

BOARD PACKET

JUNE 25, 2018



Our Vision:

Champion Learning –

Develop, Educate, and Inspire!

BOARD MEETING AGENDA

- A. ROLL CALL**
- B. MEETING MINUTES & CLOSED MEETING MINUTES (6-11-2018)**
- C. APPROVAL OF AGENDA**
- D. SCHOOL PRESENTATIONS**
 - 1. MSBO Meridian Award
- E. SUPERINTENDENT UPDATE**
- F. STUDENT REPRESENTATIVES UPDATE**
- G. PUBLIC PARTICIPATION:** *Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of 5 minutes unless otherwise notified. Each speaker will be asked to announce his/her name and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting. For further details see our policy on Public Participation at Board Meetings.*
- H. CONSENT ITEMS**
 - 1. Personnel – New Hires
 - 2. Personnel - Resignation
 - 3. May Budget Report
- I. ACTION ITEMS**
 - 1. 2018-19 Budget Adoption
 - 2. 2018-19 Tax Levies
 - 3. 2017-18 Budget Amendment
 - 4. WCRC Easements
- J. DISCUSSION ITEMS**
 - 1. Set Special Meeting
 - 2. Financial Update
- K. BOND UPDATE**
- L. PUBLIC PARTICIPATION:** *See Policy 0167.3*
- M. BOARD COMMENTS**
 - 1. Committee Updates
 - a. Athletics Ad Hoc – next meeting TBD
 - b. Finance – met May 17th
 - c. Policies – next meeting TBD
 - d. Facilities – met June 7th
 - e. Personnel – met June 20th
- N. INFORMATION ITEMS**
 - 1. Draft Facilities Minutes (6/7/2018)
 - 2. Mike Wagner MSBO Certification
- O. CLOSED SESSION**
 - 1. Negotiations

CALENDAR

- *Monday, July 16th – 5:00pm
Business Meeting – Copeland
- *Monday, July 16th – 6:00pm
Board Workshop – Copeland
- *Wednesday, July 25th – 9:00am
Finance Committee – Copeland
- *Monday, August 6th – 7:00pm
Board Meeting – Copeland
- *Thursday, August 9th – 5:00 pm
Facilities Committee - Copeland
- *Monday, August 20th – 7:00pm
Board Meeting - Copeland

BOARD NOTES
JUNE 25, 2018

A. ROLL CALL

B. MEETING MINUTES & CLOSED MEETING MINUTES (6-11-2018)

C. APPROVAL OF AGENDA

1. Approval of Agenda. Board policy provides that the Superintendent of Schools shall prepare an agenda for all Board meetings as directed by the President of the Board of Education.

* An appropriate motion might be, "I move that the agenda be approved as presented/amended."

D. SCHOOL PRESENTATIONS

1. MSBO Meridian Award.

E. SUPERINTENDENT UPDATE

F. STUDENT REPRESENTATIVES UPDATE

- G. PUBLIC PARTICIPATION:** *Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of 5 minutes unless otherwise notified. Each speaker will be asked to announce his/her name and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting. For further details see our policy on Public Participation at Board Meetings.*

H. CONSENT ITEMS

1. Personnel – New Hires. Your packet contains resumes and letters of recommendation from Principals Tammy Reich and Kit Moran for open teaching positions at Creekside Intermediate and Dexter High School.

* An appropriate resolution might be, "I move that the Board of Education offer probationary teaching contracts for the 2018-19 school year to Elizabeth Kaylor-Palmer, Anandkumar Patel, Mary "Molly" Visel, and Chris Whittaker."

2. Personnel - Resignation. Your packet includes a resignation from recent hire Andrew Finkbeiner, effective immediately.

* An appropriate motion might be, "I move that the Board of Education accept the resignation of Andrew Finkbeiner."

3. May Budget Report. Your packet contains financial information for the month of May 2018.

* An appropriate motion might be, "I move that the Board of Education receive the May 2018 budget report."

BOARD NOTES

JUNE 25, 2018

I. ACTION ITEMS

1. 2018-19 Budget Adoption. Your packet contains the final budget recommendations from Chief Financial Officer Sharon Raschke. These recommendations are presented tonight for approval.

* An appropriate motion might be, "I move that the attached 2018-2019 proposed budget be adopted."

2. 2018-19 Tax Levies. The Board of Education conducted a public hearing on the 2018 tax rate on non-homestead properties that will be at 18.0000 mills and the 2018 debt levy on all properties that will be at 8.50000 mills. The Board of Education now needs to authorize the tax levies for the 2018-19 fiscal year. These levies are described in the attached memo from CFO Sharon Raschke.

* An appropriate motion might be, "I move that the Board of Education authorize tax levies for school operating expenses at 18 mills on non-homestead property in December of 2018 and a debt levy of 8.5 mills on all property in December of 2018."

3. 2017-18 Budget Amendment. Your packet includes recommended 2017-18 budget revisions. These recommendations are being presented to the Board for approval at this meeting.

* An appropriate motion might be, "I move that the Board of Education approve the 2017-18 budget amendment."

4. WCRC Easements. Your packet contains two easements from the Washtenaw County Road Commission for work associated with the Baker Rd. roundabouts.

* An appropriate motion might be, "I move that the Board of Education approve the attached Highway Easement and Sidewalk Easement."

J. DISCUSSION ITEMS

1. Set Special Board Meeting date and time. The Board of Education will need to meet to ratify contracts before the end of June. Proposed date is Thursday, June 28 in the morning.

2. Financial Update. Your packet includes a quarterly financial update from CFO Sharon Raschke. This item is presented for discussion this evening.

K. BOND UPDATE

- L. **PUBLIC PARTICIPATION:** *See Policy 0167.3 for details.*

M. BOARD COMMENTS

1. Committee Updates
 - a. Athletics Ad Hoc – next meeting TBD
 - b. Finance – met May 17th
 - c. Policies – next meeting TBD
 - d. Facilities – met June 7th
 - e. Personnel – met June 20th

BOARD NOTES
JUNE 25, 2018

N. INFORMATION ITEMS

1. Draft Facilities Minutes (6/7/2018)
2. Mike Wagner MSBO Certification

O. CLOSED SESSION

1. Negotiations

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 11, 2018**

A. ROLL CALL

Members Present: Ron Darr, Daryl Kipke, Dick Lundy, Rob Mitzel, Barbara Read, Julie Schumaker, Student Representative Erin Evans

Members Absent: Michael Wendorf, Student Representative Hollie Pastorino

Administrative & Supervisory Staff: Sharon Raschke, Barb Santo, Mollie Sharrar, Chris Timmis, Hope Vestergaard

DEA: Jessica Baese

DESPA: Louann Wing

Guests: Doug Marrin

The meeting was called to order at approximately 7:00 pm by Board Vice President Daryl Kipke.

- B. MEETING MINUTES** – Rob Mitzel made a motion to approve the meeting minutes from 5/21/2018. Dick Lundy supported the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

Board policy provides that the Superintendent of Schools shall prepare an agenda for all meetings as directed by the President of the Board of Education. An additional new hire was added to the consent portion of the agenda. Dick Lundy made a motion to approve the agenda as amended. Rob Mitzel supported the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS

1. The Board of Education recognized two Mill Creek students for All State Middle School Orchestra honors.
2. The Board of Education recognized Mill Creek Community Service and Leadership students for their hours of community service, and the Lions club presented awards to the students with the most service hours.

E. SUPERINTENDENT UPDATE

1. Superintendent Chris Timmis reminded Board members that E4DS would be hosting their first “Soar Into Summer” fundraiser at the bus loop on the last day of school.

F. STUDENT REPRESENTATIVES UPDATE

1. Erin Evans updated the Board on goings-on at the buildings. The Board thanked Erin for her service as student representative.

G. PUBLIC PARTICIPATION

1. Deanna Fietzer made remarks about students who were towed due to illegal parking during senior prank week.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 11, 2018**

H. CONSENT ITEMS

Rob Mitzel made a motion to approve the following consent items in bulk. Dick Lundy supported the motion. **Motion Carried (unanimous).**

1. Personnel – New Hires. The Board of Education offered probationary teaching contracts for the 2018-19 school year to Andrew Finkbeiner, Stacey Plott, Rosa-Sara Rodriguez, Karen Scott, Carley Wooster, and Pamela Krebs.
2. Personnel – Retirements. The Board acknowledged the retirements of Suzanne McCarthy and Brooke Spencer.
3. Personnel – Request for Leave. The Board granted a one-year leave of absence to Dexter High School special education teacher Emily Stalmack for the 2018-19 school year.

I. ACTION ITEMS

1. Board Calendar. The proposed calendar was amended as follows: the date of Presidents' Day was corrected to February 18th and the September meeting date was changed to September 24th. Rob Mitzel made a motion to approve the Board Calendar as amended. Ron Darr supported the motion. **Motion Carried (unanimous).**
2. Administrator Salary Level Approval. Dick Lundy made a motion that the Board of Education approve the attached administrative level placements. Ron Darr supported the motion. **Motion Carried (unanimous).**
3. Approve Mill Creek Math Materials Purchase. Julie Schumaker made a motion that the Board of Education authorize the purchase of math materials for an amount not to exceed \$25,000, to be paid from the operating budget. Dick Lundy supported the motion. **Motion Carried (unanimous).**
4. Bid Package 12 - Mill Creek Middle School Special Education Renovation. Dick Lundy made a motion that the Board of Education award the contract for Bid Package 12 - Mill Creek Middle School Special Education Renovation to Phoenix Contractors and assign the contract to Granger for management. Daryl Kipke supported the motion. **Motion Carried (unanimous).**

J. DISCUSSION ITEMS

1. Schedule Board Workshop. The Board of Education decided to push up the start time of the July 16, 2018 meeting to 5:00pm to allow time to have a Board Workshop immediately following the business meeting.

K. PUBLIC PARTICIPATION – none

L. BOND UPDATE

1. The Superintendent has added a Bond Update item to the regular agenda.
2. Construction on the new building and parking lot has started.
3. Dan Hoey will be closed to through traffic in order to make road and parking lot improvements associated with the new construction. Letters with detour maps and project manager contact information were mailed to all addresses within a one-mile radius of the work.
4. The Superintendent shared the first Bond Dashboard from Granger. The facilities committee has been refining this format and reports will be shared at the second meeting of each month.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 11, 2018**

M. BOARD COMMENTS

1. Julie Schumaker updated the Board on the group visit to the MASB conference.
2. Daryl Kipke noted that the Athletics Ad Hoc committee has had difficulty scheduling a meeting with the end of school.
3. The Policy committee will need to meet this summer.

N. INFORMATION ITEMS

1. Draft Finance Minutes (5/17/2018)
2. Draft Facilities Minutes (5/17/2018)
3. Dan Hoey Construction Letter
4. Bond Dashboard

At approximately 8:05pm, Rob Mitzel made a motion that the Board of Education adjourn to closed session for the purpose of discussing negotiations. Ron Darr supported the motion. **Motion Carried (unanimous).**

O. CLOSED SESSION

At approximately 9:35pm, Dick Lundy made a motion that the Board return to open session. Ron Darr supported the motion. **Motion Carried (unanimous).**

At approximately 9:36pm, Dick Lundy made a motion to adjourn the meeting. Ron Darr supported the motion. **Motion Carried (unanimous).**

MINUTES/hlv

Robert Mitzel, Secretary
Board of Education



CREEKSIDE INTERMEDIATE SCHOOL

Tammy Reich, Principal
2615 Baker Road, Dexter, Michigan 48130
(734) 424-4160 fax (734) 424-4169
reicht@dexterschools.org

June 20, 2018

Dear Dr. Timmis and School Board:

The interview team interviewed multiple candidates for the open fifth grade teacher position. We had a fantastic pool of applicants and are excited to present and recommend Elizabeth Kaylor-Palmer. Liz comes to us from Ohio where she taught 6th, 7th and 8th grade. Liz has most recently been our premier substitute and has built a reputation for being an amazing teacher. We are excited to have her join the Creekside team.

