and an additional morning meeting on Friday, May 25th. We hope that this will help accommodate more of our families' schedules and reach a broader audience of parents. Please see below for the agenda that has been sent to all 5th grade parents/families.

# 2018 SMS 5th Grade Parent Informational Meetings

**Evening Option:** Thursday, May 17th, from 7:00pm-8:00pm in the Sparta Middle School Library
&
**Morning Option:** Friday, May 25th from 8:45am-9:45am in the Sparta Middle School Library

This event is for all current 5th grade parents who will have students attending Sparta Middle School as 6th graders for the 2018-2019 school year. We want to help you stay informed so you can help us make the transition to 6th grade great!

Here is a summary of the information/topics that we will be addressing to help you support your student in making a successful transition to 6th grade:

- ★ **Meet & Greet**: Courtney Porter (KSSN Coordinator), Rhea Richardson (KSSN Clinician), Paul Cole (KSSN Clinician), Karyll Russell (Counselor), Clint McDowell (Dean of Students) and Brad Wood (Principal), Amy Roelse (School Nurse)
- ★ **School Nurse Amy Roelse:**
  - Medication Policies

- Immunizations
- Helpful Tips for General Wellness

★ **Karyll Russell, SMS Counselor:**
- 6th Grade Camp
- Academic Support Structures/PBIS
- Systems of Social/Emotional Support for SMS students

★ **Courtney Porter, KSSN Coordinator at SMS/Rhea Richardson, KSSN Clinician at SMS/Paul Cole, KSSN Coordinator at Appleview Elementary**
- Attendance
- Supports Offered

★ **Brad Wood, Principal/Clint McDowell, SMS Dean of Students:**
- Daily Schedule, Including Encore and Enrichment classes
- Rules, Policies and Expectations that apply to SMS Students
- Strategies/Points of Emphasis to help your Middle School Student

★ **Whitney Brainard, SMS Band & Choir Director**
- Overview of Band Programming and Opportunities for Music Education at SMS

★ **Opportunities for you to become involved in our school during the upcoming 2017-2018 school year.**

★ **SMS 1-to-1 Technology Information for Parents**

★ **General Q & A Time**

## III. SMS Final Exam Review/Testing Schedule:

We work very hard to develop testing schedules at SMS that help students minimize anxiety and are conducive to a healthy, manageable study schedule. We believe that as educators we have a responsibility to put kids in a position to be as as successful as possible. Our final exam schedule is structured to allow for a designated review day prior to exams starting. Furthermore, students will take no more than two tests per day during finals week, with those classes being significantly longer to allow for extended time as needed. The afternoons of exam week are designed to allow for students to review with their teachers in the classes they will be testing in the following morning. Please see below for our 2018 2nd semester final exam review/testing schedule.

**SMS Final Exam Review/Testing Schedule**

**Thursday, May 31st: Building-Wide Review Day for Exams**

| **Friday, June 1st** | **Monday, June 4th** |
|---|---|
| **1st Hour Exam: 7:20-9:25**<br>**2nd Hour Exam: 9:30-11:35**<br>3rd Hour/LUNCH<br>11:35-12:05: 8th Grade Lunch<br>12:05-12:35: 6th Grade Lunch<br>12:35-1:05: 7th Grade Lunch<br>4th Hour: 1:10-2:20 | **3rd Hour Exam: 7:20-9:25**<br>**4th Hour Exam: 9:30-11:35**<br>5th Hour/LUNCH<br>11:35-12:05: 8th Grade Lunch<br>12:05-12:35: 6th Grade Lunch<br>12:35-1:05: 7th Grade Lunch<br>6th Hour: 1:10-2:20 |
| **Tuesday, June 5th** | **Wednesday, June 6th** |

| | |
|---|---|
| **5th Hour Exam: 7:20-9:25**<br>**6th Hour Exam: 9:30-11:35**<br>1st Hour/LUNCH<br>11:35-12:05: 8th Grade Lunch<br>12:05-12:35: 6th Grade Lunch<br>12:35-1:05: 7th Grade Lunch<br>2nd Hour: 1:10-2:20<br>*Students may report to classes that they need extended time for to complete an exam on this day during 1st and 2nd hour in the afternoon. | **8th Grade Michigan Adventure Trip**<br><br>**6th & 7th Grade Field Day in the Afternoon (Abbreviated Morning Schedule)** |
| **Thursday, June 7th** | **Friday, June 8th** |
| **Half Day Schedule for 10:35am Release:** *Students may report to classes that they need extended time for to complete an exam on this day also.<br>1st: 7:23-7:51<br>2nd: 7:56-8:24<br>3rd: 8:29-8:57<br>4th: 9:02-9:30<br>5th: 9:35-10:03<br>6th: 10:08-10:35 | **Half Day Schedule for 10:35am Release:** *Students may report to classes that they need extended time for to complete an exam on this day also.<br>1st: 7:23-7:51<br>2nd: 7:56-8:24<br>3rd: 8:29-8:57<br>4th: 9:02-9:30<br>5th: 9:35-10:03<br>6th: 10:08-10:35 |

