

WHITEHALL DISTRICT SCHOOLS
MEETING OF THE BOARD OF EDUCATION
Monday, April 15, 2024 - VAC Conference Room - 6:30 p.m.

Agenda

1. Call to order/Pledge of Allegiance
2. Approval of Agenda
Suggested motion: "I move to approve the agenda as presented."
3. Public Comment
Communication from the audience for anything on or off the agenda. Limited to 3 minutes.
4. Consent Action Agenda.....2
Minutes of meetings dated March 18, 2024
Disbursements for the Month of March, 2024
Suggested motion: "I move to approve the consent agenda as presented."
5. Committee Meeting Reports and any Board Discussion
Personnel –
Facilities –
Policy –
Finance –
6. Unfinished Business
7. Chromebook Purchase.....8
Suggested motion: "I move to approve the purchase of 375 chromebooks and licenses from HP at a cost of \$93,750.00 using Technology & Security Funds."
8. Monthly Financials.....14
9. Adjournment
Suggested motion: "I move to adjourn."

Item 4
Consent Action Agenda

Information/Discussion

Action

RECOMMENDATION:

...to approve the consent action agenda as presented.

- A. Minutes of meetings dated March 18, 2024
- B. Disbursements for the Month of March, 2024

WDS Board of Education Monthly Meeting Minutes

DATE: March 18, 2024

PLACE: VAC

MEMBERS PRESENT: Chris Mahoney, Jimmy TenBrink, Tim Cross, Paula Martin, Shannon McGoran, Melissa Moore, Rachel Fekken

MEMBERS ABSENT:

OTHERS PRESENT: Jerry McDowell, Steve Aardema, Kirsten Bolles, other staff and community members

Ms. Fekken called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

Approval of Agenda

Motion Cross/Martin to approve agenda as presented.

Ayes (7) Cross, Martin, McGoran, TenBrink, Mahoney, Moore, Fekken

Nays (0)

Motion Carried

WDS Student Highlight – Varsity Wrestling Team

Varsity Coach Justin Zeerip brought some of the wrestling team members before the board to recognize their success this season, placing 2nd in the state. Assistant Superintendent CJ Van Wieren awarded Coaches Justin Zeerip and Craig Christensen with certificates in recognition of their awards for D-3 regional head coach and assistant coach of year, respectively.

Public Comment

K. Martin, C. Cook, T. Hayes, A. O'Connell – Band Boosters

Consent Action Agenda

Motion Cross/McGoran to approve the consent agenda as presented.

Ayes (7) Cross, McGoran, Martin, Mahoney, TenBrink, Moore, Fekken

Nays (0)

Motion Carried

Items Approved: Minutes of meetings dated February 12, March 15, 2024; disbursements for the month of February 2024: general fund \$660,499.12, community education \$30,020.01, food service \$15,746.68, technology and security fund \$197.75, activity accounts \$28,828.17, common debt \$0, capital projects \$0; High School Student Trip Request, Athletic Co-Op Agreement.

WDS HS Presentation – Power of a Choice Summary

High School Social Worker Sue Gerstweiler Muskegon County Prosecutor DJ Hilson gave a summary of the parent information night which was recently, and highlights how to keep your kids safe in a world of vaping and other choices made in regards to addiction, etc.

Committee Reports

Personnel committee member Moore, shared that the committee reviewed the support staff salary scale that is being adjusted over the next couple of years.

Unfinished Business – Secretary Martin shared MASB's Acknowledgement of Award Recipient, Rachel Fekken, for her Level 3 Award of Distinction.

Monthly Financials

Finance Director Aardema shared monthly financials with the Board.

Band Uniform Purchase

Motion Mahoney/Moore to approve the purchase of 70 band uniforms from Stanbury Uniforms, LLC in the amount of \$36,528.80.

Ayes (7) Mahoney, Moore, TenBrink, Martin, Cross, McGoran, Fekken

Nays (0)

Motion Carried

Martin asked if we can increase the number of uniforms if necessary? Dr. McDowell replied that yes, we have five years to order additional uniforms as our band program grows.

