

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

Board Finance Committee Meeting

Tuesday, April 9, 2024

8:30 AM

FHPS Administration Building

Agenda

- I. Public Comments
- II. Curriculum Update
- III. Discussion/Information
 - III.A. FHE/FHN Athletics Construction Presentation
 - III.B. Monthly Financial Statements
 - III.C. Bond Construction Update
- IV. Action
 - IV.A. Minutes for March 12, 2024
 - IV.B. Writing Units of Study
 - IV.C. AP Precalculus
 - IV.D. College Algebra
 - IV.E. Studies Weekly
 - IV.F. Two-Way Radio Upgrade
 - IV.G. Classroom Furniture
- 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, 2024 and March 31, 2023

	Current Year Period			Prior Year Period			Comments
	Budget	Actual	Percentage	Budget	Actual	Percentage	
Revenues							
Local sources	\$ 28,623,592	\$ 27,671,353	96.7%	\$ 26,487,750	\$ 25,535,938	96.4%	
State sources	88,414,573	53,381,155	60.4%	83,123,663	52,154,786	62.7%	
Federal sources	7,561,851	3,862,950	51.1%	4,781,050	2,089,820	43.7%	
Incoming transfers and other transactions	11,134,583	7,927,149	71.2%	10,375,250	7,850,059	75.7%	
Total Revenues	\$ 135,734,599	\$ 92,842,607	68.4%	\$ 124,767,713	\$ 87,630,602	70.2%	
Expenditures							
Instruction							
Basic programs	\$ 72,100,943	\$ 42,663,576	59.2%	\$ 68,056,908	\$ 41,331,884	60.7%	
Added needs	8,960,103	5,415,191	60.4%	8,258,526	5,065,361	61.3%	
Support services							
Pupil	9,636,608	5,709,131	59.2%	9,376,663	5,404,957	57.6%	
Instructional staff	5,403,507	3,829,392	70.9%	5,476,549	3,709,443	67.7%	
General administration	667,112	505,761	75.8%	724,700	538,508	74.3%	
School administration	7,531,852	5,312,318	70.5%	7,214,750	5,100,513	70.7%	
Business services	1,983,850	1,305,604	65.8%	1,921,321	1,437,004	74.8%	
Operations and maintenance	13,643,085	8,995,472	65.9%	11,388,003	8,844,928	77.7%	
Pupil transportation	6,568,610	4,009,488	61.0%	6,712,602	4,404,454	65.6%	
Central services	4,194,411	3,146,026	75.0%	4,848,985	3,305,473	68.2%	
Other support services	3,369,535	2,459,923	73.0%	3,068,600	2,367,526	77.2%	
Community services	1,777,982	1,197,130	67.3%	1,673,712	1,100,381	65.7%	
Outgoing Transfers & Other Transactions	468,978	153,600	32.8%	56,013	134,574	240.3%	MI Future Educator Grant
Total Expenditures	\$ 136,306,576	\$ 84,702,612	62.1%	\$ 128,777,332	\$ 82,745,006	64.3%	
Excess/(Deficiency) of Revenues to Expenditures	(571,977)	8,139,996		(4,009,619)	4,885,596		
Fund Balance, Beginning of Year	18,560,847	18,560,847		18,651,723	18,651,723		
Fund Balance, End of Period	\$ 17,988,870	\$ 26,700,843		\$ 14,642,104	\$ 23,537,319		

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 12, 2024

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

The meeting began at 8:32 am.

I. Public Comments

- There were two public comments regarding the following topics:
 - BoardBook documents
 - Recording of committee meetings
 - Public comment timing at the Board of Education meetings

II. Curriculum Update

Provided by Scott Haid, Assistant Superintendent for Instruction

- The Board Curriculum Committee will meet tomorrow, March 13, 2024. They will present three textbooks for monthly review for College Algebra, Elementary Social Studies, and AP Calculus.
- Instruction will be requesting the Board approve funds for MAP testing headsets for grades K-5, and digital licenses for TCI: Social Studies for 5th grade students.

III. Discussion/Information

Presented by Julie Davis, Assistant Superintendent of Finance and Operations

A. Monthly Financial Statements

- January and February 2024 financial statements were presented. January brings us 58% through the fiscal year and 42% through the school year with nothing new to note with revenue and expenses. Finances are trending as expected for February, bringing us 67% through the fiscal year and 50% through the school year. February has transactions for a state program with funds coming from the state for us to pay student teachers.

B. Bond Construction Update

- The Central Middle project is wrapping up, and an increase in funds is requested.
- Ada Vista renovations are moving along, with the next phase change at Spring Break.
- Pine Ridge renovations are on track with the next phase change in June.
- The Administration/Transition Center building is coming along. Staff has toured the facility, and furniture is going in this month. Move in for Administration will

be completed the week of spring break, and Transition Center will move in the summer.

- The Eastern Middle secure entrance project is set to begin in May 2024.
- We are currently working through the budget for the Eastern High and Northern High athletics projects, with plans to present the design at the April meeting. The projects will go out to bid in April, with Board consideration in May or June.
- Paving projects will begin in June.