Thank you,

Tammy Reich
Principal, Creekside Intermediate School

Elizabeth Kaylor-Palmer

contact info redacted

EDUCATION AND LICENSURE

- **Otterbein University (Aug. 2010 - May 2014)** **Westerville, Ohio**
Bachelor of Middle Childhood Education, Mathematics and Science Concentrations
 - **GPA:** 3.7; Dean's List, Fall 2010 - Spring 2014
 - **Licensure:** State of Michigan Provisional Temporary Teacher Employment, Middle Level Specialization (5-9), concentrations in Mathematics and Integrated Science.
- **Rutherford B. Hayes High School (Aug. 2006 – June 2010)** **Delaware, Ohio**

TEACHING AND TUTORING EXPERIENCE

- **Educational Service Center and EDUStaff (Aug. 2017 – Present)** **Ohio and Michigan**
Guest Teacher: Worked with the ESC in Columbus, Ohio from August to November of 2017 and am presently working with EDUStaff in Washtenaw County, Michigan.
- **Dempsey Middle School (Aug. 2015 – May 2017)** **Delaware, Ohio**
Teacher: Taught 6th Grade Mathematics and Pre-Algebra to 6th grade students. Developed lesson plans, implemented classroom management procedures, worked with building staff, and created a caring environment for all students. Teamed with a 6th grade group of teachers, in all subjects, to ensure the needs of all students were met. Collaborated with mathematics teachers in the building to create a common curriculum within and across grade levels. Created lessons to individualize learning using technology in a one to one building. Worked alongside an intervention specialist to meet student needs, follow IEP's, and co-teach a class. Chaperoned a three-day, two-night, 6th grade camping field trip. Chaperoned a five-day, four-night, 8th grade Washington D.C. trip. Spent first year at Willis Intermediate School before the district reorganized 6th grade to Dempsey.
- **Logan Middle School (Aug. 2014 – May 2015)** **Logan, Ohio**
Teacher: Taught Pre-Algebra and Algebra to 8th grade students. Developed lesson plans, created classroom management procedures, working with building staff, and creating a caring environment for all students. Worked with fellow mathematics teachers on new Common Core Curriculum maps for district wide success for student centered learning and value added. Created lessons using Google Classroom in a building transitioning to become one to one.
- **Champion Middle School, (Jan. 2014 - May 2014)** **Columbus, Ohio**
Student Teacher: Taught grades 7 and 8 in science. Developed lesson plans and solo teaching units on two different topics for each grade level. Co-taught with cooperating teacher utilizing the existing curriculum plans. Instructed students one-on-one based on their individual needs.

COACHING EXPERIENCE

- **Huron Valley Volleyball Club (Nov. 2017 – Present)** **Saline, Michigan**
Head Coach: Coaching a fifteen-year-old team at the regional level. Creating practice plans and mentoring athletes to reach their goals as players and leaders. Organizing the team, tournament travel schedule, and consulting with parents. Assisting in running club wide pre-season practices.
- **Delaware Volleyball Program (May 2015 – Nov. 2017)** **Delaware, Ohio**
Head Coach: Created, ran, and lead a district wide program, high school and middle school. Selected coaching staff for all positions. Organized off season camps, tournaments, open gyms, and workouts for players. Produced summer camps for local youth. Developed and implemented practice plans for the Varsity team. Assisted in creating practice plans for all other program teams, high school and middle school. Controlled all program financials. Collaborated with parents, all school coaches and staff, as well as members of the community. Implemented a freshman team. Increased the varsity program from a 2-22 record my first season to a 16-8 record my last. Helped grow the program from a bottom 40th ranked team to a top 15th ranked team in the Ohio Central District. Had three players

win all conference, district, and region honors. Assisted three players in the recruitment process to play at the collegiate level, two have committed to Division Two programs. Assisted athletic department with summer gym scheduling for all sports, camps, and community use.

- **Logan Volleyball Program (Aug. 2014 – May 2015)** **Logan, Ohio**
Head Coach: Ran and provided leadership for the program, high school and middle school. Selected coaching staff for all positions. Organizing off season camps, tournaments, open gyms, and workouts for players. Produced summer camps for local youth. Developed and implemented practice plans for the Varsity team. Assisted in creating practice plans for all other high school teams. Created a game management plan for all coaches and players during matches. Controlled all program financials. Executed a youth spring volleyball league in cooperation with other school districts. Collaborated with parents, all coaches and staff, as well as members of the community.
- **Club Volleyball Coach (Nov. 2010 – June 2017)** **Columbus, Ohio**
Head Coach: Coached seven different travel teams, at three different clubs, between the ages of eleven and sixteen, at the regional and national levels. Helped collaborate on and implement practice plans developed by club directors in tier training programs. Created and ran practice plans of my own. Provided leadership during multiple weekend tournaments throughout the season. Mentored individual athletes to reach their athletic and leadership goals. Organized the teams and consulted with parents. Responsible for running position specific training and lead breakout sessions for multi team practices. Coached Elite Volleyball Training Center's top 2016 fourteen-year-old team and earned a bid to compete at Nationals.
- **Otterbein University Volleyball (Summer 2010 - Present)** **Westerville, Ohio**
Summer Camp Coordinator/On-Court Coach: Assisting with all administrative duties pertaining to the camps, clinics, and tournaments the team sponsors. Plans, demonstrates, and puts into action drills for elementary, middle school, and high school summer camps.

INVOLVEMENT

- **Otterbein University Volleyball (Fall 2010 - Fall 2013)** **Westerville, Ohio**
Three Year Co-Captain: Four year starter and letter winner. Voted All-Conference for two years. Led team to an Ohio Athletic Conference tournament championship in 2012. Helped team appear in four NCAA tournaments and gain first NCAA tournament win. Finished with a career record of 105-29. Worked as a Student Office Assistant for Coach Monica McDonald. Helped with organization, recruiting, analyzing film, and running summer camps.
- **Otterbein Student Athletic Advisory Committee (2010 - 2014)** **Westerville, Ohio**
2013-14 President: Organizes and leads bi-weekly meetings. Plans events on campus for student-athletes to interact with residents in the greater Westerville community including a free kids night and promoted athletic events. Creates a strong tie with Westerville Special Olympic teams. Helped to implement student athlete alumni panels specifically for student athletes. Planned the first ever "Cardy Awards" for student athletes. Served as club Secretary from 2011-2014.
- **Costa Rica Trip (June 2014)** **San Jose, Costa Rica**
Traveled to Costa Rica for ten days with the Otterbein Volleyball Team to play four matches against Costa Rican college and national level teams. Helped the current coaching staff with game management during all matches. Worked with local schools to coach volleyball.
- **Uganda Trip (June 2013)** **Kampala, Uganda**
Traveled to Uganda for the entire month of June to partner with two small local schools. Theme for the trip centered on athletics. Built a soccer field, sand volleyball court, and basketball court for the schools and local community to utilize. Taught the kids the sports along with good sportsmanship. Specifically created a volleyball team of thirteen girls and through coaching the sport worked with them on teambuilding, women's empowerment, confidence building, and equality.



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William Moran
Principal
Karen Walls
Assistant Principal
Ken Koenig
Assistant Principal

June 20, 2018

Dear Mr. Wendorf:

Mr. Anandkumar Patel was interviewed by a committee of staff from Dexter High School after serving in a temporary position this year as a 1.0 Math teacher. By unanimous consent the committee chose Mr. Patel as the new Math teacher. His references have been checked and support their decision. Mr. Patel has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

William C. Moran

William C. Moran
Principal
Dexter High School

Anandkumar Patel

(contact info redacted)

EDUCATION

Eastern Michigan University, Ypsilanti, MI, 48197

Graduation: April, 2017

Top Honors Bachelor of Science in Secondary Education Mathematics with minor in Psychology

Magna Cum Laude - GPA Earned: 3.76

Related Courses: Abstract Algebra, College Geometry, Linear Algebra, Probability and Statistics, Curriculum, Assessment and Evaluation, Abnormal Psychology, Child Psychology

Teaching Experience

Skyline High School, Ann Arbor Public Schools

January 2017 – April 2017

Student Teaching

- Created Common Core State Standard aligned lessons
- Developed projects and activities for project – based learning
- Formulated assessments that aligned with cultural expectations of the classroom
- Offered additional help/tutoring
- Attended weekly meetings
- Used differentiation for a variety of learners

Holman Success Center, Eastern Michigan

September 2016- December 2016

Supplemental Instructor

- Created student-centered lessons that mirror concepts within a college level statistics course
- Articulated complex statistical analysis to students
- Offered office-hours for students to come and ask questions
- Attended weekly meetings with other colleagues that further improved instructional method

Sabbath Middle School, River Rouge
School District

September 2016 – December 2016

Art Integrated Mathematics Teacher

- Created math lessons that integrate art concepts that were Common Core aligned
- Met deadlines for submission of lesson plans

- Collaboration with other colleagues to ensure lessons were fulfilling for students

Anandkumar Patel

Other Experience

Dexter High School, Dexter Public School

February 2012 – Present

Tennis Coach

- Creating interactive coaching lessons for a large group of participants
- Working with other coaches in order to obtain congruence between lessons
- Collaborating with administration to set-up matches.
- Capability of adapting to new environments and work situations.

Saline Recreational Center, City of Saline

Assistant Camp Director/ Building Supervisor

- Handled confidential paperwork
- Dealt with confrontation and met with parents
- Managed staff and responsible for entire building and patrons
- Communicated with supervisors

FURTHER ACHIEVEMENTS AND INTERESTS

June 2016

Gained American Red Cross Certifications:

- Deep Water Rescue
- C.P.R.
- First Aid

Skills

**Proficiency in Microsoft Office and SPSS, C++
Programming, confidential paperwork.**



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email: koenigk@dexterschools.org

William Moran
Principal
Karen Walls
Assistant Principal
Ken Koenig
Assistant Principal

June 20, 2018

Dear Mr. Wendorf:

A committee of staff from Dexter High School interviewed several candidates for the one of the 1.00 Special Education positions. By unanimous consent the committee chose Ms. Mary "Molly" Visel as the new Special Education teacher. Her references have been checked and support their decision. Ms. Visel has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

William C. Moran

William C. Moran
Principal
Dexter High School

MARY (MOLLY) K. VISEL
(contact info redacted)

OBJECTIVE:

Seeking a Special Education position to apply my experience in Learning Disabilities, Emotional Impairments, and Autism.

EDUCATION:

Western Michigan University- Kalamazoo, MI

- Master Teacher, Special Education & Literacy Studies
- Endorsement in Special Education K-12 Autism Spectrum Disorder
- Date of Graduation: April 28, 2018 GPA: 3.83

Grand Valley State University- Allendale, MI

- Special Education Major
- Masters of Education: Special Education, Learning Disabilities
- Date of Graduation: April 29, 2017 GPA: 3.918

- Bachelor of Science
- Comprehensive Science and Arts for Teaching Major
- Elementary Education Certified K-5
- Endorsement in Special Education K-12 Emotional Impairment & Learning Disabilities
- Academic Achievements: Dean's List 2013-2015.
- Date of Graduation: April 25, 2015 GPA 3.382

Saline High School- Saline, MI

- High School Diploma with related coursework in Psychology, Cadet Teaching
- Academic Achievements: Honor Roll three years
- Date of Graduation: June 4, 2010 GPA 3.3

EXTRA CURRICULAR ACTIVITIES:

- Member of Grand Valley State University Rowing Team 2010-2014, All-American 2014
- Member of Grand Valley State University Make A Wish Club 2012-2014

EXPERIENCE:

Student Teacher November-December 2014

Wanguri Primary School, Darwin, Australia

- Taught Kindergarten in fully inclusive elementary school
- Developed differentiated coursework in Mathematics, Science, Reading, and Writing.
- Assessed student's weekly progress in Math and phonological awareness
- Learned classroom management techniques

Student Teacher September-October 2014

Sherwood Park Elementary School, 3859 Chamberlain Avenue SE, Grand Rapids, MI 49508

- Created and taught 4th Grade units and daily lessons in all subject areas
- Assisted students during lessons and daily activities
- Learned classroom management techniques

Student Teacher January- June 2014
Grand Haven High School, 17001 Ferris Street, Grand Haven, MI 49417
- Worked individually with students on coursework in all subject areas
- Created and taught Michigan History, Adaptive Physical Education, and Consumer's Math
- Co-taught 21st Century History
- Learned classroom management techniques

Teacher Assistant September -December 2013
Grand Rapids Montessori at Fountain, 159 College Avenue NE, Grand Rapids, MI 49503
- Work with small groups of students in all subject areas in a Resource Room
- Work individually with students on struggling subject areas
- Create and teach lesson plans
- Learned classroom management techniques

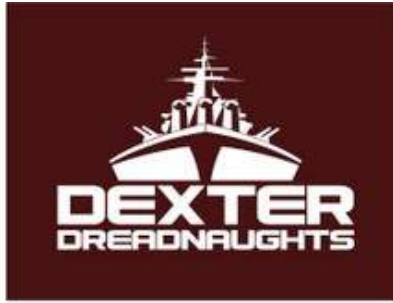
WORK HISTORY:

Grand Rapids Public Schools September 2015 to Present
1331 Franklin S.E., Grand Rapids, MI 49506 (616) 819-2022
Job title: *Teacher for students with Autism, Instructional Leadership Team Member*
Duties: Create and implement daily lesson plans, differentiate lessons and activities to meet students' needs and abilities, develop and implement students' Individualized Education Plans, implement building and district rules, policies, and classroom management. Collaborate with staff to develop stronger school culture and rigorous educational experiences.

