



# Muskegon Heights Public Schools

2603 Leahy Street • Muskegon Heights, MI 49444 • Phone 231-830-3221 Fax 231-830-3560

## AGENDA

### REGULAR BOARD MEETING

BOARD OF EDUCATION  
2603 LEAHY STREET  
MUSKEGON HEIGHTS, MICHIGAN

### MUSKEGON HEIGHTS BOARD OF EDUCATION

MONDAY, OCTOBER 2, 2017  
6:00 PM

1. Call to Order
2. Roll Call
3. Secretary's Report and Approval of Minutes
4. Action Items
  - a. Resolution Authorizing Issuance of Notes in Anticipation of Taxes-Current Fiscal Year
  - b. Resolution Authorizing Restatement of 2012 Emergency Loan Note
  - c. Resolution Authorizing Restatement of 2013 Emergency Loan Note
  - d. Resolution Authorizing Restatement of 2014 Emergency Loan Note
  - e. Resolution Authorizing 2017 Emergency Loan Note
  - f. Amendment - Methods of Pupil Assessment Requirements
  - g. Amendment - Educational Goals and Programs
  - h. Reappointment of Marvin Nash – PSA Board Member
5. Report from the Assistant Superintendent
6. From the Board
7. Concerns of Parents/Citizens and Recognition of Guests
8. Adjournment

**BOARD OF EDUCATION**  
of the  
**SCHOOL DISTRICT**  
of the  
**CITY OF MUSKEGON HEIGHTS, MICHIGAN**  
**REGULAR BOARD MEETING**  
**OCTOBER 2, 2017**  
**6:00 PM**

**OFFICIAL PROCEEDINGS**

1. **The Regular Board Meeting, Muskegon Heights Board of Education, 2603 Leahy Street, Muskegon Heights, Michigan, was called to order by President Scott at 6:11 p.m.**
2. **President Scott, instructed Secretary Brewer, to call the roll and note Board Members and Administrative Staff present.**

BOARD MEMBERS: Mrs. Trinell Scott, President; Mr. Mark Glover, Vice-President; Mr. Franklin Brewer, Secretary; Mrs. Estelita Rankin, Treasurer; Mrs. Peggy Selmon, Trustee; Mrs. Marianne Darnell, Trustee; Mrs. Marjorie Cook, Trustee

BOARD MEMBERS ABSENT: Franklin Brewer, Marianne Darnell and Estelita Rankin

ADMINISTRATIVE STAFF: Mr. John Lewis, Assistant Superintendent

ADMINISTRATIVE STAFF ABSENT:

**Roll Call:**

P ABS Brewer ABS Darnell P Selmon ABS Rankin P Cook P Glover

3. **SECRETARY'S REPORT AND APPROVAL OF MINUTES**

**BE IT RESOLVED**, that the minutes for the Regular Board Meeting of September 11, 2017 be approved and placed on file.

M Mark Glover MOVED and m Trinell Scott SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**4. ACTION ITEMS**

**a. Discussion to vote on Resolution Authorizing Issuance of Notes in Anticipation of Taxes-Current Fiscal Year**

**BE IT RESOLVED**, that the Resolution Authorizing Issuance of Notes in Anticipation of Taxes-Current Fiscal Year be approved and placed on file.

M Mark Glover MOVED and m Marjorie Cook SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**b. Discussion to vote on Resolution Authorizing Restatement of 2012 Emergency Loan Note**

**BE IT RESOLVED**, that the Resolution Authorizing Restatement of 2012 Emergency Loan Note be approved and placed on file.

M Mark Glover MOVED and m Trinell Scott SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**c. Discussion to vote on Resolution Authorizing Restatement of 2013 Emergency Loan Note**

**BE IT RESOLVED**, that the Resolution Authorizing Restatement of 2013 Emergency Loan Note be approved and placed on file.

M Mark Glover MOVED and m Marjorie Cook SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**d. Discussion to vote on Resolution Authorizing Restatement of 2014 Emergency Loan Note**

**BE IT RESOLVED**, that the Resolution Authorizing Restatement of 2014 Emergency Loan Note be approved and placed on file.