Bus Purchase

Motion McGoran/Cross to approve the purchase two used buses from National Bus Sales in the amount of \$146,045.00.

Ayes (7) McGoran, Cross, McGoran, Mahoney, Martin, TenBrink, Fekken

Nays (0)

Motion Carried

Second Reading – WDS Policy

Motion Martin/TenBrink to approve the second reading and adopt the November, 2023 policy update provided by our School Policy Services Provider, Miller Johnson.

Ayes (7) Martin, TenBrink, McGoran, Moore, Mahoney, Cross, Fekken

Nays (0)

Motion Carried

Emergency Communications Purchase

Motion Moore/Martin to approve the purchase of emergency communication equipment from Chrouch Communications MI-Deal Contract #190000001544 in an amount not to exceed \$58,808.30.

Ayes (7) Moore, Martin, McGoran, Cross, Mahoney, TenBrink, Fekken

Nays (0)

Motion Carried

MAISD Spring Annual Budget Review Representative

Motion Martin/Cross to appoint Jimmy TenBrink to attend the Spring MAISD Budget Review on April 25th, and Chris Mahoney as an alternate.

Ayes (7) Martin, Cross, TenBrink, Mahoney, Moore, McGoran, Fekken

Nays (0)

Motion Carried

Periodic Evaluation of Superintendent

Motion Mahoney/Martin to rate the Superintendent Highly Effective for 2023-24 school year, using the MASB Superintendent Evaluation Tool.

Ayes (7) Mahoney, Martin, Cross, McGoran, Moore, TenBrink, Fekken

Nays (0)

Motion Carried

The board members provided input and worked on building a consensus for each line item in the rating categories. The next step will be to develop goals.

Closed Session – Exempt Materials

Motion TenBrink/Mahoney to enter into closed session to consider exempt materials – attorney-client privileged documents 8(h), MCL 15.243(1)(g).

Roll Call Vote

Ayes (7) TenBrink, Mahoney, Martin, Moore, McGoran, Cross, Fekken

Nays (0)

Motion Carried

Moved into closed session at 7:06 p.m.

Returned to open session at 8:05 p.m.

Adjournment

Motion Cross/Moore to adjourn.

Ayes (7) Cross, Moore, McGoran, Martin, TenBrink, Mahoney, Fekken

Nays (0)

Motion Carried

Adjourned at 8:07 p.m.

Board Secretary or Designee

**WHITEHALL DISTRICT SCHOOLS
 ACCOUNTS PAYABLE DISBURSEMENTS BY FUNDS
 FOR THE MONTH OF March 2024**

NAME	FUND	AMOUNT
General Fund	11 & 13	652,821.74
Community Education Fund	23	49,914.90
Food Service Fund	25	21,157.46
Technology & Security Fund	27	3,119.55
Activity Accounts Fund	29	17,860.34
Common Debt Fund	31	
Capital Projects Fund	41	
TOTAL CASH DISBURSEMENTS		\$744,873.99

WHITEHALL DISTRICT SCHOOLS
GENERAL FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
MONTH OF March 2024