Professional Education Services Group, LLC January 2015 to June 2015
6307 84th Street SE, Caledonia, MI 49316 (616) 891-0509
Job title: *Substitute Teacher*
Duties: Implement daily lesson plans and classroom management.

OTHER SKILLS:

Experience in Microsoft Word, Power Point, Excel, Publisher, Moodle, Moby Max and Blackboard.
Enjoy working with people, good listener, positive attitude, and team player.



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William Moran
Principal
Karen Walls
Assistant Principal
Ken Koenig
Assistant Principal

June 20, 2018

Dear Mr. Wendorf:

Mr. Chris Whittaker was interviewed by a committee of staff from Dexter High School after serving in a temporary position this year as a 1.0 Health/Physical Education teacher. By unanimous consent the committee chose Mr. Whittaker as the new Health/Physical Education teacher. His references have been checked and support their decision. Mr. Whittaker has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

William C. Moran

William C. Moran
Principal
Dexter High School

Christopher J. Whittaker CSCS

(contact info redacted)

Proven results in providing students with encouragement and reinforcement with the goal of developing lifelong learners and quality individuals through physical education, sport, and strength & conditioning.

CERTIFICATIONS

New York State Initial Teacher Certification in *Physical Education* PreK-12, 2010-2015

North Carolina Professional Teacher Certification Physical Education and Health K-12 2015-Present

Michigan Provisional Teacher Employment Authorization Physical Education K-12

Michigan Professional Teacher Certification Health 6-12 (Exam Passed Cert Pending)

National Strength and Conditioning Association: Certified Strength and Conditioning Specialist

Red Cross Water Safety Instructor

Red Cross Lifeguarding/First Aid/CPR AED

EDUCATION

State University

Masters of Science, Health, Physical Education and Recreation, December 2013

The New York State College at Brockport

Bachelor of Science, Physical Education, December 2010

Kingston High School, NY

Regents Diploma, June 2006

TEACHING EXPERIENCE

Physical Education Teacher – April 2017-Present **Estabrook Learning Community**, Ypsilanti Mi, **Ypsilanti Community Schools**

- Grades 2-8
- Designing and Implementing all Physical Education lessons and activities
- Cafeteria Supervision
- Field Day Planner and Coordinator

Physical Education and Health Teacher- August 2015-April 2017 **West Lee Middle School**, Sanford, NC-Lee County School District.

- Grades 6-8
- Teaching both Health and Physical Education on a rotating schedule
- Designing and Implement lessons incorporating AVID Strategies
- Working as part of 4 person team of teachers to best serve the entire student body.
- Head Football Coach for Middle School Program

Physical Education Teacher *October 2012-June 2015* **Regina Coeli School** – Hyde Park, NY

- Pre K through 8th Grade

- Designed and Implemented PE Curriculum
- Coordinator of Intramural Activities

Substitute Teacher 2014-2015 New Paltz Central School District -New Paltz NY

Substitute Teacher February 2011- June 2015 Kingston City School District– Kingston NY

Substitute Teacher October 2011- June 2013 Marlboro Central School District- Marlboro, NY

Substitute Teacher May 2008- June 2013 Rondout Valley Central School District – Accord, NY

Para Educator April 2011 Kingston City School District – Kingston NY

- One on one teaching assistant for a student with ADHD in an inclusive classroom setting

Physical Education Student Teaching - Kingston City School District, Kingston, NY

- Miller middle school- **Grades 6-8** August-October 2010
- Zena elementary school- **Grades K-5** October-December 2010

Precious Times Nursery School-Esopus, NY

- Completed 15 Field Hours, Spring 2009
- Coordinated and Instructed Pre-K Physical Education Lessons

Jefferson Avenue Elementary School, Rochester, NY

- Completed 30 Field Hours, September 2009
- Coordinated and Instructed Elementary Physical Education Lessons

East High School, Rochester City School District, Rochester, NY

- Completed 30 Field Hours, 2007
- Coordinated and Instructed High School Physical Education Lessons in an Urban Setting

Martin Luther King Jr. Elementary School

- Completed 15 hours of Field Observations
- Assisted in the Instruction of Lessons with Cooperating Teacher

COACHING EXPERIENCE

Assistant Football Coach, Dexter High School Football, Dexter MI, Fall 2017

- Responsible for the development of the Offensive Line Position Group
- Assisting in the Development of Offensive Scheme and Strategies
- Assisting the Head Coach in the Development of the strength and conditioning program
- Hudl Video Coordinator

Strength and Conditioning Coach/HUDL Video Coordinator – Lee County High School Football Summer-Fall 2016

- Designed Strength and Conditioning Program for the Football Program
- Directly Instructed all Strength and Conditioning Sessions
- Periodization Model Program with Conjugate Method Training Principles
- Detailed Exercise Instruction
- Operated all aspects of HUDL including the HUDL Sideline instant replay system.
- Uploaded and Organized all game film
- Coordinated and executed film exchanges

Varsity Track and Field Assistant Coach (Throws) & Strength and Conditioning Coach, Winter 2015/16, Lee County High School, Sanford NC, Lee County School District.

- Developing and Implementing a Throws Program in both the Shot Put and Discus events
- Wrote and Implemented the program wide in-season strength and conditioning plan based on a linear periodization model
- Earned State Championship and Regional Meet Appearances in multiple events most notably the Girls Shot Put and Boys Discus.

Head Football Coach- Fall 2015-Fall 2016, West Lee Middle School, Sanford NC, Lee County School District

- Responsible for the Development of 40 student-athletes in the 7th-8th Grade
- Supervised and guided 3 Assistant Coaches to achieve program goals
- Coordinated and Play Called a Spread offensive attack based around a Zone Running Game and Air Raid Pass Principles.
- Designed and Implemented all aspects of the Offense, Defense, and Special teams schemes
- Compiled a 5-2 record
- Working to develop positive relationships and character development with student-athletes.

Varsity Track and Field Assistant Coach, Kingston City School District *March 2011-June 2015*

- Responsible for development of over 20 student athletes.
- Implement daily practice plans, for both Boys and Girls Throwing Events Athletes
- Multiple State Championship Appearances
- Coached the first **New York State Girls Shot Put Champion** in school history
- Multiple school record holders.
- Both **Indoor and Outdoor Seasons**
- Prepared and implement year round strength and conditioning program
- Built, Designed, and Update Team Website
- Founded and Coordinated “Throws For A Cure” Charity Campaign

Varsity Football Assistant Coach/Offensive Coordinator, New Paltz Central School District, *July 2014-July 2015*

- Coordinated the Offensive attack
- Specializing in the “AIR RAID” schemes and approach
- Constructed and Implemented the “NO-HUDDLE” Wristband System
- Edited and Broke down Game Film
- Coordinated Game Film Trading with other Programs
- Prepared Daily Practice Schedules and Plans

Junior Varsity Football Head Coach, Kingston City School District, *August 2012-November 2013*

- Served as Team Offensive Coordinator
- Planning Practices and Game plans
- Supervising Three Assistant Coaches and Over Forty Student Athletes

Freshman Football Head Coach, Kingston City School District *March 2011- August 2012*

- Responsible for planning practices and supervising staff
- Served as Team Offensive Coordinator

Varsity Football Offensive Line Coach, Kingston City School District, *August 2010-November 2010*

- Responsible for the preparation and game day coordination of the Offensive Line in conjunction with team game plans.
- Part of the first playoff appearance of Kingston High School Football since 2005.

Section Nine Football Coaches Association Exceptional Senior All-Star Game

- Served as the Offensive line Coach for the American Team, November 2012 and 2013
- Worked in Conjunction with Offensive Coordinator on game plan concepts
- Edited and Inter-cut game film for distribution to student-athletes

Mid-Hudson High School Football Camp

- Coached Offensive line as part of the 2012 Mid-Hudson Football Camp
- Taught over 55 offensive linemen
- Taught Various Skills and Techniques

Wheelchair Track and Field, Rochester Rookies, Rochester, NY

- Taught Throws Events and Racing Technique, 2009

Youth Football Camp, Kingston, NY

- Assistant Football Coach specializing in Offensive Line July 2008
- Free Camp for the Youth of the Kingston Area
- Worked in Conjunction with the Boys & Girls Club of Kingston

OTHER FIELD EXPERIENCE

YMCA of Ulster County – Kingston, NY

Personal Fitness and Wellness Trainer, June 2013-September 2013

- Training Individuals of all ages
- Supervising Wellness Center
- Providing Insight and Advice to members on Personal Health and Fitness

Birch creek Retreat & Wellness Center – Pine Hill, NY

- Personal Fitness Trainer, *April 2013-September 2013*
- Trained Individuals and Small groups ages 16+
- Taught Concepts in Resistance Training, Cardio-Respiratory Fitness, and Weight loss

Youth Football Official- Kingston Area Junior Football League-Fall 2013

Volunteer Flag Football Tournament Director-

- Planned, Organized, and Officiated the Esopus Fire Department Annual Flag Football Tournament Fundraising event.

NYS AHPERD Central Western Zone Mini Conference

- Attended two consecutive years.

Parisi Speed School- Organized football skills camp, presented a “Total Conditioning” program, and assisted with class warm up activities.

ATHLETICS AND ACHIEVEMENTS

- Offensive Lineman for the College at Brockport Golden Eagle Football Team.** Part of the NCAA 8th ranked offense in the nation for the 2009 season. Four Year Team Member and Three Year Letter Winner
- Participated in both Varsity Football and Track & Field while in High School

Andrew Finkbeiner <afinkbeiner@gmail.com>

Fri, Jun 15, 2018 at 3:26 PM

To: Barb Santo <santob@dexterschools.org>, Candice Brown <brownc@dexterschools.org>, Tammy Reich <reicht@dexterschools.org>

Dear Tammy, Barb and Candice,

I am writing to let you know that I will not be able to accept the fifth grade position at Creekside.

It was a challenging decision for my family. I really enjoyed meeting you and loved the educational philosophy I heard. I have no doubt that Creekside would be a tremendous place to work, and I really wanted to join you. I want you to know that the decision is purely financial. I am the primary earner for our family of four and feel that I need to pursue other options to better provide for our family. Jane informed me that you had a deep pool of applicants, so I trust that you will be able to find an excellent fit.

I wish you all the best on the upcoming school years. I trust that when my children make it to Creekside in seven or so years they will be in great hands.

