

**FOREST HILLS PUBLIC SCHOOLS
GRAND RAPIDS, MICHIGAN**

Board Finance Committee Meeting
Tuesday, April 11, 2023
8:30 AM
Administration Building

Agenda

- I. Public Comments
- II. Curriculum Update
- III. Discussion
 - III.A. Monthly Financial Statements
 - III.B. Bond Construction Update
- IV. Action
 - IV.A. Minutes for March 14, 2023
 - IV.B. Reading Units of Study
 - IV.C. Social Studies Textbooks/Online License
 - IV.D. French Textbooks/Online License
 - IV.E. Math Instructional Resources
 - IV.F. Northern Hills Middle Fire Alarm System
 - IV.G. Furniture New/Replacement
 - IV.H. Food Service Equipment
 - IV.I. Audit Services
 - IV.J. Property Tax Reimbursement
- V. Information
 - V.A. Administrative Update

Forest Hills Public Schools
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the periods ending March 31, 2023 and March 31, 2022

	Current Year Period			Prior Year Period			Comments
	Budget	Actual	Percentage	Budget	Actual	Percentage	
Revenues							
Local sources	\$ 26,487,750	\$ 25,535,938	96.4%	\$ 25,748,243	\$ 24,572,364	95.4%	
State sources	83,123,663	52,154,786	62.7%	79,808,138	46,525,027	58.3%	
Federal sources	4,781,050	2,089,820	43.7%	4,336,124	1,199,616	27.7%	Timing of ESSER reimbursement
Incoming transfers and other transactions	10,375,250	7,850,059	75.7%	9,719,000	6,994,398	72.0%	
Total Revenues	\$ 124,767,713	\$ 87,630,602	70.2%	\$ 119,611,505	\$ 79,291,405	66.3%	
Expenditures							
Instruction							
Basic programs	\$ 68,056,908	\$ 41,331,884	60.7%	\$ 67,541,957	\$ 39,467,000	58.4%	
Added needs	8,258,526	5,065,361	61.3%	8,812,676	4,921,929	55.9%	
Support services							
Pupil	9,376,663	5,404,957	57.6%	10,163,710	5,624,557	55.3%	
Instructional staff	5,476,549	3,709,443	67.7%	4,894,648	3,205,518	65.5%	
General administration	724,700	538,508	74.3%	687,735	479,845	69.8%	
School administration	7,214,750	5,100,513	70.7%	6,859,344	4,648,506	67.8%	
Business services	1,921,321	1,437,004	74.8%	1,663,749	1,333,075	80.1%	
Operations and maintenance	11,388,003	8,844,928	77.7%	10,568,767	8,049,454	76.2%	
Pupil transportation	6,712,602	4,404,454	65.6%	5,544,328	3,305,197	59.6%	
Central services	4,848,985	3,305,473	68.2%	3,851,237	2,559,713	66.5%	
Other support services	3,068,600	2,367,526	77.2%	2,996,597	1,913,492	63.9%	
Community services	1,673,712	1,100,381	65.7%	1,729,034	920,534	53.2%	
Outgoing Transfers & Other Transactions	56,013	134,574	240.3%	11	-	0.0%	MI Future Educator Grant
Total Expenditures	\$ 128,777,332	\$ 82,745,006	64.3%	\$ 125,313,793	\$ 76,428,820	61.0%	
Excess/(Deficiency) of Revenues to Expenditures	(4,009,619)	4,885,596		(5,702,288)	2,862,585		
Fund Balance, Beginning of Year	18,651,723	18,651,723		21,726,028	21,726,028		
Fund Balance, End of Period	\$ 14,642,104	\$ 23,537,319		\$ 16,023,740	\$ 24,588,613		

Percent of year complete:

Fiscal **75%**
School **62%**

**FOREST HILLS PUBLIC SCHOOLS
GRAND RAPIDS, MICHIGAN**

Minutes of the Finance Committee of the Board of Education
Held on March 14, 2023

Present: Christopher Michaud, Holly DeBoer, Mary Vonck
Staff: Dan Behm, Julie Davis, Scott Haid, Christine Annese, Susan Case, Steve King

The meeting began at 8:31 am. Mary Vonck arrived at 9:00 am.

I. Public Comments

- There were no public comments.

II. Curriculum Update

Provided by Scott Haid, Assistant Superintendent for Instruction

- Instruction will be presenting an update to the Board for PBIS, with this being the installation year.
- High Schools will be updating their Social Studies materials, and Instruction will be recommending a 30-day review. Assistant Superintendent Haid is looking forward to discussing the review process and how selections are made.
- Number Worlds and Read Naturally will be requested for our resource room students, and High School French I & II are expected to update their resources.