CASH BALANCE March 1, 2024	\$ 5,000,894.27
CASH RECEIPTS	
Athletic Admissions	2,501.00
Athletic Fees	1,925.00
Building Rent	1,554.00
Donations	1,100.00
Duck Creek Adult Ed State	13,152.24
Duck Creek Alt Ed Other Districts	101,680.24
Due to Activity Fund	-
Due to Community Ed - GSRP	-
Due to Community Ed - Headstart	-
Due to Community Ed - LightHouse	30,606.50
Due to Community Ed - LOAS	-
Due to Community Ed - McMillan	-
Due to Food Service	101,313.54
Due to Tech-Security	-
Federal ESSER/COVID	105,957.60
Federal IDEA Flowthrough	228,189.00
Federal IDEA PreSchool	11,596.00
Federal Medicaid Outreach	126,711.00
Federal Medicaid Reimbursement	-
Federal Other (County Road Grant)	-
Federal Title I	21,963.08
Federal Title II	6,765.00
Federal Title III	-
Federal Title IV	2,688.72
Federal WMOA	6,380.97
Hilts Landing Funding	-
Interest Earnings	11,976.43
MAISD Act 18	-
MAISD 31N	160,095.70
MAISD McKinney Vento	-
Miscellaneous	2,309.72
Property Tax	761,188.04
Property Tax Due to Debt	-
SET SEG	-
State Aid	2,076,187.52
Transfer from Activity Fund	22,977.44
Transfer from Community Ed Fund	250,502.66
Transfer from Debt Fund	-
Transfer from Food Service Fund	-
Transfer from Tech-Security Fund	6,263.47
Transportation Billing	-
VAC - Rental	236.00
VAC - Sales	9,731.70
VAC - Senior Millage	12,209.00
VAC - Silver Sneakers	1,150.50
TOTAL RECEIPTS	\$ 4,078,912.07
CASH DISBURSEMENTS	
Accounts Payable	744,873.99
Arbiter (athletic officials)	-
Bank Charges	-
Edustaff (subs/coaches)	50,232.10
Fuelman/WESCO (gas purchase)	14,549.14
ORS payment to State	283,197.18
Payroll	1,973,469.52
Purchasing Cards	23,621.67
Sales Tax	-
Transfer to Capital Projects Fund	-
Transfer to Community Ed Fund	-
Transfer to Debt Fund	289,084.60
Transfer to Food Service Fund	50,000.00
Transfer to Tech Fund	-
Voided Checks & Returned Deposits	(18,025.57)
TOTAL DISBURSEMENTS	\$ 3,411,002.63
CASH BALANCE March 29, 2024	\$ 5,668,803.71
State Aid Borrowing	-
CASH BALANCE WITH BORROWING	\$5,668,803.71

Item 7 Chromebook Purchase

Information/Discussion

Action

BACKGROUND:

Each year we have been making chromebook purchases to replace older devices and keep our devices up-to-date for students. An organization called REMC (Regional Education Media Centers) conducts a bid process that complies with the State of Michigan bidding requirements. There are many devices and we use the bid results for chromebooks, PC laptops, and PC desktops.

RECOMMENDATION:

. . . to authorize the purchase of 375 chromebooks and licenses from HP at a cost of \$93,750.00 using Technology & Security Funds

CHROMEBOOK PURCHASE

WHITEHALL DISTRICT SCHOOLS BOARD OF EDUCATION

April 15, 2024

Each year we have been making chromebook purchases to replace older devices and keep our devices up-to-date for students. An organization called REMC (Regional Education Media Centers) conducts a bid process that complies with the State of Michigan bidding requirements. There are many devices and we use the bid results for chromebooks, PC laptops, and PC desktops.

For the chromebooks we are requesting approval for the following purchase plan:

- ◆ Last year, we outfitted the Shoreline classrooms and no updating is needed this year.
- ◆ Last year we updated the 5th grade with carts and new devices. All their devices have been updated within the last 3 years and no updating is needed this year.
- ◆ At the Middle School, we'd like to issue new devices to next year's 6th Grade & 7th Grade. The 6th grade students do not have devices since they were in 5th grade carts last year. The 7th graders have devices that are 4 years old. We'd like to order 150 per grade to handle any damaged or lost chromebooks as well as students who move in throughout the year.
- ◆ We believe the High School is all set for devices as many students opt to use their own. We'd like to order 50 new devices to ensure students have adequate devices and for annual testing.
- ◆ Duck Creek has about 100 student and we'd like to get them on a plan to buy 25 devices per year.

The total recommended quantity is 375 devices.

The bid results for 11" chromebooks is:

Dell 3110	Presidio	Intel chip, 4GB RAM, 2030	\$202.00
HP Fortis 10 G10	Sehi	Intel chip, 4GB RAM, 2031	\$236.00
HP Fortis 11 G10	HP	Intel chip, 8GB RAM, 2033	\$250.00

We'd like to go with the HP Fortis 11 model because we believe the larger memory will be better for students and it has 2 extra years of support.