Best,
Drew



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 11 - General Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	5,125,513.00	48,446.63	4,783,394.62	.00	342,118.38	93	5,011,091.15
Function Code R100 - Local Sources - 100 Totals	\$5,125,513.00	\$48,446.63	\$4,783,394.62	\$0.00	\$342,118.38	93 %	\$5,011,091.15
Function Code R200 - Non-Education Sources - 200							
	5,254.00	7,500.00	7,500.00	.00	(2,246.00)	143	6,884.13
Function Code R200 - Non-Education Sources - 200 Totals	\$5,254.00	\$7,500.00	\$7,500.00	\$0.00	(\$2,246.00)	143 %	\$6,884.13
Function Code R300 - State Sources - 300							
	29,472,561.00	2,712,615.00	21,940,264.08	.00	7,532,296.92	74	20,665,470.72
Function Code R300 - State Sources - 300 Totals	\$29,472,561.00	\$2,712,615.00	\$21,940,264.08	\$0.00	\$7,532,296.92	74 %	\$20,665,470.72
Function Code R400 - Federal Sources - 400							
	1,310,766.00	.00	450,389.35	.00	860,376.65	34	1,790.89
Function Code R400 - Federal Sources - 400 Totals	\$1,310,766.00	\$0.00	\$450,389.35	\$0.00	\$860,376.65	34 %	\$1,790.89
Function Code R500 - ISD / Other Sources - 500							
	4,485,678.00	100.00	3,546,170.04	.00	939,507.96	79	3,512,772.47
Function Code R500 - ISD / Other Sources - 500 Totals	\$4,485,678.00	\$100.00	\$3,546,170.04	\$0.00	\$939,507.96	79 %	\$3,512,772.47
Function Code R600 - In from other Funds - 600							
	218,592.00	40,571.68	190,668.01	.00	27,923.99	87	187,284.67
Function Code R600 - In from other Funds - 600 Totals	\$218,592.00	\$40,571.68	\$190,668.01	\$0.00	\$27,923.99	87 %	\$187,284.67
Account Type Revenue Totals	\$40,618,364.00	\$2,809,233.31	\$30,918,386.10	\$0.00	\$9,699,977.90	76 %	\$29,385,294.03
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	20,286,478.00	1,743,339.74	15,801,696.19	5,296.89	4,479,484.92	78	15,164,692.98
Sub Function Code 120 - Added Needs - 120	4,150,898.00	402,223.37	3,209,453.42	.00	941,444.58	77	2,941,946.78
Function Code 100 - Instruction Totals	\$24,437,376.00	\$2,145,563.11	\$19,011,149.61	\$5,296.89	\$5,420,929.50	78 %	\$18,106,639.76
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	4,418,275.00	367,792.75	3,468,695.83	27,647.25	921,931.92	79	3,158,745.32
Sub Function Code 220 - Support Services-Instructional - 220	2,092,303.00	157,210.85	1,828,317.65	7,645.00	256,340.35	87	1,717,754.73
Sub Function Code 230 - Support Services-Administration - 230	765,109.00	57,594.67	672,218.74	81.50	92,808.76	88	551,744.23
Sub Function Code 240 - Support Services-School Admin - 240	2,305,412.00	192,602.43	2,048,407.47	6,158.00	250,846.53	89	1,979,473.00
Sub Function Code 250 - Support Services-Business - 250	685,380.00	46,315.79	565,268.64	.00	120,111.36	82	547,960.46
Sub Function Code 260 - Operations and Maintenance - 260	3,585,818.00	173,945.13	2,961,232.08	156,830.60	467,755.32	83	3,086,721.16
Sub Function Code 270 - Pupil Transportation - 270	1,603,298.00	156,206.91	1,322,932.91	21,040.17	259,324.92	83	1,331,101.34
Sub Function Code 280 - Support Services-Central - 280	287,458.00	21,906.02	255,124.17	.00	32,333.83	89	246,078.91
Function Code 200 - Supporting Services Totals	\$15,743,053.00	\$1,173,574.55	\$13,122,197.49	\$219,402.52	\$2,401,452.99	83 %	\$12,619,579.15
Function Code 300 - Community Services							
Sub Function Code 320 - Community Recreation - 320	264,196.00	24,528.27	251,447.89	7,373.56	5,374.55	95	286,536.47
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	1,757.89
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	10,261.00	.00	.00	.00	10,261.00	0	.00
Sub Function Code 390 - Other Community Services - 390	(10,261.00)	.00	.00	.00	(10,261.00)	0	.00
Function Code 300 - Community Services Totals	\$264,196.00	\$24,528.27	\$251,447.89	\$7,373.56	\$5,374.55	95 %	\$288,294.36
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code 400 - Government Agencies & Prior Period Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	545,426.00	150,000.00	450,000.00	.00	95,426.00	83	400,000.00



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code 500-600 - Other Financing Uses Totals	\$545,426.00	\$150,000.00	\$450,000.00	\$0.00	\$95,426.00	83 %	\$400,000.00
Account Type Expense Totals	\$40,990,051.00	\$3,493,665.93	\$32,834,794.99	\$232,072.97	\$7,923,183.04	80 %	\$31,414,513.27
Fund(COA) 11 - General Fund Totals	(\$371,687.00)	(\$684,432.62)	(\$1,916,408.89)	(\$232,072.97)	\$1,776,794.86	516 %	(\$2,029,219.24)



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 23 - Community Service Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,014,800.00	115,503.91	1,878,641.32	.00	136,158.68	93	1,943,838.50
Function Code R100 - Local Sources - 100 Totals	\$2,014,800.00	\$115,503.91	\$1,878,641.32	\$0.00	\$136,158.68	93 %	\$1,943,838.50
Function Code R300 - State Sources - 300							
	47,068.00	.00	23,196.03	.00	23,871.97	49	15,266.39
Function Code R300 - State Sources - 300 Totals	\$47,068.00	\$0.00	\$23,196.03	\$0.00	\$23,871.97	49 %	\$15,266.39
Function Code R400 - Federal Sources - 400							
	125,000.00	.00	102,361.90	.00	22,638.10	82	83,028.66
Function Code R400 - Federal Sources - 400 Totals	\$125,000.00	\$0.00	\$102,361.90	\$0.00	\$22,638.10	82 %	\$83,028.66
Function Code R500 - ISD / Other Sources - 500							
	.00	.00	.00	.00	.00	+++	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R600 - In from other Funds - 600							
	545,426.00	150,000.00	450,000.00	.00	95,426.00	83	400,000.00
Function Code R600 - In from other Funds - 600 Totals	\$545,426.00	\$150,000.00	\$450,000.00	\$0.00	\$95,426.00	83 %	\$400,000.00
Account Type Revenue Totals	\$2,732,294.00	\$265,503.91	\$2,454,199.25	\$0.00	\$278,094.75	90 %	\$2,442,133.55
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	183,590.00	19,834.59	163,639.47	77.40	19,873.13	89	137,445.70
Function Code 100 - Instruction Totals	\$183,590.00	\$19,834.59	\$163,639.47	\$77.40	\$19,873.13	89 %	\$137,445.70
Function Code 200 - Supporting Services							
Sub Function Code 220 - Support Services-Instructional - 220	7,075.00	125.29	5,110.15	.00	1,964.85	72	502.20
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	66,850.00	3,922.39	52,528.16	11,823.82	2,498.02	79	66,501.20
Sub Function Code 270 - Pupil Transportation - 270	134,000.00	12,225.00	85,507.61	5,920.00	42,572.39	64	51,243.47
Sub Function Code 290 - Support Services-Other - 290	678,276.00	76,665.39	581,456.48	953.78	95,865.74	86	647,210.11
Function Code 200 - Supporting Services Totals	\$886,201.00	\$92,938.07	\$724,602.40	\$18,697.60	\$142,901.00	82 %	\$765,456.98
Function Code 300 - Community Services							
Sub Function Code 310 - Community Services Direction - 310	302,808.00	27,468.26	259,451.70	.00	43,356.30	86	248,136.98
Sub Function Code 320 - Community Recreation - 320	381,702.00	29,648.42	356,840.99	4,696.80	20,164.21	93	336,712.71
Sub Function Code 350 - Care of Children - 350	768,459.00	62,864.32	664,022.75	.00	104,436.25	86	740,421.11
Sub Function Code 390 - Other Community Services - 390	125,000.00	.00	106,120.75	.00	18,879.25	85	86,135.39
Function Code 300 - Community Services Totals	\$1,577,969.00	\$119,981.00	\$1,386,436.19	\$4,696.80	\$186,836.01	88 %	\$1,411,406.19
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	84,524.00	15,094.14	73,996.63	.00	10,527.37	88	75,426.37
Function Code 500-600 - Other Financing Uses Totals	\$84,524.00	\$15,094.14	\$73,996.63	\$0.00	\$10,527.37	88 %	\$75,426.37
Account Type Expense Totals	\$2,732,284.00	\$247,847.80	\$2,348,674.69	\$23,471.80	\$360,137.51	86 %	\$2,389,735.24
Fund(COA) 23 - Community Service Fund Totals	\$10.00	\$17,656.11	\$105,524.56	(\$23,471.80)	(\$82,042.76)	1,055,246 %	\$52,398.31



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	1,034,958.00	129,519.78	971,112.87	.00	63,845.13	94	982,026.39
Function Code R100 - Local Sources - 100 Totals	\$1,034,958.00	\$129,519.78	\$971,112.87	\$0.00	\$63,845.13	94 %	\$982,026.39
Function Code R300 - State Sources - 300							
	58,200.00	5,238.70	50,188.04	.00	8,011.96	86	45,050.76
Function Code R300 - State Sources - 300 Totals	\$58,200.00	\$5,238.70	\$50,188.04	\$0.00	\$8,011.96	86 %	\$45,050.76
Function Code R400 - Federal Sources - 400							
	272,655.00	25,825.51	174,005.78	.00	98,649.22	64	138,378.70
Function Code R400 - Federal Sources - 400 Totals	\$272,655.00	\$25,825.51	\$174,005.78	\$0.00	\$98,649.22	64 %	\$138,378.70
Function Code R500 - ISD / Other Sources - 500							
	109,000.00	11,293.61	85,397.23	.00	23,602.77	78	71,922.03
Function Code R500 - ISD / Other Sources - 500 Totals	\$109,000.00	\$11,293.61	\$85,397.23	\$0.00	\$23,602.77	78 %	\$71,922.03
Account Type Revenue Totals	\$1,474,813.00	\$171,877.60	\$1,280,703.92	\$0.00	\$194,109.08	87 %	\$1,237,377.88
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	2,415.00	.00	2,192.50	.00	222.50	91	2,190.61
Sub Function Code 290 - Support Services-Other - 290	1,338,271.00	137,202.42	1,164,318.26	128,081.39	45,871.35	87	1,116,392.36
Function Code 200 - Supporting Services Totals	\$1,340,686.00	\$137,202.42	\$1,166,510.76	\$128,081.39	\$46,093.85	87 %	\$1,118,582.97
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	134,068.00	25,477.54	116,671.38	.00	17,396.62	87	111,858.30
Function Code 500-600 - Other Financing Uses Totals	\$134,068.00	\$25,477.54	\$116,671.38	\$0.00	\$17,396.62	87 %	\$111,858.30
Account Type Expense Totals	\$1,474,754.00	\$162,679.96	\$1,283,182.14	\$128,081.39	\$63,490.47	87 %	\$1,230,441.27
Fund(COA) 25 - School Lunch Fund Totals	\$59.00	\$9,197.64	(\$2,478.22)	(\$128,081.39)	\$130,618.61	-4,200 %	\$6,936.61



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 30 - Debt Retirement Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	10,779,319.00	20,577.90	10,536,292.30	.00	243,026.70	98	10,517,149.96
Function Code R100 - Local Sources - 100 Totals	\$10,779,319.00	\$20,577.90	\$10,536,292.30	\$0.00	\$243,026.70	98 %	\$10,517,149.96
Function Code R300 - State Sources - 300							
	.00	.00	192,448.11	.00	(192,448.11)	+++	164,479.71
Function Code R300 - State Sources - 300 Totals	\$0.00	\$0.00	\$192,448.11	\$0.00	(\$192,448.11)	+++	\$164,479.71
Function Code R500 - ISD / Other Sources - 500							
	377,488.00	.00	.00	.00	377,488.00	0	1,110,170.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$377,488.00	\$0.00	\$0.00	\$0.00	\$377,488.00	0 %	\$1,110,170.00
Function Code R600 - In from other Funds - 600							
	.00	.00	.00	.00	.00	+++	.00
Function Code R600 - In from other Funds - 600 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Revenue Totals	\$11,156,807.00	\$20,577.90	\$10,728,740.41	\$0.00	\$428,066.59	96 %	\$11,791,799.67
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 250 - Support Services-Business - 250	51,000.00	3.21	17,542.82	.00	33,457.18	34	14,836.32
Function Code 200 - Supporting Services Totals	\$51,000.00	\$3.21	\$17,542.82	\$0.00	\$33,457.18	34 %	\$14,836.32
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	11,105,807.00	3,354,750.00	10,603,816.41	.00	501,990.59	95	10,503,018.76
Function Code 500-600 - Other Financing Uses Totals	\$11,105,807.00	\$3,354,750.00	\$10,603,816.41	\$0.00	\$501,990.59	95 %	\$10,503,018.76
Account Type Expense Totals	\$11,156,807.00	\$3,354,753.21	\$10,621,359.23	\$0.00	\$535,447.77	95 %	\$10,517,855.08
Fund(COA) 30 - Debt Retirement Fund Totals	\$0.00	(\$3,334,175.31)	\$107,381.18	\$0.00	(\$107,381.18)	+++	\$1,273,944.59