C. Food Service Management

- The food service management contract will go out to bid. There is a prescribed process through the State of Michigan and we have submitted the initial process to the state. If that is approved, we will post the bid and bring to the Board when it is ready.

IV. Action

A. Approval of February 6, 2024 minutes.

B. MAP Testing Headsets

It is recommended that the Board of Education approve the purchase of headsets for all kindergarten through fourth-grade students from People Driven Technology at a cost not to exceed \$46,595. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

C. TCI Social Studies

It is recommended that the Board of Education approve the purchase of six-year student and teacher digital licenses for 5th grade from Teachers' Curriculum Institute (TCI): Social Studies at a cost not to exceed \$79,380 starting next school year, 2024-2025. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

D. Music Equipment

A recommendation for music equipment was first presented to the Board at the June 14, 2023 special board of education meeting, but was postponed. It is recommended the Board of Education approve the purchase of new music equipment for Central High, Northern High, and the Fine Arts Center from Steve Weiss Music for an amount not to exceed \$73,297. This has been reviewed by the Board Finance committee and is recommended for Board approval.

E. Microsoft EES License

It is recommended the Board of Education approve year two of a three-year agreement with Microsoft Corporation through CSW-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. Network Electronics

It is recommended the Board of Education award the bid to Delta Network Services to upgrade the wired network infrastructure for an amount not to exceed \$1,161,000 including contingency funds. This has been reviewed by the Board Finance committee and is recommended for Board approval.

G. Lawn Maintenance

It is recommended that the Board of Education approve a one-year extension to VanVossen Outdoors for lawn maintenance services in 2024 for an amount not to exceed \$118,742. This has been reviewed by the Board Finance committee and is recommended for Board approval.

H. Lawn Fertilizer and Weed Control

It is recommended the Board of Education approve a one-year extension to TruGreen, Inc. for district-wide fertilizer and weed control services for 2024 for an amount not to exceed \$63,811. This has been reviewed by the Board Finance committee and is recommended for Board approval.

I. Classroom Furniture

It is recommended the Board of Education approve the purchase of classroom furniture from Custer Inc., Dew-El Corporation, Great Lakes Furniture Supply, Inc., Interphase Interiors, and VS America for an amount not to exceed \$2,009,975. This has been reviewed by the Board Finance committee and is recommended for Board approval.

J. Classroom Flooring

It is recommended that the Board of Education approve the purchase of classroom flooring from Shaw Industries for an amount not to exceed \$37,210. This has been reviewed by the Board Finance committee and is recommended for Board approval.

K. Asbestos Abatement

It is recommended that the Board of Education approve the cost of asbestos abatement at Ada Vista Elementary by HBC/Green for Life Environmental for a total amount of \$49,603. This has been reviewed by the Board Finance committee and is recommended for Board approval.

L. Knapp Forest Construction

It is recommended the Board of Education approve the contracts to perform construction work at Knapp Forest at a total cost of \$162,766 including contingency, fees, general conditions, and allowances. This has been reviewed by the Board Finance committee and is recommended for Board approval.

M. Central Middle Renovation Increase

It is recommended the Board of Education approve a \$506,000 increase to the Central Middle renovation project, which includes contingency funds. This has been reviewed by the Board Finance committee and is recommended for Board approval.

N. Bond Refunding Issuance

It is recommended the Board of Education adopt the resolution authorizing the refunding/issuance of bonds for a not to exceed aggregate amount of \$20,500,000 of the remaining 2014 bonds (refunding) and/or new 2023 new series issuance. This has been reviewed by the Board Finance committee and is recommended for Board approval.

O. Budget Amendment

A [2023-2024 Budget Amendment](#) was presented to the Board Finance Committee. It is recommended the Board of Education amend the 2023-2024 budgets as presented for the following funds: General Fund and Special Revenue Fund. This has been reviewed by the Board Finance committee and is recommended for Board approval.

P. Refunded Property Taxes

It is recommended the Board of Education authorize reimbursement of \$24,177.95 to Kent County for refunded property taxes. This has been reviewed by the Board Finance committee and is recommended for Board approval.

V. Information

A. Administrative Update

Provided by Dr. Sara Shubel, Interim Superintendent and Julie Davis, Assistant Superintendent of Finance and Operations

- Now that ESSER funding is ending, how do we keep positions that were funded with ESSER funds? We are looking at all revenue and trying to come up with a solution to see if we can keep some of these positions.
- A Mental Health & Student Safety Forum will be held on March 21 at 6:30 pm at the Central High auditorium.

The meeting adjourned at 10:31 am.

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Approve the purchase of updated K-2 Writing Units of Study materials from Heinemann at a cost not to exceed \$71,210.