Recommended Motion:

... to authorize the purchase of 375 chromebooks and licenses from HP at a cost of \$93,750.00 using Technology & Security Funds.

Item 8 Monthly Financial Reports

Information/Discussion

Action

BACKGROUND:

Taylor Zweigle has prepared the monthly financial reports and year-to-date financial comparison.



FINANCIAL COMPARISONS ALL FUNDS

MARCH 2023-24, 2022-23

General Fund Revenue By Category . . .

Category	2023-24		2022-23		Actual Difference
	Budget	YeartoDate	Budget	YeartoDate	
Local Taxes	3,769,106	3,395,951	3,527,259	3,236,197	159,754
Other Local	243,000	302,966	231,000	198,166	104,800
Athletics	111,000	112,095	116,000	108,691	3,404
State Foundation	14,524,184	8,148,019	14,178,498	7,907,078	240,942
State Categorical	7,944,997	4,516,258	6,132,264	4,888,253	(371,994)
Federal Grants	2,206,860	1,344,468	2,061,936	996,571	347,897
ISD Special Ed	800,000	396,643	800,000	262,178	134,465
Other LEA/ISD	20,000	809	20,000	10,419	(9,610)
Transfers	221,800	38,894	216,800	69,661	(30,767)
Fund Total	29,840,947	18,256,104	27,283,757	17,677,214	578,890

Local revenue is up due to interest earnings, athletics, and VAC revenue.
 State Aid payments begin on October 20 each year and should be 54.54% of the year at this time.
 Current year revenue is up \$578,000 compared to last year at this time.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

General Fund Expense By Object . . .

Category	2023-24		2022-23		Actual Difference
	Budget	YeartoDate	Budget	YeartoDate	
Wages	13,710,876	8,368,620	13,251,912	8,110,826	257,794
Benefits	10,797,717	6,203,410	9,594,766	6,651,331	(447,920)
Contracted Serv	966,006	740,407	783,774	627,713	112,695
Purchased Serv	1,247,259	1,136,386	1,079,014	879,321	257,066
Supplies	1,569,297	1,172,379	1,480,242	1,315,833	(143,454)
Capital	798,335	370,377	516,776	280,666	89,711
Miscellaneous	95,285	52,853	135,785	50,776	2,077
Transfers	533,430	6,106	548,000	70,701	(64,595)
Fund Total	29,718,205	18,050,539	27,390,269	17,987,166	63,373

Wages are up due to new rates.

Purchased Services are up \$257,000 due to building and equipment maintenance costs (\$125,000), tech, communication, and software services (\$79,000) and Custodial Services (\$53,000)

The credit in Transfers is for a credit on the prior year's billback for ISD services.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Community Services Fund Expense By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YearToDate	Percent	Budget	YearToDate	Percent	
General	82,800	(7,637)	-9.22%	82,800	59,670	72.07%	(67,307)
HeadStart	1,319,248	847,561	64.25%	1,156,119	847,382	73.30%	179
GSRP	1,941,581	1,266,173	65.21%	1,948,795	1,313,824	67.42%	(47,651)
Lighthouse Learn	1,631,235	1,330,010	81.53%	1,543,888	1,173,056	75.98%	156,954
Lights After School	20,000	-	0.00%	24,000	24,000	100.00%	(24,000)
Enrich/Rec Activity	28,890	28,066	97.15%	23,720	19,336	81.52%	8,730
Fund Total	5,023,754	3,464,173	68.96%	4,779,322	3,437,268	71.92%	26,905

The negative General number is due to Indirect Costs for the federal grants that require an offsetting account.

Last year, a transfer between funds occurred which created a positive balance.

Compensation expenses are down in the GSRP program compared to last year.