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 47 - 2017 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	.00	.00	53,857,462.20	.00	(53,857,462.20)	+++	.00
Function Code R100 - Local Sources - 100 Totals	\$0.00	\$0.00	\$53,857,462.20	\$0.00	(\$53,857,462.20)	+++	\$0.00
Account Type Revenue Totals	\$0.00	\$0.00	\$53,857,462.20	\$0.00	(\$53,857,462.20)	+++	\$0.00
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 230 - Support Services-Administration - 230	.00	.00	19,077.60	.00	(19,077.60)	+++	.00
Sub Function Code 250 - Support Services-Business - 250	.00	.00	2,237.28	.00	(2,237.28)	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	.00	.00	9,765.00	.00	(9,765.00)	+++	.00
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 280 - Support Services-Central - 280	.00	.00	610,555.00	.00	(610,555.00)	+++	.00
Function Code 200 - Supporting Services Totals	\$0.00	\$0.00	\$641,634.88	\$0.00	(\$641,634.88)	+++	\$0.00
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	1,237,345.12	5,053,709.00	.00	(5,053,709.00)	+++	.00
Function Code 400 - Government Agencies & Prior Period Totals	\$0.00	\$1,237,345.12	\$5,053,709.00	\$0.00	(\$5,053,709.00)	+++	\$0.00
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	.00	.00	.00	.00	.00	+++	.00
Function Code 500-600 - Other Financing Uses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Expense Totals	\$0.00	\$1,237,345.12	\$5,695,343.88	\$0.00	(\$5,695,343.88)	+++	\$0.00
Fund(COA) 47 - 2017 Capital Projects Fund Totals	\$0.00	(\$1,237,345.12)	\$48,162,118.32	\$0.00	(\$48,162,118.32)	+++	\$0.00



Board Monthly Financial Report

Fiscal Year to Date 05/31/18

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 48 - 2008 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,463,606.00	.00	8,792.63	.00	2,454,813.37	0	12,635.37
Function Code R100 - Local Sources - 100 Totals	\$2,463,606.00	\$0.00	\$8,792.63	\$0.00	\$2,454,813.37	0 %	\$12,635.37
Function Code R500 - ISD / Other Sources - 500							
	47,890,000.00	.00	.00	.00	47,890,000.00	0	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$47,890,000.00	\$0.00	\$0.00	\$0.00	\$47,890,000.00	0 %	\$0.00
Account Type Revenue Totals							
	\$50,353,606.00	\$0.00	\$8,792.63	\$0.00	\$50,344,813.37	0 %	\$12,635.37
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 250 - Support Services-Business - 250	441,844.00	.00	.00	.00	441,844.00	0	.00
Sub Function Code 260 - Operations and Maintenance - 260	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 270 - Pupil Transportation - 270	6,162,000.00	.00	366,610.00	.00	5,795,390.00	6	.00
Sub Function Code 280 - Support Services-Central - 280	10,219,490.00	.00	513,800.80	212,698.25	9,492,990.95	5	692,098.05
Function Code 200 - Supporting Services Totals	\$16,823,334.00	\$0.00	\$880,410.80	\$212,698.25	\$15,730,224.95	5 %	\$692,098.05
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	33,254,447.00	.00	186,406.14	239.40	33,067,801.46	1	254,338.31
Function Code 400 - Government Agencies & Prior Period Totals	\$33,254,447.00	\$0.00	\$186,406.14	\$239.40	\$33,067,801.46	1 %	\$254,338.31
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	275,825.00	.00	.00	.00	275,825.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$275,825.00	\$0.00	\$0.00	\$0.00	\$275,825.00	0 %	\$0.00
Account Type Expense Totals							
	\$50,353,606.00	\$0.00	\$1,066,816.94	\$212,937.65	\$49,073,851.41	2 %	\$946,436.36
Fund(COA) 48 - 2008 Capital Projects Fund Totals							
	\$0.00	\$0.00	(\$1,058,024.31)	(\$212,937.65)	\$1,270,961.96	+++	(\$933,800.99)
Grand Totals							
	(\$371,618.00)	(\$5,229,099.30)	\$45,398,112.64	(\$596,563.81)	(\$45,173,166.83)	-12,216 %	(\$1,629,740.72)

TO: Board of Education
FROM: Sharon Raschke, CFO
DATE: June 25, 2018
RE: 2018-19 Budget Adoption

Included in your packet is the 2018-19 budget for adoption. The budget process included:

March 19, 2018 - The Superintendent presented preliminary budget parameters and budget scenarios for the 2018-19 budget to the Finance Committee.

April 23, 2018 - The Board discussed four budget scenarios and provided direction to proceed using Scenario B and a target of \$200,000 to \$300,000 expense over revenue for planning program changes or enhancement, with an expectation that positive variances will result in break-even at year end.

May 17, 2018 - The Finance Committee discussed administration's input on updated budget factors and proposed program changes/enhancements. The recommended budget reflects \$264,622 expense over revenue, and within the parameters set by the Board.

May 21, 2018 - The Board discussed the recommendations of the Finance Committee and authorized the 2018-19 budget be prepared to take to a public hearing.

May 30, 2018 - The notice of budget hearing was published in The Sun Times News. The budget was available for public inspection.

June 11, 2018 - The budget hearing took place at the Board of Education meeting.

The key parameters included are:

- State Foundation allowance \$8,055, an \$150 increase from 2017-18
- Other State categorical funding continued at 2017-18 amounts
- Student count 3,662, a 35 student growth first year; student growth carried into future years consistent with the bond planning student growth projection
- Wage changes based on 1% increase; all employee group bargaining contracts financial parameters are still being negotiated for 2018-19
- Employee level and step increases included; all employee group bargaining contracts financial parameters are still being negotiated for 2018-19
- The employer contribution towards health benefits increased 3%; all employee group bargaining contracts financial parameters are still being negotiated for 2018-19
- MPSERS Retirement Rate 38.39% per ORS communication and our specific staff retirement elections (including the UAAL rate currently subsidized with a State categorical funding)
- Academic staff increase of one additional academic staff per year to serve student growth
- One time and new initiatives funded with available Medicaid reimbursement
- Addition of a 0.5 FTE Assistant Principal at Creekside Intermediate School

Several major variables were not fully known at the time of budget preparation. Changes in student count, state foundation, and state categorical grants have the largest impact. Recognize that we have prepared this budget in order to meet our obligation in good faith. Further information and decisions will continue to be made both before and after the budget hearing and budget adoption. We will end this year and start next year with a budget that will not reflect all known data. The November revision to the budget will be the real operating plan for the year. The budget for 2018-19 must be adopted by June 30, 2018.

State School Aid Act Requirements

In order to be in compliance with State laws regarding budgeting, the school board is required to:

1. pass a general appropriation resolution for general fund and any special revenue funds by major function grouping
2. post the budgets on our district website

As a result of these requirements, the budget adopted by the Board of Education is by major function grouping.

Attachments

1. Financial Dashboard
2. Long-range trend including 2016-17 actual, 2017-18 budget (November 2017 revision), 2018-19 budget, 2019-20 trend, and 2020-21 trend. The trend was used as the basis for the revenue and expenditure projection that is now required to be reported.
3. The general appropriation resolution for the general fund and required special revenue funds by major function grouping. These resolutions, once adopted by the Board of Education, will be posted on our website.
4. The 2019-20 General Fund revenue, expenditures, and fund balance projection that will be posted on our website.

The budget detailed by individual account lines are available in the Business Office.

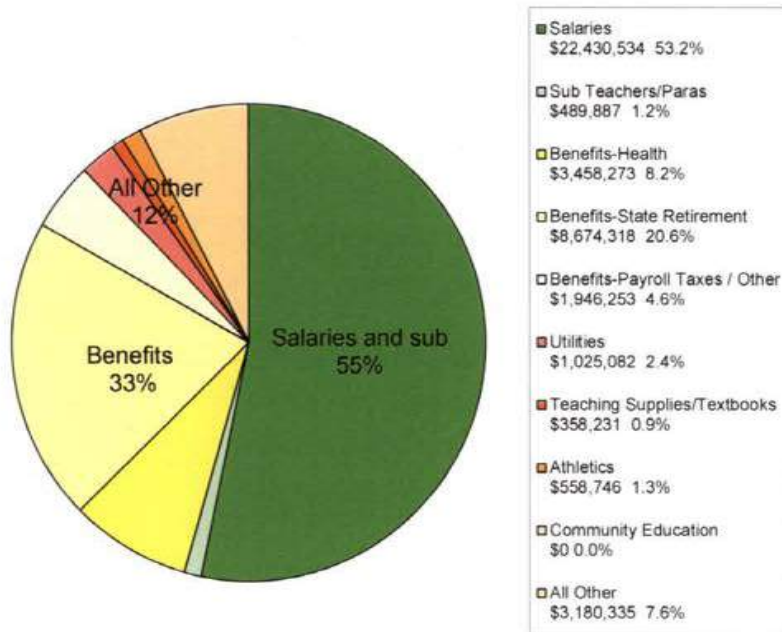
**Dexter Community Schools
General Fund
Long Range Trend**

	2016-17 actual	2017-18 budget (November)	2018-19 budget	2019-20 trend	2020-21 trend
Revenue	39,035,555	40,618,364	41,857,037	42,709,783	43,600,488
Expense	38,659,108	40,990,051	42,121,659	43,152,463	44,325,831
Revenue over (under) expense	376,447	(371,687)	(264,622)	(442,680)	(725,344)
Fund Balance planned adjustment	-	-	-	-	-
Operational Revenue over (under) expense	376,447	(371,687)	(264,622)	(442,680)	(725,344)
FUND BALANCE					
Non-spendable-Prepaid Expenditures	64,363	64,363	64,363	64,363	64,363
Committed-Facilities	874,000	874,000	874,000	874,000	874,000
Committed-Athletic Facilities	590,000	590,000	590,000	590,000	590,000
Committed-Health Benefit Claims	-	-	-	-	-
Committed-Instructional Equipment	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Committed-New Programs Implementation	-	-	-	-	-
Committed-New Programs Startup Costs	-	-	-	-	-
Committed-Performing Arts Equipment	\$110,000.00	110,000	110,000	110,000	110,000
Committed-Retirement/Severance	850,000	850,000	850,000	850,000	850,000
Committed-Supply Carryover	139,651	139,651	139,651	139,651	139,651
Committed-Technology	831,714	831,714	831,714	831,714	831,714
Committed-Textbooks	-	-	-	-	-
Assigned for Subsequent year expenditures	405,120	405,120	405,120	405,120	405,120
Unassigned	1,660,719	1,289,032	1,024,410	581,730	(143,614)
TOTAL FUND BALANCE	6,525,567	6,153,880	5,889,258	5,446,578	4,721,234
%	16.9%	15.0%	14.0%	12.6%	10.7%
Unassigned	1,660,719	1,289,032	1,024,410	581,730	(143,614)
%	4.3%	3.1%	2.4%	1.3%	-0.3%
STATE FUNDING					
State per pupil foundation	\$ 7,799	\$ 7,905	\$ 8,055	\$ 8,161	\$ 8,267
State per pupil foundation change (\$)	\$ 106	\$ 106	\$ 150	\$ 106	\$ 106
Effective per pupil change					
STUDENT ENROLLMENT					
New student additions(general ed & special ed FTE)	33.97	40.34	35.00	26.00	22.00
Student Enrollment (October)	3,586.58	3,626.92	3,661.92	3,687.92	3,709.92
PROJECTION ASSUMPTIONS					
Increase academic staff (FTE)	7.29	8.77	1.00	1.00	1.00
Increase support staff (FTE)	-	-	-	-	-
New academic staff for International Baccalaureate (FTE)					
Salary/Wage DEA change (%)	1.00%	1.00%	1.00%	1.00%	1.00%
State Blended Count Method	10%/90%	10%/90%	10%/90%	10%/90%	10%/90%
MPSERS Retirement Rate	36.90%	39.36%	38.39%	38.51%	38.63%
FICA Employer Tax Rate	7.65%	7.65%	7.65%	7.65%	7.65%
District Insurance Cost change	-1.50%	3.00%	3.00%	3.00%	3.00%
WISD Special Education Reimbursement	100.00%	100.00%	100.00%	100.00%	100.00%
Indirect Cost Rate to Self-supporting Programs	10.00%	10.00%	10.00%	10.00%	10.00%
Inflation (discretionary)	0.00%	0.00%	0.00%	0.00%	0.00%