FUNDING SOURCE: General Fund

BACKGROUND:

- The updated K-2 Writing Units of Study © 2024 will replace our existing K-2 Writing Units of Study © 2016.
- The updated units include research on the science of reading and are designed to support students' abilities to be strategic, metacognitive writers.
- This purchase includes the main kit and the trade book pack.
- The curricular resources support students' ELA achievement.
- Kits will be supplied to all K-2 classroom teachers.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Pending approval by the Board Curriculum Committee, approve the purchase of AP Precalculus *Precalculus: Graphical, Numerical, Algebraic AP Edition 11e* ©2024 textbooks and six-year online licenses from Savvas Learning Company, LLC at a cost not to exceed \$104,400.

FUNDING SOURCE: General Fund

BACKGROUND:

- The print and digital resources meet the curricular requirements of AP Precalculus as outlined by the College Board. Current, high-quality resources will support teachers and students in these Advanced Placement courses.
- There is a need for updated print and online digital resources to support instruction and learning of AP Precalculus (a new course). The resources integrate with the district learning management system Canvas.
- The last review for Precalculus was in 2010. An early edition of this textbook was selected: Prentice Hall – *Pre-Calc: Graphical, Numeric* ©2011. During this review process, teachers determined to stick with this same text and to update to the ©2024 edition.
- The resources associated with Demana, *Precalculus: Graphical, Numerical, Algebraic AP Edition 11e* edition will provide experiences for teachers and students:
 - Digital aspects will allow teachers to organize components to support students' best learning using online text, video, and audio resources.
 - Various capabilities of these resources will support students through features such as Advanced Placement study items, translation options, and various study assistant tools.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Pending approval by the Board Curriculum Committee, approve the purchase of College Algebra *College Algebra, 13th Edition* ©2021 textbooks and six-year online licenses from Savvas Learning Company, LLC. at a cost not to exceed \$36,020.

FUNDING SOURCE: General Fund

BACKGROUND:

- There is a need for updated print and online digital resources to support instruction and learning of College Algebra. The resources integrate with the district learning management system Canvas.
- The last review for College Algebra was in 2010. An early edition of this textbook was selected: Holt – *Algebra and Trig, 8th ed.* ©2007.
- The resources associated with Lial, *College Algebra, 13th Edition* will provide experiences for teachers and students:
 - Digital aspects will allow teachers to organize components to support students' best learning using online text, video, and audio resources.
 - Various capabilities of these resources will support students through features such as Advanced Placement study items, translation options, and various study assistant tools.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Pending approval by the Board Curriculum Committee, approve the purchase of updated social studies materials and six-year online licenses from Studies Weekly at a cost not to exceed \$204,200.

FUNDING SOURCE: General Fund

BACKGROUND:

- This curricular resource adoption supports elementary social studies instruction and course sequence, including Spanish immersion.
- The instructional resources Studies Weekly ©2024 are for grades K-4 at all elementary schools, including Spanish materials for the immersion program at Ada Vista.
- The teachers went through a full curricular review process and determined that Studies Weekly best fit the needs of the students and group. These resources will replace outdated textbooks and materials purchased in 2010.
- Teachers and students will have full digital access to all components and print resources.
- Two hours of virtual training and six hours of in-person training are included.

Submitted by: Scott Haid

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Purchase new and replacement two-way radios from T&W Electronics, Inc. for a cost not to exceed \$359,600.

FUNDING SOURCE: Section 97 Safety & Security Grant

BACKGROUND:

- The district upgraded its portable two-way radios in 2016. The radios are used for a variety of communication purposes with safety and security being the main priority and use.
- The district also uses radios on our buses and our transportation office to communicate while buses are enroute.
- We are recommending replacement of our current radios as well as the purchase of some additional radios. Additional radios will help support specific special education classrooms and fill gaps in some of our other buildings. We are currently piloting the new radio model at Eastern Middle/High.
 - Replacement = 128 radios @ approx. \$1,625 each
 - Additional = 37 radios @ approx. \$1,625 each
 - Replacement (transportation) = 88 radios @ approx. \$1,366 each
 - Replacement (transportation) = 5 base units @ approx. \$1,366 each
 - Programming cost = \$2,430
- We are receiving a \$38,000 credit for the trade in of our old radios.
- The district is utilizing Sourcewell contract pricing for this purchase.

Submitted by: Ryan Kimball & Darryl Hofstra

**Forest Hills Public Schools
Board Finance Committee**

April 9, 2024

RECOMMENDATION:

Approve the purchase of classroom furniture from Custer Inc., Dew-El Corporation, Great Lakes Furniture Supply, Inc., Interphase Interiors, and VS America for an amount not to exceed \$677,872.

FUNDING SOURCE: 2021 Capital Projects

BACKGROUND:

- We continue to utilize what we learned from the 2020 district furniture selection committee as well as more recent experience and the needs of our schools to determine furniture options.
- This request is for the classrooms at Ada Vista (17) and Pine Ridge (14).
- The district is utilizing the following purchasing cooperatives to meet the bidding requirements: E&I, MiDeal, OMNIA, and PEPPM.

VENDOR AMOUNTS:

Vendor	Amount
Custer Inc.	\$379,256.45
Dew-El Corporation	\$102,791.84
Interphase Interiors	\$68,379.55
VS America	\$127,444.00

Submitted by: Julie Davis