The Lighthouse expense increase is due to the grant funded work done this summer on the room at the WLCC.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Food Service Fund Expense By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YearToDate	Percent	Budget	YearToDate	Percent	
Wages	418,000	324,129	77.54%	587,000	368,491	62.78%	(44,362)
Benefits	257,598	173,938	67.52%	327,681	195,718	59.73%	(21,779)
Contracted Serv	9,500	-	0.00%	20,000	9,500	47.50%	(9,500)
Other Purch Serv	158,200	139,655	88.28%	33,000	39,490	119.67%	100,165
Food & Paper	567,500	515,482	90.83%	560,000	579,625	103.50%	(64,143)
Other Supplies	361,000	327,402	90.69%	205,500	253,909	123.56%	73,492
Capital	280,000	296,537	105.91%	750,000	21,355	2.85%	275,182
Miscellaneous	21,000	5,236	24.93%	321,000	5,814	1.81%	(577)
Transfers	70,000	-	0.00%	65,000	-	0.00%	-
Fund Total	2,142,798	1,782,378	83.18%	2,869,181	1,473,901	51.37%	308,477

The Purchased Services, Supplies, and Capital expenses are up as the Ealy project was paid in this fiscal year.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Technology & Security Fund Revenue By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YeartoDate	Percent	Budget	YeartoDate	Percent	
Other Local ISD Revenue	475,000	304,055	64.01%	450,000	378,511	84.11%	(74,456)
Transfers/Other	-	-	0.00%	-	-	0.00%	-
Fund Total	475,000	304,055	64.01%	450,000	378,511	84.11%	(74,456)

The Technology & Security Fund revenue comes as taxes are paid to the ISD.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Technology & Security Fund Expense By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YeartoDate	Percent	Budget	YeartoDate	Percent	
Educ Technology	421,124	78,572	18.66%	345,685	149,330	43.20%	(70,757)
Innovation	1,000	-	0.00%	1,000	-	0.00%	-
Security	50,000	48,397	96.79%	100,000	90,128	90.13%	(41,731)
Fund Total	472,124	126,969	26.89%	446,685	239,458	53.61%	(112,489)

The chromebooks we ordered this Spring arrived in June.
Last year we had expenses in Security for the bus camera project.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Activity Fund Revenue By Category . . .

Category	2023-24		2022-23		Actual Difference
	Budget	YearToDate	Budget	YearToDate	
District	15,800	19,221	16,700	16,360	2,862
WLACE	8,400	6,592	6,500	7,329	(737)
Shoreline	19,500	9,041	19,100	11,002	(1,961)
Ealy	24,880	19,394	9,100	13,973	5,421
Middle School	23,563	16,619	31,920	16,995	(376)
High School	78,700	54,864	61,200	55,049	(186)
Athletics	204,900	185,498	186,880	162,729	22,769
Classes	14,700	4,009	9,200	5,421	(1,412)
Scholarships	39,250	29,258	50,550	49,482	(20,225)
Fund Total	429,693	344,495	391,150	338,339	6,156

Ealy revenue is up due to a STEM grant.
Revenue for Athletics was up due the Vikings First fundraiser.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Activity Fund Expense By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YearToDate	Percent	Budget	YearToDate	Percent	
District	37,876	12,753	33.67%	35,200	17,692	50.26%	(4,939)
WLACE	11,300	7,369	65.21%	11,450	6,960	60.79%	409
Shoreline	18,000	13,628	75.71%	19,000	11,544	60.76%	2,084
Ealy	22,400	3,427	15.30%	14,620	15,713	107.48%	(12,286)
Middle School	41,900	13,893	33.16%	45,900	23,576	51.36%	(9,683)
High School	92,545	52,491	56.72%	63,000	56,647	89.92%	(4,156)
Athletics	200,300	174,086	86.91%	168,100	126,613	75.32%	47,473
Classes	9,989	2,162	21.64%	15,340	6,166	40.20%	(4,004)
Scholarships	50,000	500	1.00%	50,300	2,131	4.24%	(1,631)
Fund Total	484,310	280,309	57.88%	422,910	267,043	63.14%	13,266

Expenses in Athletics are up primarily due to the Vikings First fundraiser and various team expenses.