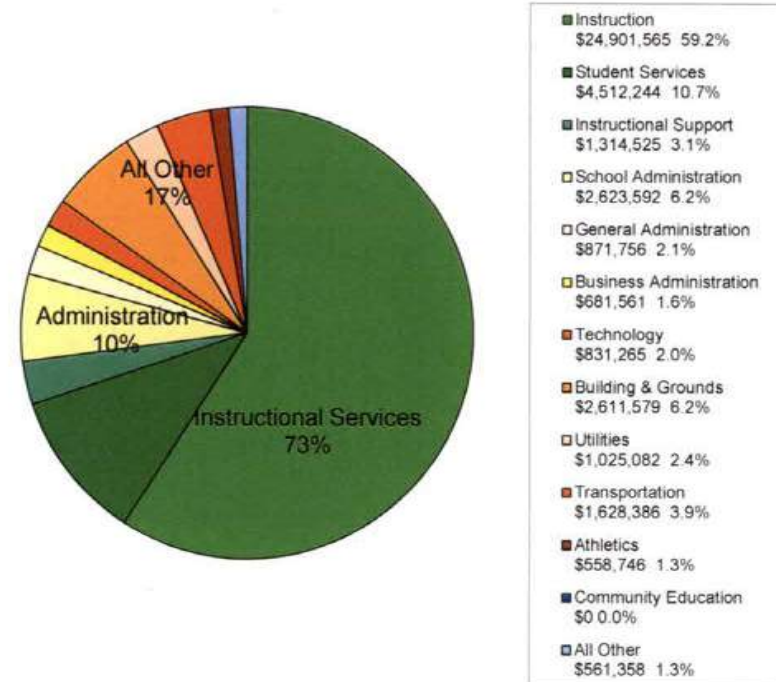
**Dexter Community Schools
Financial Dashboard
2018-19 Budget**

2016-17 Actual						
Student Count	Total Revenues	Total Expenditures	Excess Rev/Exp	Ending Fund Balance	%	Foundation Allowance
3,587	\$39,035,555	\$38,659,108	\$376,447	\$6,525,567	16.9%	\$7,799
Peer Group Ranking from most recent Bulletin 1014 (2016-17 data)					9th out of 30	14th out of 30
2017-18 Budget (November revision)						
3,627	\$40,618,364	\$40,990,051	(\$371,687)	\$6,153,880	15.0%	\$7,905
2018-19 Budget						
3,662	\$41,857,037	\$42,121,659	(\$264,622)	\$5,889,258	14.0%	\$8,055

Expenses-Type



Expenses-Program



**General Appropriation of the General Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation of Dexter Community Schools for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2018-19 which includes 18 mills of ad valorem taxes to be levied on non-homestead and nonqualified agricultural property to be used for operating purposes is as follows:

Revenue:

1xx Local	\$ 5,174,587
2xx Other Political Subdivisions	\$ 5,412
3xx State	\$ 30,144,511
4xx Federal	\$ 1,617,426
5xx-6xx Other Financing Sources	\$ 4,915,101
Total Revenue	\$ 41,857,037
Total Fund Balance, July 1 Available to Appropriate	\$ 6,089,517
Total Available to Appropriate	\$ 47,946,554

BE IT FURTHER RESOLVED, that of the total available to appropriate in the General Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

1xx - Instruction	
11x- Basic Programs	\$ 20,641,315
12x- Added Needs	\$ 4,260,250
2xx - Support Services	
21x- Pupil Support	\$ 4,512,244
22x- Instructional Staff Support	\$ 2,145,790
23x- General Administration	\$ 871,756
24x- School Administration	\$ 2,623,592
25x- Business Services	\$ 681,561
26x- Operations and Maintenance	\$ 3,636,661
27x- Transportation	\$ 1,628,386
28x-29x Other Central Support	\$ 286,925
3xx-Community Services	\$ 274,433
4xx-6xx Other Financing Uses	\$ 558,746
Total Appropriated	\$ 42,121,659

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

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 25, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**General Appropriation of the Community Service Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation of the Community Service Fund for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Community Service Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Community Service Fund of the school district for fiscal year 2018-19 to be used for operating purposes is as follows:

Revenue:

1xx Local	\$	2,107,077
3xx State	\$	47,068
4xx Federal	\$	125,000
5xx-6xx Other Financing Sources	\$	558,746
Total Revenue	\$	2,837,891

Total Fund Balance, July 1 Available to Appropriate	\$	-
Total Available to Appropriate	\$	2,837,891

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Community Service Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

1xx – Instruction		
11x- Basic Programs	\$	175,752
2xx – Support Services		
22x- Instructional Staff Support	\$	7,075
26x- Operations and Maintenance	\$	81,850
27x- Transportation	\$	90,000
28x-29x Other Central Support	\$	721,796
3xx-Community Services	\$	1,646,963
4xx-6xx Other Financing Uses	\$	87,582
Total Appropriated	\$	2,811,018

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

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 25, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**General Appropriation of the Food Services Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation of the Food Services Fund for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Food Services Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Food Services Fund of the school district for fiscal year 2018-19 to be used for operating purposes is as follows:

Revenue:	
1xx Local	\$ 1,066,007
3xx State	\$ 59,946
4xx Federal	\$ 280,834
5xx-6xx Other Financing Sources	\$ 112,270
Total Revenue	\$ 1,519,057
Total Fund Balance, July 1 Available to Appropriate	\$ 335,296
Total Available to Appropriate	\$ 1,854,353

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Food Services Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
2xx – Support Services	
26x- Operations and Maintenance	\$ 2,415
28x-29x Other Central Support	\$ 1,358,926
4xx-6xx Other Financing Uses	\$ 136,134
Total Appropriated	\$ 1,497,475

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

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 25, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**Dexter Community Schools
General Fund Projections
2019-20**

Projection Assumptions:

- Carryover Existing Programs
- \$106 increase in the State per student foundation
- Increase student enrollment by 26
- 100% WISD Act 18 reimbursement from 2017-18 Special Education costs
- 3% increase in employer contribution to health benefit costs
- 1% increase in salary/wage scales
- 38.51% in MPSERS retirement contributions

The Board intends to make budget changes in our operations to reduce expenditures and/or increase revenue.

Projected Fund Balance, July 1, 2019 \$ 5,889,258

Projected Revenue:

1xx Local	\$	5,280,008
2xx Other Political Subdivisions	\$	5,522
3xx State	\$	30,758,640
4xx Federal	\$	1,650,378
5xx-6xx Other Financing Sources	\$	5,015,235
Total Projected Revenue	\$	42,709,783

Projected Expenditures:

1xx – Instruction		
11x- Basic Programs	\$	21,146,451
12x- Added Needs	\$	4,364,507
2xx – Support Services		
21x- Pupil Support	\$	4,622,668
22x- Instructional Staff Support	\$	2,198,302
23x- General Administration	\$	893,090
24x- School Administration	\$	2,687,797
25x- Business Services	\$	698,240
26x- Operations and Maintenance	\$	3,725,658
27x- Transportation	\$	1,668,236
28x-29x Other Central Support	\$	293,947
3xx-Community Services	\$	281,149
4xx-6xx Other Financing Uses	\$	572,420
Total Projected Expenditures	\$	43,152,463

Projected Fund Balance, June 30, 2020 \$ 5,446,578

To: Board of Education

From: Sharon Raschke, CFO

Date: June 25, 2018

RE: Tax Levies for the 2018 Tax Year/2018-19 Fiscal Year

On June 11, 2018, you conducted a Public Hearing that included a hearing on the 2018 Tax Rate on non-homestead properties that will be at 18.0000 mills and the 2018 debt levy on all properties that will be at 8.5000 mills.

The tax levies are as follows:

	<u>2018</u>	<u>2017</u>
Non-homestead taxable value	\$ 274,084,150 (5.67% increase)	
Non-homestead tax levy	18.0000 mills	18.0000 mills
All properties taxable value	\$1,332,417,299 (5.13% increase)	
Debt tax levy	8.5000 mills	8.5000 mills

A portion of the general fund revenue comes from the local tax levy of 18.000 mills on non-homestead properties. The amount of local non-homestead property tax collection combined with the amount of state aid received from the State of Michigan equals our total foundation allowance.

The May 7, 2013 elections, non-homestead millage reauthorization proposal of 18.0000 and the non-homestead millage "cushion" proposal of 3.0000 mills, was approved for the years 2014 to 2033. We did not have a millage reduction roll back for 2018. Attached is the millage usage history/projection from the 2014-2033 issues.

The debt levy is set at the amount required to meet the annual debt requirement for all existing debt under the arrangement with the State of Michigan School Bond Loan Fund. An 8.5000 mills levy is required to meet our debt obligations, including the requirements of the 1998, 2012, and 2017 bond issues.

These levies need to be authorized by the Board of Education. Please authorize that 18.0000 mills be levied on non-homestead property in December of 2018 and that 8.5000 mills be levied on debt on all property in December of 2018.

Dexter Community Schools
 Non-Homestead Tax Levy Summary
 Operating Millage
 Authorized millage 2014-2033

Authorized millage voted May 7, 2013 (for 20 years)
 Headlee override "cushion" millage voted May 7, 2013

		Millage	Perm Red	Reduced	Voted	Reduced	Extra	
Fiscal	Tax	Reduction	NH Millage	Millage	NH Extra	Millage	Voted	Millage
Year	Year	Fraction	Rate	Rate	Millage	Rate	Used/Needed	Levy
14-15	2014	1.0000	18.0000	18.0000	3.0000	3.0000	0.0000	18.0000
15-16	2015	1.0000	18.0000	18.0000	3.0000	3.0000	0.0000	18.0000
16-17	2016	0.9969	18.0000	17.9442	3.0000	2.9907	0.0558	18.0000
17-18	2017	0.9994	17.9442	17.9334	2.9907	2.9889	0.0666	18.0000
18-19	2018	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
19-20*	2019	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
20-21*	2020	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
21-22*	2021	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
22-23*	2022	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
23-24*	2023	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
24-25*	2024	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
25-26*	2025	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
26-27*	2026	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
27-28*	2027	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
28-29*	2028	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
29-30*	2029	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
30-31*	2030	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
31-32*	2031	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
32-33*	2032	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000
33-34*	2033	1.0000	17.9334	17.9334	2.9889	2.9889	0.0666	18.0000

* projected

To: Board of Education

From: Sharon Raschke, CFO

Date: June 20, 2018

RE: 2017-18 Budget Amendment-General Fund

A 2017-18 June budget amendment is being presented to you. Please be aware that some current budget allocations will be under budget as outlined in the May Financial Narrative. This budget amendment is necessary to assure specific functions do not go over the Board budget appropriation.

Legal Services

Multiple situations arose during the year requiring the need for extensive legal services. A budget amendment totaling \$93,000 is needed at this time.

22x-Instruction Staff Support	\$ 8,000
<u>23x-General Administration</u>	<u>\$ 85,000</u>
Total additional appropriation	\$ 93,000

District Facilities/Rentals

Unanticipated pool repair expenditures at Wylie and Dexter High School pools were incurred that were not included in the budget. A budget amendment for these expenses totaling \$40,000 is necessary at this time.

<u>32x-Community Recreation</u>	<u>\$ 40,000</u>
Total additional appropriation	\$ 40,000

Security Upgrade

The Board of Education approved a request to purchase security upgrades in the door buzzer system on March 9, 2018 to be funded using the District's equipment reserves. The expenditure was not included in the 2017-18 budget. A budget amendment for the current year expenditure totaling \$12,000 is needed at this time.

<u>26x-Operations and Maintenance</u>	<u>\$ 12,000</u>
Total additional appropriation	\$ 12,000

The District's Fund Balance includes Board designations fund committed for Facilities Equipment & Maintenance. When the Board sets the year end fund balances for 2017-18, the Board may choose to adjust the designations for security purchases.