## SMS M-STEP TESTING CALENDAR:

### APRIL M-STEP TESTING DATES FOR SMS

| Date(s) | Subject(s)/Grade Leve(s)Tested |
|---|---|
| **April 10th, 11th & 12th** | **ELA-8th Grade** |
| **April 17th, 18th & 19th** | **Math-8th Grade** |
| **April 18th & 19th** | **Science-8th Grade** |
| **April 24th & 25th** | **Social Studies-8th Grade** |
| **April 26th, 27th & 30th** | **Make-Up Testing 8th Gr. All Contents** |

### MAY M-STEP TESTING DATES FOR SMS

| Dates(s) | Subject(s)/Grade Level(s) Tested |
|---|---|
| **May 1st, 2nd & 3rd** | **ELA-7th Grade** |
| **May 8th, 9th & 10th** | **Math-7th Grade**<br>**ELA- 6th Grade** |
| **May 11th** | **Make-Up Testing for 6th Grade ELA & 7th Grade All Contents** |
| **May 14th** | **Make-Up Testing for 6th Grade ELA & 7th Grade All Contents** |
| **May 15th, 16th & 17th** | **Math-6th Grade** |

| | |
|---|---|
| **May 18th, 21st & 22nd** | **Make-Up Testing for 6th & 7th Grades All Contents** |

# Memo

To: Board of Education
From: Mike Birely
Date: 5/8/2018
Re: May Board Report

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**STEM Month:**

Appleview students and staff celebrated STEM month in April through a variety of different activities and events. The theme for the month was “Mad Scientist” as students participated in dress up days, competed in weekly math challenges, earned extra recess through math and science activities on MobyMax (online program), and completed an engineering challenge by building towers on Flex Fridays. Many thanks to 5th grade teacher Mrs. Utter for her time and effort in orchestrating these fun and engaging activities for our entire student body during STEM month.

**Assessment Update:**

We have been progressing through a variety of different state assessments across the district over the past few weeks and all is running very smoothly. SHS has completed the MME assessments (SAT, ACT Workkeys, M-STEP) for our 11th grade and the PSAT for our 9th and 10th grade. Thanks to Blake Schanski, Erin Kavanaugh, and Chris McKinley for their work in organizing these assessments and adhering to the many different rules and deadlines that must be followed and met. The 5th and 8th grade M-STEP assessments are completed and our 3rd, 4th, 6th, and 7th graders are currently testing. Thanks to Karyll Russell and Lynn Rocca for their work organizing these assessments for both the middle school and Appleview, respectively. Finally, our 2nd graders recently completed the Early Literacy and Mathematics Benchmark Assessment (ELMBA). This new assessment provided a good opportunity to expose our students to an online assessment that does not count toward school accountability.

**Instructional Rounds and Recommendations:**

The Early Literacy Coaches from the Kent ISD visited Appleview Elementary yesterday to observe the literacy instruction taking place in each classroom and provide areas for celebration and recommendations for improvements. The celebrations and recommendations are shared with the staff and then goals for improvement are developed for areas of focus for next year. As part of this endeavor, it looks like Appleview will have the support of a KISD literacy coach next school year to help support our growth in the recommendation areas. This collaborative effort will certainly benefit our school and our core literacy program.