M Marjorie Cook MOVED and m Mark Glover SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**e. Discussion to vote on Resolution Authorizing 2017 Emergency Loan Note**

**BE IT RESOLVED**, that the Resolution Authorizing 2017 Emergency Loan Note be approved and placed on file.

M Marjorie Cook MOVED and m Mark Glover SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**f. Discussion to vote on Amendment – Methods of Pupil Assessment Requirements**

**BE IT RESOLVED**, that the Methods of Pupil Assessment Requirements be approved and placed on file.

M Mark Glover MOVED and m Trinell Scott SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**g. Discussion to vote on Amendment – Educational Goals and Programs**

**BE IT RESOLVED**, that the Amendment – Educational Goals and Programs be approved and placed on file.

M Marjorie Cook MOVED and m Trinell Scott SECONDED the adoption of the resolution

**Roll Call:**

Y Scott ABS Brewer ABS Darnell Y Selmon ABS Rankin Y Cook Y Glover

**h. Discussion to vote on the Reappointment of Marvin Nash – PSA Board Member - TABLED**

**BE IT RESOLVED**, that the Amendment – Educational Goals and Programs be approved and placed on file.

M \_\_\_\_\_ MOVED and m \_\_\_\_\_ SECONDED the adoption of the resolution

**Roll Call:**

\_\_\_\_ Scott \_\_\_\_ Brewer \_\_\_\_ Darnell \_\_\_\_ Selmon \_\_\_\_ Rankin \_\_\_\_ Cook \_\_\_\_ Glover

**5. REPORT FROM THE ASSISTANT SUPERINTENDENT**

The Assistant Superintendent discussed monthly finances (Year-to-Date and Check Registry).

Introduction of Rane' Garcia – Superintendent of Muskegon Heights Public School Academy System.  
Ms. Garcia – presented and explained the assessments and scores given to students at the beginning of school.

**6. FROM THE BOARD**  
None

**7. CONCERNS OF PARENTS/CITIZENS AND RECOGNITION OF GUESTS**  
None

**8. ADJOURNMENT**

**RESOLVED**, that the Regular Board Meeting for Monday, OCTOBER 2, 2017, adjourned at 7:14 p.m.

M Mark Glover MOVED and m Trinell Scott SECONDED the adoption of the resolution.

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Respectfully submitted,

  
Marjorie Cook, Acting Secretary

**Muskegon Heights Public Schools**  
 Revenues, Expenditures, and Fund Balance  
 GENERAL FUND  
 2017-18  
 As of 9/29/17

	Budget 2017-18	Actuals to Date	Under/(Over) to Date
<b>Beginning Fund Balance (Estimated)</b>	<b>\$ (2,430,766)</b>	<b>\$ (2,430,766)</b>	
<b>Revenue</b>			
Property taxes	\$ 1,170,890	\$ 346,448	\$ 824,442
Oversight fees	\$ 174,210	\$ -	\$ 174,210
Transfers and Other	\$ 16,800	\$ 14,138	\$ 2,662
<b>Total Revenue</b>	<b>\$ 1,361,900</b>	<b>\$ 360,586</b>	
<b>Expenditures</b>			
Data Technology	\$ 4,250	\$ 223	\$ 4,027
Board of Education	\$ 27,060	\$ 11,495	\$ 15,565
Executive Administration	\$ 65,780	\$ 8,117	\$ 57,663
Business Services	\$ 99,300	\$ 23,989	\$ 75,311
Interest and Fees Expense	\$ 215,660	\$ 722	\$ 214,938
Unpaid Auction and Delinquent Tax Fees	\$ 50,000	\$ -	\$ 50,000
Building Services	\$ 82,680	\$ 60,051	\$ 22,629
District Technology	\$ 900	\$ 478	\$ 422
Emergency Loan Payments	\$ 506,470	\$ -	\$ 506,470
Transfers and Other	\$ 305,730	\$ 7,592	\$ 298,138
<b>Total Expenditures</b>	<b>\$ 1,357,830</b>	<b>\$ 112,666</b>	
<b>Revenues Less Expenditures</b>	<b>\$ 4,070</b>	<b>\$ 247,920</b>	
<b>Projected Ending Fund Balance</b>	<b>\$ (2,426,696)</b>	<b>\$ (2,182,846)</b>	

REVENUES

11-0111-0000-000-0000-000000-000000-	PROPERTY TAXES CURRENT	-338,856.62
11-0111-0000-100-0000-000000-000000-	OTHER TAXES	0.00
11-0121-0000-000-0000-000000-000000-	TECH MILLAGE FLOWTHROUGH	-7,591.73
11-0124-0000-000-0000-000000-000000-	PENALTY & INT ON DEL TAXES	0.00
11-0151-0000-000-0000-000000-000000-	EARNINGS ON INVEST & DEPOSITS	0.00
11-0191-0000-000-0000-000000-000000-	RENTALS	0.00
11-0199-0000-000-0000-000000-000000-	MISCELLANEOUS	0.00
11-0321-0000-000-0000-000000-000000-	PPT REIMBURSEMENT	0.00
11-0519-0000-001-0000-000000-000000-	3% AUTHORIZER FEE - MHPSA	0.00
11-0519-0000-100-0000-000000-000000-	SHARED BUSINESS SVCS	-14,137.86
		-360,586.21