Textbook Purchases

The Board of Education approved requests to purchase textbooks on February 12, 2018 and on June 11, 2018. A budget amendment for the current year expenditure totaling \$29,050 is needed to cover this Board action.

<u>11x-Basic Programs</u>	<u>\$ 29,050</u>
Total additional appropriation	\$ 29,050

The District's Fund Balance includes Board designations fund committed for Instructional Materials/Equipment. When the Board sets the year end fund balances for 2017-18, the Board may choose to adjust the designations for the textbook purchases.

Utilities

Utility costs are tracking to come in over the current budget by \$40,000. A budget amendment increasing expenses by \$40,000 is appropriate at this time.

<u>26x-Operations and Maintenance</u>	<u>\$ 40,000</u>
Total additional appropriation	\$ 40,000

Consortium Costs

Student enrollment in Consortium classes was higher than anticipated in 2017-18, therefore, the costs for our participation in the vocational education program were underestimated. A budget amendment totaling \$35,000 is needed at this time.

<u>12x-Added Needs</u>	<u>\$ 35,000</u>
Total additional appropriation	\$ 35,000

Grant Function Alignment

A realignment of the budget to reflect Title I, III, IV and IDEA Flowthrough expenditures is necessary.

11x-Basic Instruction	(\$33,245)
12x-Added Needs	22,984
<u>39x-Other Community Services</u>	<u>\$10,261</u>
Total additional appropriation	\$ 0

Attached is the resolution for a General Appropriation Amendment of the General Fund for 2017-18.

<u>Total additional appropriation</u>	<u>\$ 249,050</u>
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An appropriate motion would be, "I move that the Board of Education approve the attached budget amendment for 2017-18."

**General Appropriation of the General Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation admendment of Dexter Community Schools for the 2017-18 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2017-18 which includes 18 mills of ad valorem taxes to be levied on non-homestead and nonqualified agricultural property to be used for operating purposes is as follows:

Revenue:

1xx Local	\$ 5,125,513
2xx Other Political Subdivisions	\$ 5,254
3xx State	\$ 29,472,561
4xx Federal	\$ 1,310,766
5xx-6xx Other Financing Sources	\$ 4,704,270
Total Revenue	\$ 40,618,364
<hr/>	
Total Fund Balance, July 1 Available to Appropriate	\$ 6,461,204
Total Available to Appropriate	\$ 47,079,568

BE IT FURTHER RESOLVED, that of the total available to appropriate in the General Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

1xx – Instruction	
11x- Basic Programs	\$ 20,282,283
12x- Added Needs	\$ 4,208,882
2xx – Support Services	
21x- Pupil Support	\$ 4,418,275
22x- Instructional Staff Support	\$ 2,100,303
23x- General Administration	\$ 850,109
24x- School Administration	\$ 2,305,412
25x- Business Services	\$ 685,380
26x- Operations and Maintenance	\$ 3,637,818
27x- Transportation	\$ 1,603,298
28x-29x Other Central Support	\$ 287,458
3xx-Community Services	\$ 314,457
4xx-6xx Other Financing Uses	\$ 545,426
Total Appropriated	\$ 41,239,101

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

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on June 25, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

PUBLIC ROAD EASEMENT

KNOWN ALL MEN BY THESE PRESENT, that Dexter Community Schools, whose address is 7714 Ann Arbor Street, Dexter, Michigan 48130, the owner of certain lands in Section 7, Scio Township, Washtenaw County, does hereby grant and convey to the Board of County Road Commissioners of the County of Washtenaw, a Public Body Corporate, whose address is 555 N. Zeeb Road, Ann Arbor, Michigan 48103, an easement for highway purposes over the following property:

See attached "Highway Easement Sketch – Exhibit A".

This conveyance includes a release of any and all claims arising from or incidental to the widening, draining, and improving of the road and the location thereof, including the removal of such trees, shrubs vegetation, gravel, soil and other materials as the Washtenaw County Road Commission determines to be necessary in the construction and maintenance of said road.

For and in consideration of One AND 00/100 (\$1.00) Dollars.

Dated this _____ day of _____, 2018

GRANTOR:
Dexter Community Schools

Christopher Timmis, Superintendent

STATE OF MICHIGAN }
 }SS.
COUNTY OF WASHTENAW }

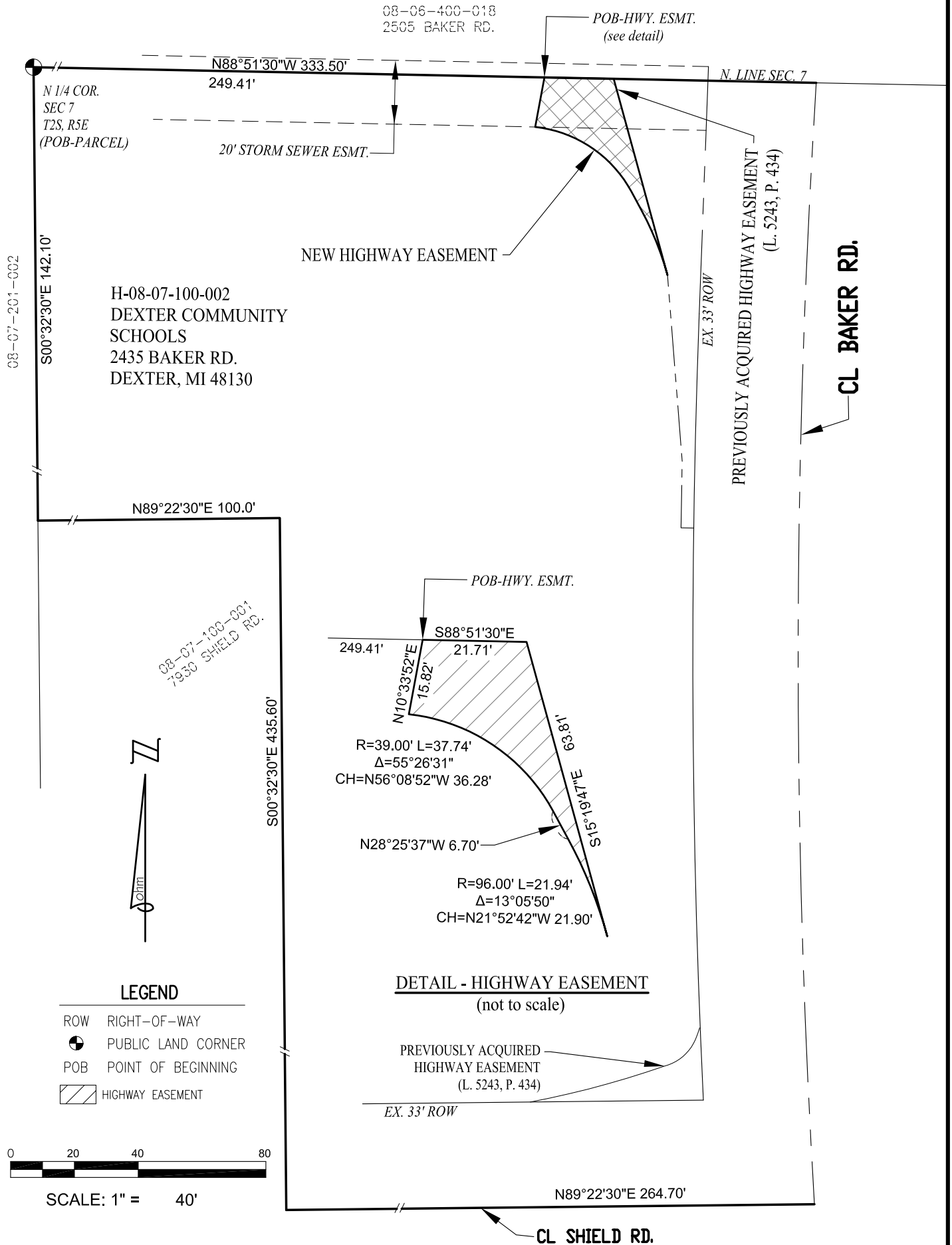
The foregoing instrument was signed before me this _____ day of _____, 2018 by Christopher Timmis, Superintendent, on behalf of and for Dexter Community Schools.

Notary Public, State of Michigan
County of _____
My Commission expires _____
Acting in County of _____

Property Tax # H-08-07-100-002
Prepared by and when recorded return to:
Curtis M. Brochue, SR/WA
Washtenaw County Road Commission
555 N. Zeeb Rd.
Ann Arbor, MI 48103

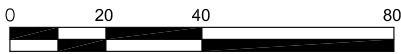
HIGHWAY EASEMENT SKETCH

Exhibit "A"



LEGEND

- ROW RIGHT-OF-WAY
- PUBLIC LAND CORNER
- POB POINT OF BEGINNING
- HIGHWAY EASEMENT



SCALE: 1" = 40'

**BEARINGS ARE BASED ON THE LEGAL DESCRIPTION OF PARENT PARCEL, PER WASHTENAW COUNTY RECORDS, WASHTENAW COUNTY, MICHIGAN.



DATE:	06/06/2018
DRAWN:	SH
CHECKED:	AS
FILE:	_SURVEY/dwg/2435Baker.dwg
PROJ. NO.:	0114-17-0020
REVISED:	

HIGHWAY EASEMENT BAKER ROAD

NORTHEAST QUARTER
SECTION 7, T.2S., R.5E.
WASHTENAW COUNTY
MICHIGAN

HIGHWAY EASEMENT DESCRIPTION

Exhibit "A"

PARCEL DESCRIPTION H-08-07-100-002) (PER WASHTENAW COUNTY TAX ROLLS)

A parcel of land situated in the NE 1/4 of Section 7, Town 2 South, Range 5 East, Township of Scio, Washtenaw County, Michigan, described as follows:

Beginning at the North 1/4 corner of said Section 7; thence S 00°32'30" E 142.10 feet; thence N 89°22'30" E 100.0 feet; thence S 00°32'30" E 435.60 feet; thence N 89°22'30" E 264.70 feet; thence Northerly in centerline of Baker Road to the North line of said Section 7; thence N 88°51'30" W 333.50 feet to the Point of Beginning. Subject to all easements and restrictions of record, if any.

HIGHWAY EASEMENT DESCRIPTION

A parcel of land situated in the NE 1/4 of Section 7, Town 2 South, Range 5 East, Township of Scio, Washtenaw County, Michigan, described as follows:

Commencing at the North 1/4 corner of said Section 7; thence S 88°51'30" E 249.41 feet along the North line of said Section 7 to the Point of Beginning; thence continuing S 88°51'30" E 21.71 feet; thence S 15°19'47" E 63.81 feet; thence 21.94 feet along a non-tangential curve to the left having a radius of 96.00 feet, delta 13°05'50", chord bears N 21°52'42" W 21.90 feet; thence N 28°25'37" W 6.70 feet; thence 37.74 along a curve to the left having a radius of 39.00 feet, delta 55°26'31", chord bears N 56°08'52" W 36.28 feet; thence N 10°33'52" E 15.82 feet to the Point of Beginning.

Contains 647 square feet or 0.015 acres of land, more or less. Subject to all easements and restrictions of record, if any.

**BEARINGS ARE BASED ON THE LEGAL DESCRIPTION OF PARENT PARCEL, PER WASHTENAW COUNTY RECORDS, WASHTENAW COUNTY, MICHIGAN.



DATE:	06/06/2018
DRAWN:	SH
CHECKED:	AS
FILE:	_SURVEY/dwg/2435Baker.dwg
PROJ. NO.:	0114-17-0020
REVISED:	

HIGHWAY EASEMENT BAKER ROAD

NORTHEAST QUARTER
SECTION 7, T.2S., R.5E.
WASHTENAW COUNTY
MICHIGAN

SIDEWALK EASEMENT

KNOWN ALL MEN BY THESE PRESENT, that Dexter Community Schools, whose address is 7714 Ann Arbor Street, Dexter, Michigan 48130, the owner of certain lands in Section 6, Town 2 South, Range 5 East, City of Dexter, Washtenaw County, Michigan, does hereby grant and convey to the City of Dexter, a Public Body Corporate, whose address is 8123 Main Street, 2nd Floor, Dexter, Michigan 48130, an easement for sidewalk purposes over the following property:

See attached "Sidewalk Easement Sketch – Exhibit A".

This conveyance includes a release of any and all claims arising from or incidental to the construction of a sidewalk, including the removal of such trees, shrubs vegetation, gravel, soil and other materials as the City of Dexter determines to be necessary in the construction and maintenance of said sidewalk.