III. Discussion

A. Monthly Financials for February, 2023.

Presented by Julie Davis, Assistant Superintendent of Finance and Operations

- We are 62% through the fiscal year, and 50% through the school year.
- At this time last year, we had not amended the budget. This causes some of the percentages to vary when you look year over year.
- We are on track as expected

B. Bond Update

Presented by Julie Davis, Assistant Superintendent of Finance and Operations

- In November of 2018, voters approved \$130MM, with the final \$29MM bond Series 3 sale scheduled for March 23. The purpose of the 2018 Bond was to INVEST in our infrastructure, SECURE our schools, and INSPIRE our students.
- To INVEST in our infrastructure, we have updated mechanical systems, completed paving, updated roofing, replaced lockers and improved athletic

facilities. Construction of a new Transition Center/Administration facility is ongoing.

- Replacing aging buses, fire alarm systems, and public address systems are to SECURE our schools with these completed and planned projects.
- Bond projects to INSPIRE our students include renovations to Northern High, Eastern High/Middle, Orchard View, Collins, Thornapple, Central Middle, Ada Vista, and Pine Ridge. Classroom furniture will also be replaced for non-renovated buildings.
- Technology INVEST projects include replacing equipment, fiber cabling, wireless networks, servers, etc. SECURE includes upgrading and adding cameras as well as replacing public address systems. INSPIRE to replace student devices.
- A walkthrough of our buildings has been completed to begin the future bond planning process for future bond projects.

IV. Action

- A. Approval of February 14, 2023 minutes.
- B. Leveled Literacy Kits
It is recommended that the Board approve the purchase of additional leveled literacy kits from Heinemann for an amount not to exceed \$140,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.
- C. Structured Cabling
It is recommended that the Board approve the award of structured cabling to Vector Tech Group for an amount not to exceed \$165,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.
- D. PA/Digital Clock System
Approve the award of public address/digital clock system contract to Parkway Electric & Communications LLC for an amount not to exceed \$89,000, including contingency funds. This has been reviewed by the Board Finance Committee and is recommended for Board approval.
- E. Microsoft EES Licensing
It is recommended that the Board approve year one of a three-year agreement with Microsoft Corporation through CDW-G for Microsoft Enrollment for Education Solutions (EES) and the Microsoft Windows Server Datacenter suite of products at a cost of \$52,032. This has been reviewed by the Board Finance Committee and is recommended for Board approval.
- F. Central Woodlands Roofing and Wall Improvement
It is recommended that the Board approve the award of the construction contracts for roofing to Great Lakes Systems and wall projects to Hoekstra Roofing Company at an amount not to exceed \$120,000 including contingency funds. This

has been reviewed by the Board Finance Committee and is recommended for Board approval.

G. Meadow Brook Elementary Roofing

It is recommended that the Board approve the award of construction contract for roofing to Rasmussen Exteriors at an amount not to exceed \$37,000 including contingency funds. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

H. Thornapple Elementary and Fine Arts Center Roofing

It is recommended that the Board approve the award of the construction contracts for roofing to Modern Roofing, Inc. at an amount not to exceed \$462,000 including contingency funds. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

I. Critical Incidence Mapping

It is recommended that the Board engage the services of Critical Response Group to perform critical incident mapping at a cost not to exceed \$68,398. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

J. Classroom Furniture

It is recommended that the Board approve the purchase of classroom furniture from VS America for an amount not to exceed \$56,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

K. Media Center Furniture

It is recommended that the Board Approve the purchase of media center furniture from Dew-El Corporation for an amount not to exceed \$42,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

V. Information

A. Administrative Update

Provided by Dan Behm, Superintendent

Superintendent Behm addressed the following topics:

- Superintendent Behm received the updated bond rating of Aa2, which is stable from what we were rated before. Aa2 is the highest rating in Michigan due to the retirement program. He also discussed the bond rating system, and how it is tied to the pension program.
- Superintendent Behm noted that legislation is moving rapidly in Lansing, one of which is the subject of prohibitive bargaining. State law specifies that during employer/employee negotiations, certain items are prohibited from negotiation. A bill was introduced last week to do away with prohibitive

subjects. This would be a major change if amended, with the possibility of immediate effect.

- Superintendent Behm also discussed safety and security, noting that the State is sharing more details on how Section 97 categorical funds can be spent or are eligible for reimbursement. We have been working with our security consultants, auditing for best practices for safety and security. As we continue to look at allowable uses for the grant allocation, we will be bringing more items to the Board Finance Committee.
- Lack of dependable cell phone service in the Eastern area was noted by Superintendent Behm, and has now become more of a safety issue. Boosting the current cell phone system using array's, which can be placed on current structures, or adding another cell phone tower are possibilities that may resolve the issue. This will need to be discussed with Ada Township.
- Assistant Superintendent Julie Davis informed Superintendent Behm the bond sale will be on March 23, 2023. The final details of the bond sale will be presented to the Board in April for approval.