EXPENDITURES

11-1-225-7410-840-0000-00000-000000-	LICENSING FEES & RENEWALS	99.00		
11-1-226-4220-899-0000-00000-000000-	COPY MACHINE	123.60	\$	222.60
11-1-231-3170-000-0000-00000-000000-	LEGAL SERVICES	2,520.00		
11-1-231-3180-000-0000-00000-000000-	AUDIT SERVICES	8,025.00		
11-1-231-7410-000-0000-00000-000000-	DUES & FEES	950.00	\$	11,495.00
11-1-232-3150-000-0000-00000-000000-	CONTRACTED SERVICES	8,117.04		
11-1-232-3210-000-0000-00000-000000-	COST OF TRAVEL (MILEAGE)	0.00		
11-1-232-3430-000-0000-00000-000000-	MAILING	0.00		
11-1-232-7910-000-0000-00000-000000-	MISCELLANEOUS	0.00	\$	8,117.04
11-1-252-1620-033-0000-00000-000000-	ACCOUNTING SPECIALIST	13,846.14		
11-1-252-2130-000-0000-00000-000000-	HOSPITALIZATION	5,563.20		
11-1-252-2820-033-0000-00000-000000-	CONTRIB TO ST&LOC RETIRE FUNDS	3,453.24		
11-1-252-2830-033-0000-00000-000000-	EMPLOYER SOCIAL SECURITY	1,059.24		
11-1-252-2840-033-0000-00000-000000-	WORKMAN'S COMPENSATION	0.42		
11-1-252-3150-030-0000-00000-000000-	CONTRACTED SERVICES	0.00		
11-1-252-3220-030-0000-00000-000000-	TRAVEL & CONFERENCE	0.00		
11-1-252-5910-030-0000-00000-000000-	OFFICE SUPPLIES	66.51	\$	23,988.75
11-1-252-7410-000-0000-00000-000000-	INTEREST & FEES EXPENSE	722.19	\$	722.19
11-1-259-7610-000-0000-00000-000000-	TAXES ABATED & WRITTEN OFF	0.00	\$	-
11-1-261-3190-100-0000-00000-000000-	CONTRACTED SERVICES	2,542.00		
11-1-261-3410-000-0000-00000-000000-	TELEPHONE CHARGES	0.00		
11-1-261-3830-000-0000-00000-000000-	WATER & SEWAGE	364.82		
11-1-261-3840-000-0000-00000-000000-	WASTE & TRASH DISPOSAL	130.00		
11-1-261-3910-000-0000-00000-000000-	INSURANCE	53,206.00		
11-1-261-4110-000-0000-00000-000000-	LAND AND BLDGS-REPAIRS & MAINT	0.00		
11-1-261-5510-000-0000-00000-000000-	HEATING FUEL	760.23		
11-1-261-5520-000-0000-00000-000000-	ELECTRICITY	3,047.75	\$	60,050.80
11-1-284-3410-000-0000-00000-000000-	CELL PHONE CHARGES	478.19	\$	478.19
11-1-411-8910-000-0000-00000-000000-	TRANSFERS TO MHPSA	7,591.73		
11-1-511-7110-994-0000-00000-000000-	PRINCIPAL PMT - EMERGENCY LOAN	0.00		
11-1-511-7230-994-0000-00000-000000-	INTEREST PMT - EMERGENCY LOANS	0.00	\$	-
11-1-634-8110-000-0000-00000-000000-	QZAB TRANSFER - DEBT RETIREMEN	0.00	\$	7,591.73
		\$ 112,666.30	\$	112,666.30



**Muskegon Heights Public Schools**  
 Revenues, Expenditures, and Fund Balance  
 DEBT SERVICE - 2016 REFUNDING BONDS  
 2017-18  
 As of 9/29/17

		Actuals to Date
<b>Beginning Fund Balance (Estimated)</b>	<b>\$</b>	<b>236,108</b>
<b>Revenue</b>		
Tax Revenues	\$	406,121
SBLF/SLRF (State Bond Loan Programs)	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>406,121</b>
<b>Expenditures</b>		
Tax Chargebacks & Auction Property	\$	-
Principal Payments	\$	-
Interest Payments	\$	-
<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>
<b>Revenues Less Expenditures</b>	<b>\$</b>	<b>406,121</b>
<b>Projected Ending Fund Balance</b>	<b>\$</b>	<b>642,229</b>