WELLSBOROUGH
DISTRICT SCHOOLS

FINANCIAL COMPARISONS
ALL FUNDS

MARCH 2023-24, 2022-23

Debt Funds Revenue By Category . . .

Category	2023-24			2022-23			Actual Difference
	Budget	YearToDate	Percent	Budget	YearToDate	Percent	
Taxes	3,136,010	2,969,881	94.70%	4,032,643	3,817,796	94.67%	(847,915)
Interest	22,000	20,953	95.24%	1,000	-	0.00%	20,953
Other Local	-	-	0.00%	-	-	0.00%	-
State Revenue	257,100	191,779	74.59%	241,000	257,139	106.70%	(65,360)
Federal Revenue	-	-	0.00%	-	-	0.00%	-
Bond Proceeds	-	-	0.00%	-	-	0.00%	-
Fund Total	3,415,110	3,182,613	93.19%	4,274,643	4,074,935	95.33%	(892,322)

Tax revenue will be down this year as we levy 5 mills instead of 7 mills.
Interest was from a CD we had.



**FINANCIAL COMPARISONS
ALL FUNDS**

MARCH 2023-24, 2022-23

Debt Funds Expense By Category . . .

Category	2023-24		2022-23		Percent	Actual Difference
	Budget	YeartoDate	Budget	YeartoDate		
Principal	2,250,000	-	2,160,000	-	0.00%	-
Interest	1,002,950	501,475	1,089,350	544,675	50.00%	(43,200)
Refund Costs	-	-	-	-	0.00%	-
Fees & Other	22,500	-	12,500	-	0.00%	-
Fund Total	3,275,450	501,475	3,261,850	544,675	16.70%	(43,200)

The first payment is due November 1 and is for interest only and must be wired 5 business days before due.
The second payment, for interest and principal, is due May 1 and must be wired 5 business days before due.



FINANCIAL COMPARISONS
ALL FUNDS
MARCH 2023-24, 2022-23

Capital Fund Balances

Category	2023-24 Year-to-Date		Total
	Fund 41	Fund 42	
Beginning Balance	118,118	-	118,118
Interest	-	-	-
Other	3,905	-	3,905
Available	122,023	-	122,023
Prof Services	-	-	-
Site Improvements	-	-	-
Buildings	-	-	-
Equipment	-	-	-
Technology	-	-	-
Buses	-	-	-
Fees	-	-	-
Issue Costs	-	-	-
Ending Balance	122,023	-	122,023
Projects in Progress	-	-	-
Available Balance	122,023	-	122,023

Fund 41 has become a permanent capital fund with revenue from donations, sales of capital, & state refunds
 Fund 42 was finished with the 2019-20 fiscal year and will be used when voters approve a bond issue.



FINANCIAL COMPARISONS
WLACE PROGRAMS
MARCH 2023-24

Program	Revenue		Expense		Surplus/(Deficit)	
	2023-24 Budget	2023-24 Actual	2023-24 Budget	2023-24 Actual	2023-24 Budget	2023-24 Actual
01-General	97,800	23,308	82,800	(7,637)	15,000	30,946
03-HeadStart (grant)	1,319,248	681,034	1,319,248	847,561	0	(166,528)
04-GSRP (grant)	1,971,748	973,024	1,941,581	1,266,173	30,167	(293,149)
05-Lighthouse	1,345,000	1,387,814	1,631,235	1,330,010	(286,235)	57,804
06-Lights After (grant)	20,000	13,629	20,000	0	0	13,629
07-Enrich/Rec	17,500	17,500	28,890	28,066	(11,390)	(10,566)
13-Altern Ed (billed)	1,141,940	583,001	1,189,564	742,506	(47,624)	(159,504)
14-Adult Ed (state aid)	247,186	146,156	256,764	132,990	(9,578)	13,166
Grand Total	6,160,422	3,825,467	6,470,082	4,339,668	(309,660)	(514,202)

The HeadStart and GSRP grants are typically reimbursed a month after the expenses which start in September. State Aid and billed payments begin in October and follow the state payment cycle for Alternative and Adult Education.