# SPARTA AREA SCHOOLS

## Ridgeview Elementary

## 560 W. Spartan Drive, Sparta, MI 49345

Marialyce Zeerip
Principal

Phone: (616) 887-8218
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# Board Update
# May 2018

- Teachers, like most professionals, are continuously upgrading their skills. Our school improvement plans are the vehicle through which we identify our needs for professional development dollars – to assist us with creating opportunities for those improvements. Professional development dollars (or *Title II dollars*) are essential to the evolution of the teacher's craft. Without those dollars, we would not have the opportunity to bring in trainers, to send our staff to professional development offerings or to hire the subs that cover their classrooms when they are in training. The dollars spent represent an investment in our teachers, which I believe we can show, has resulted in significant gains, over time, in student achievement. As we work on our school improvement plans for this next school year, we collectively, consider our own professional development needs. Do know, that when our teachers are in "staff training" it is not some type of filler activity that they are receiving, but thoughtful, well planned lessons/discussion/reflection, that result in improved instruction and/or improved curriculum. Professional development is taken seriously at Sparta Schools and our staff is grateful for the opportunities they have, to learn together.

- This is a huge month at Ridgeview, in terms of noting and documenting student progress. Universal screening, reading Benchmarking, grading and completing report cards…all markers of student growth, are completed this month. We appreciate the work especially, of our Title 1 team and every single teacher and special educator, in getting all of this documentation completed. It is an enormous task!

- Change. Teachers often talk about how things are evolving and *two themes* seem to rise to the surface this year. One is, that students now are often asking, after the teacher instructs, "do I have to? (do that the way you've described)??? *It seems that children area coming to school from an environment where everything is negotiable.* It seems that perhaps at home, "No" likely does not necessarily mean no and choice is ALWAYs there. School of course does operate this way and this creates challenges for teachers who are not offering options .
  Another theme we seem to see much more of than ever, is students not taking responsibility for their actions - then fully convinced that they are right and the adult wrong and arguing about this ("I was just...." and explaining away...justifying...) whatever their reasons is, *that is what matters*. *Taking ownership when one has done something wrong* seems like an attribute that many of our young friends are not bringing with them to school.
  In the past, these were Middle School issues. Now, these are the behaviors of many of our kindergarten, first and 2nd graders. Our PBIS plan and Friday specials classes will work to address these issues but it seems school expectations and expectations at home, are two very different things, for many of our young friends. More than ever, teaching children how to behave at school is becoming a component of how we must spend our instructional time.

-*The Board spotlight* this month features Ridgeview's technology leads; Marcia Powell, JoAnne Brown and Sheila VanderLeest, who have had iPads in their classrooms –for every student, for the past several years. These teachers will share some of the ways in which they utilize this technology to enhance students' practice and collaboration opportunities, how they use it to share student work with parents and to give students access to the wide range of information available on the world wide web. Ridgeview anticipates having similar technology available to all students, sometime within the next three years. These teachers will use their experience to lead the building-wide initiative, when it comes our way.

-I am in Utah during this month's Board meeting, returning that night from my daughter's college graduation. I look forward to seeing you in June!

# Board of Education Update May 2018

*Sparta Area Schools Special Education Department; Special Education Director Tina Mortensen*

## PowerSchool Pilot Program

Kent ISD has worked with PowerSchool to develop a plugin to utilize within our student records management system to allow for teachers to easily record accommodations provided to students with IEP's and 504 plans. This new tool was developed to aid in compliance of state and federal mandates for documentation of service, as well as a way to archive data. Sparta Area Schools was invited to participate in a pilot for the remainder of this school year. Lisa Hunter and Susan Narvaez have already received training from Kent ISD and will train 2-3 teachers in each building. Participation will allow S.A.S. to directly impact the future development of this plugin. Kent ISD has plans to launch the plugin county wide for the 2018-19 school year.

## PASE

Sparta Area Schools is currently seeking nominations for PASE (Parent Advisors of Special Education committee). The mission of PASE is to positively impact the educational opportunities for children with special needs through collaboration and dissemination of information. The PASE committee will:

- serve as a resource for information to expand your knowledge
- communicate up-to-date changes and trends to the educational system
- improve parents' knowledge of the educational system
- provide points of contact for service organizations and support groups
- offer opportunities and workshops to learn how to assist in the educational process
- provide an arena for feedback from parents

In order to be on the PASE committee members must be a parent or guardian of a student who is currently receiving special education services in a local school district.

Members of PASE represent all the parents of students with disabilities in their school district. As such, members should try to be aware of how other parents feel on issues and provide parents with information obtained at PASE meetings.

At a minimum PASE does the following: (1) participates in the development of the Kent ISD Special Education Plan and (2) provides input to the Kent ISD Superintendents' Advisory Committee for Special Education and Center Program Advisory about how parents feel about special education issues.

## Fall Preparations

Planning and preparing for fall continues as we work to fill two teaching positions, cover two maternity leaves and arrange transitions for students moving to new buildings, regional and center programs.