The meeting adjourned at 9:50 a.m.

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Approve the purchase of updated K-2 Reading Units of Study from Heinemann for an amount not to exceed \$56,000.

FUNDING SOURCE: ESSER II/ESSER III Equalization

BACKGROUND:

- The updated K-2 Reading Units of Study © 2023 will replace our existing K-2 Reading Units of Study © 2015.
- The updated units include research on the science of reading, new comprehension research, language research, including support for foundational skills, such as grammar, new research on writing, including writing from sources, and research on knowledge generation.
- This purchase includes the main kit and the trade-book pack.
- The curricular resources support students' ELA achievement.
- All K-2 classroom classrooms will receive kits

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Pending the Board Curriculum Committee approval, approve the purchase of updated social studies textbooks/six-year online licenses from Savvas Learning Company at a cost not to exceed \$284,800.

FUNDING SOURCE: General Fund

BACKGROUND:

- This curricular resource adoption supports high school social studies instruction and course sequence.
- The instructional resources World History Interactive-The Modern Era © 2022, U.S. History Interactive-Reconstruction to the Present © 2022, American Government © 2023, and Economic Principles in Action © 2022 are for grades 9-12 at Central, Eastern, and Northern High Schools.
- The teachers went through a full curricular review process and determined that Savvas best fit the needs of the students and group. These resources will replace outdated textbooks.
- Along with print resources, teachers and students will have full digital access to all components.
- Two hours of resource training is also included.
- The last update for print textbooks for World History © 2009, US History © 2008, Civics © 2009, and Economics © 2010.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Pending the Board Curriculum Committee approval, approve the purchase of French instructional textbooks/six-year online licenses from Vista Higher Learning at a cost not to exceed \$38,984.

FUNDING SOURCE: General Fund

BACKGROUND:

- This curricular resource adoption supports high school French instruction at Eastern High (9-12), Central High (9-12), and Central Middle (8).
- Teachers went through a full curricular review process and determined that Chemis: Vista Higher Learning best fit the needs of the students and group.
- The last update for French 1 was 2010 and French 2 was 2011.
- Two hours of professional learning is included.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Pending the Board Curriculum Committee approval, approve the purchase of Number Worlds texts/online subscription from McGraw Hill at a cost not to exceed \$32,910.

FUNDING SOURCE: ESSER III Equalization

BACKGROUND:

- Number Worlds will support special education students in their math goals and objectives. Currently, special education teachers do not have a specific set of curricular resources to support students with their math goals.
- This program will support differentiation for all special education learners and support students with their Individualized Education Plans (IEP) goals and objectives. It will also help to address learning loss.
- The training includes:
 - Virtual professional learning, half-day
 - Training special education staff utilizing the program

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Board approve the award for the fire alarm system at Northern Hills Middle to Hoekstra Electric at an amount not to exceed \$228,000 including contingency funds.

FUNDING SOURCE: 2023 Capital Projects

BACKGROUND:

- A fire alarm system is required by the State of Michigan's fire code.
- The fire alarm system at Northern Hills Middle is approximately 25-30 years old. It is experiencing issues by randomly activating after hours without cause. This results in district staff as well as the fire department to respond.
- The current system is by Simplex. After performing reviews of available systems, the decision was made to move away from Simplex and move to an Edwards system.
- Specifications were developed, bid documents were prepared, and all bid-posting requirements were met. On March 22, 2023, we received bids from the following firms interested in performing this work.

Vendor	Base Bid
Hoekstra Electric	\$212,700
Allied Electric	366,000

Drawings, specifications, bid tab, and all other documentation are on file.

Submitted by: Julie Davis, Steve King

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Approve the purchase of classroom furniture from Custer Inc., Dew-El Corporation, Great Lakes Furniture Supply, Inc., Interphase Interiors, VS America Inc., and Wenger Corporation for an amount not to exceed \$985,000.

FUNDING SOURCE: 2021 Capital Projects

BACKGROUND:

- In February 2020, the district assembled a furniture selection committee comprised of teachers from across the district, members of our two architect firms, and administrative staff. The committee's task was to learn about the variety of options related to classroom furniture and to narrow down those options. Members of the committee attended a few meetings as well as participated in site visits to other schools in our area and to furniture showrooms.
- In December 2021, the district held an open house for those classrooms that are in the first round of furniture replacement. Samples of furniture were on hand for staff to test out. Staff received a master list of options that included additional furniture that was not available as a sample.
- Teachers received 2-3 options to select a classroom setting. Flexibility was provided for the teacher desk, storage, and, in some cases, soft seating.
- The second round of furniture replacement focuses on classrooms at Ada Vista, Collins, Thornapple, and Central Middle. This order is for 34 classrooms that have either already been or will be renovated for the start of the 2023-2024 school year. It also includes furniture for some group spaces at Central Middle.
- The district is utilizing the following purchasing cooperatives to meet the bidding requirements: E&I, KPN, MiDeal, NCPA, OMNIA, and PEPPM.