In consideration of One (\$1.00) Dollar and NO/100.

Dated this _____ day of _____, 2018

GRANTOR:
Dexter Community Schools

Christopher Timmis, Superintendent

STATE OF MICHIGAN }
 }SS.
COUNTY OF WASHTENAW }

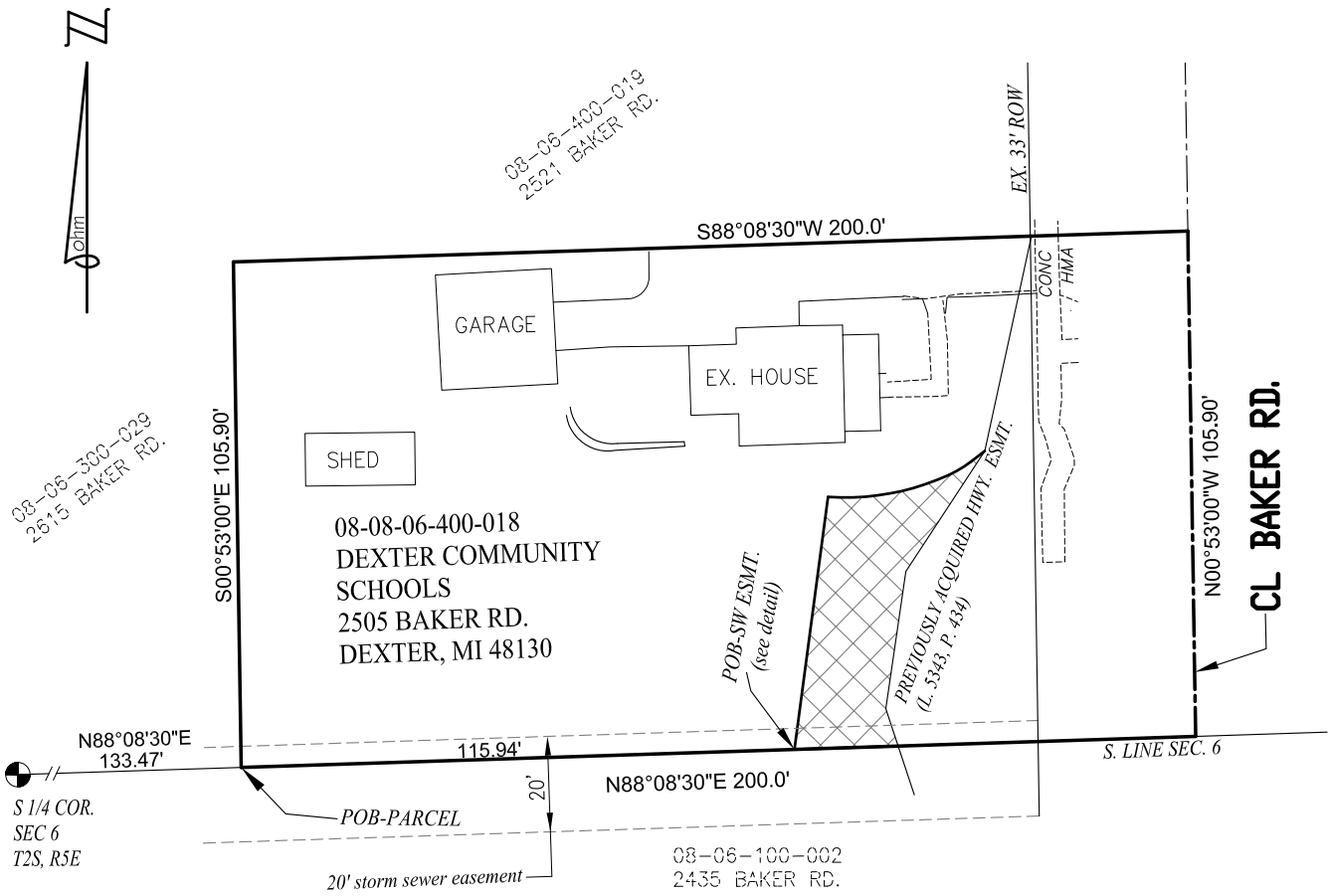
The foregoing instrument was signed before me this _____ day of _____, 2018, by Christopher Timmis, Superintendent on behalf of and for Dexter Community Schools.

Notary Public,
Washtenaw County, MI
My Commission expires _____

Property Tax # 08-08-06-400-018
Prepared by & when recorded return to
Curtis M. Brochue, SR/WA
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, MI 48103

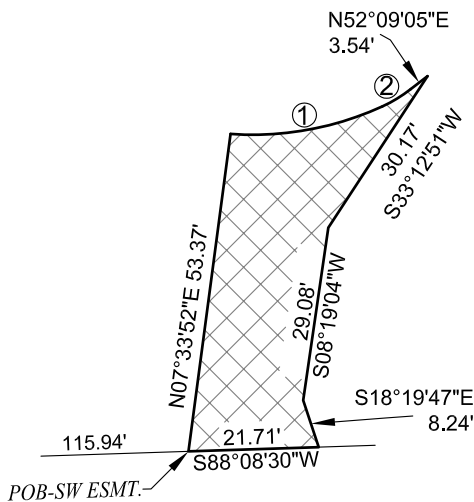
SIDEWALK EASEMENT SKETCH

Exhibit "A"



1-R=52.00' L=25.98'
 $\Delta=28^{\circ}37'47''$
 CH=N79°41'35"E 25.71'

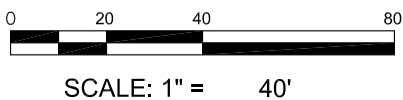
2-R=24.00' L=5.54'
 $\Delta=13^{\circ}13'37''$
 CH=N58°45'53"E 5.53'



DETAIL - SIDEWALK EASEMENT
(not to scale)

LEGEND

- ROW RIGHT-OF-WAY
- PUBLIC LAND CORNER
- POB POINT OF BEGINNING
- SIDEWALK EASEMENT



**BEARINGS ARE BASED ON THE LEGAL DESCRIPTION OF PARENT PARCEL, PER WASHTENAW COUNTY RECORDS, WASHTENAW COUNTY, MICHIGAN.



DATE:	06/05/2018
DRAWN:	SH
CHECKED:	AS
FILE:	_SURVEY/dwg/2505Baker.dwg
PROJ. NO.:	0114-17-0020
REVISED:	

**SIDEWALK EASEMENT
BAKER ROAD**

SOUTHEAST QUARTER
SECTION 6, T.2S., R.5E.
WASHTENAW COUNTY
MICHIGAN

SIDEWALK EASEMENT DESCRIPTION

Exhibit "A"

PARCEL DESCRIPTION (08-08-06-400-018) (PER WASHTENAW COUNTY TAX ROLLS)

A parcel of land situated in the SE 1/4 of Section 6, Town 2 South, Range 5 East, City of Dexter, Washtenaw County, Michigan, described as follows:

Commencing at the South 1/4 corner of said Section 6; thence N 88°08'30" E 133.47 feet in South line of said Section 6 to the Point of Beginning; thence N 88°08'30" E 200.0 feet; thence N 00°53'00" W 105.90 feet; thence S 88°08'30" W 200.0 feet; thence S 00°53'00" E 105.90 feet to the Point of Beginning. Subject to all easements and restrictions of record, if any.

SIDEWALK EASEMENT

A parcel of land situated in the SE 1/4 of Section 6, Town 2 South, Range 5 East, City of Dexter, Washtenaw County, Michigan, described as follows:

Commencing at the South 1/4 corner of said Section 6; thence N 88°08'30" E 133.47 feet along the South line of said Section 6 to a point; thence continuing N 88°08'30" E 115.94 feet to the Point of Beginning; thence N 07°33'52" E 53.37 feet; thence 25.98 feet along a non-tangential curve to the left having a radius of 52.00 feet, delta 28°37'47", chord bears N 79°41'35" E 25.71 feet; thence 5.54 feet along also a non-tangential curve to the left having a radius of 24.00 feet, delta 13°13'37", chord bears N 58°45'53" E 5.53 feet; thence N 52°09'05" E 3.54 feet; thence S 33°12'51" W 30.17 feet; thence S 08°19'04" W 29.08 feet; thence S 18°19'47" E 8.24 feet; thence S 88°08'30" W 21.71 feet along the South line of said Section 6 to the Point of Beginning.

Contains 1,087 square feet or 0.025 acres of land, more or less. Subject to all easements and restrictions of record, if any.

**BEARINGS ARE BASED ON THE LEGAL DESCRIPTION OF PARENT PARCEL, PER WASHTENAW COUNTY RECORDS, WASHTENAW COUNTY, MICHIGAN.



DATE:	06/05/2018
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PROJ. NO.:	0114-17-0020
REVISED:	

SIDEWALK EASEMENT BAKER ROAD

SOUTHEAST QUARTER
SECTION 6, T.2S., R.5E.
WASHTENAW COUNTY
MICHIGAN

Facilities Committee Meeting Minutes

Date: Thursday, June 7th, 2018
Project: Dexter Community Schools – 2017 Bond
Location: Copeland Administration Bldg.
Time: 5:00-6:00 pm

PUBLIC COMMENTS

- a. None

2. Review minutes from May 17th, 2018 meeting
 - a. Motion to approve by Lundy, support by Darr. Approved

ACTION ITEMS

1. BP12 Mill Creek Middle School Special Education Remodel
 - a. Contract Recommendation
 - i. Greg Brand presented the tabulation of bids received.
 - ii. Motion to approve recommending Phoenix to the board if they agree to their base bid pricing, otherwise recommend awarding to CCC. Motion to approve by Lundy, support by Darr. Approved

DISCUSSION ITEMS

1. Draft 2017 Bond BOE Report
 - a. Greg Brand presented an overview of the Draft 2017 Bond BOE Report
 - i. This report should show the New Elementary School on a separate scale from other projects to show more granularity.
 - ii. Also, show separate committed, and projected (estimated to complete) cost columns.
2. Draft 2017 Bond Administration Report
 - a. Greg Brand presented an overview of Draft 2017 Bond Administration Report
 - i. GCC needs to correct series numbers in this report
3. DHS Twin Turf Field Lighting
 - a. Greg Brand presented information on accepting Alternate E-2 for lighting the west turf field at DHS.

- b. Motion to recommend awarding Alternate E-2 in the amount of \$201,659 to AF Smith by Lundy 2nd by Mitzel
4. DHS 5K Path
 - a. Greg Brand and Jerry Brand presented an update on construction at DHS and options for 5k path construction.
 - b. DCS would like a turf or dirt path. GCC will develop a plan for approval. To develop plan GCC will seek guidance on route from DHS staff.

INFORMATION ITEMS

1. Draft Phase II Bid Package Budgets
2. BP21 Jenkins Exterior Renovations
3. Draft Tree Replacement Plans

PUBLIC COMMENTS

- a. None

ATTACHMENTS

1. Minutes from May 17th, 2018 Meeting
2. BP12 MCMS Special Education Remodel Contract Recommendation Letter
3. BP12 MCMS Special Education Remodel Bid Tabulation
4. Draft 2017 Bond BOE Report
5. Draft 2017 Bond Administration Report
6. Draft Phase II Bid Package Budgets
7. Draft Tree Replacement Plans

Meeting adjourned at 6:07pm

Next FPC meetings: 26th of July and August 9th



June 2, 2018

Mr. Christopher Timmis
Superintendent
Dexter Community Schools
7714 Ann Arbor St.
Dexter, MI 48130-1322

Dear Mr. Timmis,

On behalf of Michigan School Business Officials, it is my pleasure to inform you that Michael Wagner has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the Business Office Manager certification. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

Mr. Wagner was given the certificate and pin at the 80th Annual MSBO Conference & Exhibit Show held this past April. To view a complete listing of certification achievers, please visit our website at www.msbo.org.

Mr. Wagner's certificate will be valid from 05/01/18-06/30/23. During this 5-year period, he will need to maintain active MSBO membership and earn 90 professional development hours in order to maintain and renew his certification.

I hope that you will join us in celebrating Mr. Wagner's accomplishment. You may wish to inform your district's board of education and or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "David Martell". The signature is written in a cursive, flowing style.

David Martell
Executive Director

DM/cbb

cc: Michael Wagner, BOM