

Ludington Board of Education
Public Meeting Notice

Please Post

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

Finance Committee Meeting

Date: October 12, 2017

Time: 7:00 a.m.

Place: Ludington Area School District Administration Office
809 East Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL
 Kelly Thomsen Steve Carlson Bret Autrey
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
 - a) Audit Exit Conference - October 16, 2017
 - i. Review Attorney Audit Opinion and Schedule of Findings (None)
 - b) Review Budget to Actual Comparisons and Percent to Equity
 - c) Pupil Membership Count Day Enrollment - Wednesday, October 4, 2017
 - d) Custodial Chemicals and Supplies
 - e) Energy Efficiency Lighting Project - Foster Elementary School
 - f) Tele-Rad Radio Upgrade
- 5) OTHER ITEMS OF BUSINESS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan, 231-845-7303. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education ☐
FROM: Jason Kennedy, Superintendent
RE: Finance Committee Meeting ~ Agenda Notes

Audit Exit Conference

The auditors from Hungerford and Nichols will be presenting the audit exit conference to the Board of Education at the board meeting on October 16, 2017. The auditors will do so in a teleconference to start the meeting at 6:00 PM and will be available at the start of the meeting to answer questions that you may have about the audit, including a review of the financial position of the district and the fund balance numbers that are highlighted above.

We have received a preliminary copy of the auditor's opinion statement on the audit, as well as the schedule of findings and the questioned costs as a part of the notes to the schedule of expenditures of our federal awards. We have received the highest opinion statement that the auditor provides, along with no findings on our statement of findings.

Budget to Actual Comparisons and Percent to Equity

We will review budget to actual comparisons for Ludington Area Schools and the 40 schools that are most similar to LASD for comparison purposes. We review these numbers to scrutinize our process and ensure the best possible accuracy through the budgeting process.

Pupil Membership Count Day Enrollment

While the numbers from this past Wednesday, October 4, 2017 will need to be certified by the pupil accounting auditors yet, the preliminary number on pupil count day is outlined within the attached documents. This represents an increase of eleven (11) students over last year's fall headcount of 2,143, and 14.1 FTE over the 2,146 students that were budgeted for the 2017 - 2018 school year, when taking into account the partial student count that we receive for providing services to students at LAC, less any students that have partial or pro-rated schedules. The fall count is 90% of the school's budget, and thus will have an approximate net impact of increasing revenue for this school year by \$96,850. The district's foundation allowance is \$7,632 per student for this school year.

Please be aware that as the numbers fluctuate during the count period, this number may also change.

These numbers are still preliminary at this point (and have even changed for the better since being reported to the LDN); however, are a good indication of where our enrollment stands. Section 25e allows for money to follow transfer students between the count periods in a year, and we are still determining whether students who were absent on count day can be included in our final numbers. Another update will be provided in November once we have completed the 30 day window beyond the pupil membership count day.

Ludington High School				
Grade 9	Grade 10	Grade 11	Grade 12	Total
187	145	174	152	658
OJ DeJonge Middle School				
Grade 6	Grade 7	Grade 8		
171	169	156		496
Foster Elementary				
Grade 3	Grade 4	Grade 5		
151	155	189		495
Franklin Elementary				
Grade K	Grade 1	Grade 2		
97	99	92		288
Lakeview Elementary				
Grade K	Grade 1	Grade 2		
72	75	70		217
Total Enrollment				2154

Custodial Chemicals and Supplies

We have provided a summary of the custodial chemical bids that we have received. We will recommend the award of the custodial chemical contract to the local vendor, X-Cel. When accounting for the single point delivery to each of our buildings, X-Cel was the lowest bid. A summary of the bids is outlined below.

LUDINGTON AREA SCHOOLS					
CUSTODIAL SUPPLY NUMBERS					
	Yearly	X-Cel	Nichols	Action	Enviro
Description	Totals	Pricing	Pricing	Pricing	Clean
TOILET PAPER 9" ply 1000', 12 per case	215	6,138.25	5,362.10	4,095.75	6,574.70
BROWN ROLL TOWEL 7.875X800', 6 per case	322	8,001.70	6,971.30	6,874.70	9,292.92
LARGE TRASH LINERS 40-45 gal 250 x box	134	4,334.90	3,859.20	5,764.68	4,601.56
SMALL TRASH LINERS 16 Gal, 500 per case	108	3,871.80	2,040.12	7,394.76	3,412.80
WAXED PAPER LINER (9X10X3.25)	29	551.00	466.61	582.90	651.05
Hand Soap 1000 ML 6 per case	2	89.44	94.22	129.30	83.24
Urinal Screens 12 per case	17	310.08	323.68	176.97	437.24
60-gallon bags (38x58) 100 per case	23	868.25	622.38	991.76	516.58
Hair/body shampoo, case, (6 x 1000ml)	47	<u>2,050.14</u>	<u>2,214.17</u>	<u>3,096.83</u>	<u>2,516.85</u>
Supplies Only:		26,215.56	21,953.78	29,107.65	28,086.94
Everything, including chemicals:		44,780.89	41,914.44	44,770.33	41,048.94
Add Labor for single-location delivery: (1 hour 38 weeks, w/ fica & retirement)		-	4,100.00	4,100.00	4,100.00
Total:		44,780.89	46,014.44	48,870.33	45,148.94

Foster Energy Efficiency Project - Lighting

While this project does not require Board of Education approval due to the dollar amount, it is important that we communicate our desire to replace lighting at Foster Elementary School in the gym so that it is upgraded to the same LED technology that we have begun to install throughout the district. The total cost of the project will be approximately \$5,300 and is being planned to be completed during Christmas break.

Tele-Rad Radio Upgrade

Our analog radio system used for bus communication is 14 years old. Tele-Rad is phasing out analog systems all together, and is instituting a digital system throughout Michigan. We are told that analog radios start losing capacity after approximately 8 years, and therefore we have been using radios with diminished range for some time. Our Tele-Rad

representative assures us that our local areas of weak or no transmission service will be a thing of the past with the new system. Tele-Rad uses Motorola exclusively, and has quoted us a Motorola system in the amount of \$21,650. The radio equipment is ours, and we merely rent the service from Tele-Rad. The system allows for GPS monitoring, and has an emergency communication capability. This purchase should service us for the next 10 years, and inasmuch as it is a technology upgrade, I suggest we consider purchasing the system through our Technology Bond.