Submitted by: Julie Davis

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Approve the purchase of new and replacement kitchen equipment for Food Service from Stafford Smith, Inc. for an amount not to exceed \$70,945.

FUNDING SOURCE: Food Service Fund

BACKGROUND:

- The USDA only allows three months of operating costs in the fund balance for our food service program. We have an excessive fund balance for FY22 due to the higher reimbursement rate. This equipment is a part of our required spend-down plan.
- We are recommending the purchase of a new dishwasher and three-compartment sink for the production kitchen.
- The new equipment will;
 - Reduce water consumption - uses enough water to clean and sanitize versus filling the compartment sink multiple times per day
 - Increase productivity – multiple steps of the dishwashing process can be completed at the same time
 - Improves consistency – correct amount of detergent and sanitizer is used every time
- The district is utilizing the Sourcewell purchasing cooperative to meet the bidding requirement.

Submitted by: Julie Davis

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

The Board of Education engage Maner Costerisan to perform audit services of the District's financial statements for the 2022-2023 fiscal year for an estimated amount of \$53,000.

FUNDING SOURCE: General Fund

BACKGROUND:

The district participated in a Kent Intermediate School District joint Request for Proposals (RFP) with seven other school districts in 2015. Eight public accounting firms that conduct school district audits responded for our District's audit. This audit represents an extension of a five-year agreement (subject to annual renewal).

The recommendation to engage Maner Costerisan to provide audit services for the District is based on the following:

- Extensive school district experience, and in particular districts of a medium to similar size (Lansing, Traverse City, and West Ottawa). The lowest cost proposer listed current school district clients with average budgets of approximately \$16,000,000.
- Proven track record with providing quality service for the past 75 years.
- Competitive pricing proposal.

Historical cost

Fiscal Year	Cost
2021-2022	\$50,575
2020-2021	\$48,647
2019-2020	\$50,390
2018-2019	\$48,900
2018-2018	\$47,500

Submitted by: Julie Davis

**Forest Hills Public Schools
Board Finance Committee**

April 11, 2023

RECOMMENDATION:

Authorize reimbursement of \$13,949.28 to Kent County and \$21.88 to Ada Township for refunded property taxes.

BACKGROUND:

The Michigan Tax Tribunal and Township Board of Review have reassessed certain property. Based on the reassessment, Kent County and Ada Township has refunded property taxes previously collected.

Submitted by: Julie Davis

**Forest Hills Public Schools
Property Tax Repayments**

Month	2022-2023		2021-2022		2020-2021		2019-2020		2018-2019		2017-2018		2016-2017	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
July	\$ 66,521	23.65%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 132,559	44.32%	\$ -	0.00%
August	-	23.65%	586	0.39%	37,666	16.59%	478	0.23%	25,126	8.52%	737	44.57%	9,371	1.47%
September	58,276	44.38%	9,336	6.60%	-	16.59%	-	0.23%	11,902	12.56%	-	44.57%	-	1.47%
October	237	44.46%	-	6.60%	24,010	27.16%	-	0.23%	105,559	48.37%	-	44.57%	20,941	4.75%
November	114,250	85.09%	46	6.64%	102,892	72.48%	-	0.23%	-	48.37%	16,610	50.12%	70,342	15.78%
December	-	85.09%	523	6.98%	-	72.48%	-	0.23%	-	48.37%	-	50.12%	29,529	20.41%
January	24,682	93.87%	33,274	29.13%	3,085	73.84%	-	0.23%	80,247	75.59%	-	50.12%	61	20.42%
February	3,281	95.03%	26,140	46.53%	-	73.84%	30,556	14.69%	249	75.67%	135,370	95.38%	-	20.42%
March	-	95.03%	77,787	98.31%	59,402	100.00%	-	14.69%	-	75.67%	-	95.38%	-	20.42%
April	13,971	100.00%	-	98.31%	-	100.00%	-	14.69%	20,357	82.58%	3,146	96.43%	-	20.42%
May	-	100.00%	2,475	99.96%	-	100.00%	-	14.69%	315	82.68%	10,673	100.00%	11,351	22.20%
June	-	100.00%	58	100.00%	-	100.00%	180,256	100.00%	51,049	100.00%	-	100.00%	496,180	100.00%
	\$ 281,218		\$ 150,225		\$ 227,055		\$ 211,290		\$ 294,804		\$ 299,095		\$ 637,775	