<b>Account</b>	<b>Description</b>	<b>2018 Actual</b>
32-0111-0000-000-0000-000000-0000000-	PROPERTY TAX LEVY	-406,120.95
32-0111-0000-100-0000-000000-0000000-	OTHER TAXES-HSBF	0.00
32-0124-0000-000-0000-000000-0000000-	PENALTY & INT ON DEL TAXES	0.00
32-0151-0000-000-0000-000000-0000000-	EARNINGS ON INVESTMENTS-HSBF	-0.01
32-0321-0000-000-0000-000000-0000000-	PPT REIMBURSEMENT	0.00
32-0591-0000-000-0000-000000-0000000-	BOND PROCEEDS	0.00
32-0595-0000-000-0000-000000-0000000-	STATE LOAN PROGRAM-HSBF	0.00
32-0596-0000-000-0000-000000-0000000-	PROCEEDS FROM REFINANCING DEBT	0.00
32-0596-0000-001-0000-000000-0000000-	PREMIUM ON REFUNDING BONDS	0.00
32-0599-9000-000-0000-000000-0000000-	DUE TO/FROM	0.00
32-0631-0000-000-0000-000000-0000000-	TRANSFER IN	0.00
		-406,120.96

<b>Account</b>	<b>Description</b>	<b>2018 Actual</b>
32-1-252-3180-000-0000-000000-0000000-	AUDIT SERVICES	0.00
32-1-252-7410-000-0000-000000-0000000-	PAYING AGENT FEES	0.00
32-1-259-3610-000-0000-000000-0000000-	PRINTING	0.00
32-1-259-7610-000-0000-000000-0000000-	TAXES ABATED & WRITTEN OFF	0.00
32-1-511-7110-000-0000-000000-0000000-	PRINCIPAL - 2006 REF BDS	0.00
32-1-511-7230-000-0000-000000-0000000-	INTEREST-HSBF	0.00
32-1-511-7310-000-0000-000000-0000000-	OTHER BOND ISSUANCE COSTS	0.00
32-1-511-7330-000-0000-000000-0000000-	BOND DISCOUNT	0.00
32-1-511-7410-000-0000-000000-0000000-	PAYING AGENT FEES-HSBF	0.00
32-1-512-7320-000-0000-000000-0000000-	PAYMENTS TO BOND ESCROW AGENT	0.00

**Muskegon Heights Public Schools**  
Revenues, Expenditures, and Fund Balance  
QZAB Fund  
2017-18  
As of 9/29/17

	Actuals to Date
<b>Beginning Fund Balance</b>	<b>\$ 1,580,735</b>
<b>Revenue</b>	
Earnings on Investment	\$ -
Transfers In	\$ -
<b>Total Revenue</b>	<b>\$ -</b>
<b>Expenditures</b>	
	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>
<b>Revenues Less Expenditures</b>	<b>\$ -</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 1,580,735</b>

<b>Account</b>	<b>Description</b>	<b>2018 Actual</b>
34-0151-0000-000-0000-000000-	EARNINGS ON INVESTMENTS	0.00
34-0611-0000-000-0000-000000-	QZAB TRANSFER	0.00



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MUSKEGON HEIGHTS PUBLIC SCHOOLS  
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 11-2-101 -1000-000-0000-000000-  
INVOICE NO

1  
| P |  
| apchkrcc

FOR: Uncleared

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE	AMOUNT
82248	09/12/2017	PRINTED	000323 AMES DISPOSAL, INC. ACCOUNT	64.00				64.00
6001	080117		11-1-261-3840-000-0000-000000-000000-					
82249	09/12/2017	PRINTED	000321 APPLIED IMAGING	41.20				41.20
6002	988125		11-1-226-4220-899-0000-000000-000000-					
82250	09/12/2017	PRINTED	017953 BRICKLEY DELONG, CPA'S	8,025.00				8,025.00
6003	1178495		11-1-231-3180-000-0000-000000-000000-					
82251	09/12/2017	PRINTED	032521 BRITTON & BOSSENROEK, P.	1,800.00				1,800.00
6004	080217		11-1-231-3170-000-0000-000000-000000-					
82252	09/12/2017	PRINTED	000176 CERJUANA ROBINSON-REASONO	55.44				55.44
6005	091217		11-1-252-5910-030-0000-000000-000000-					
82253	09/12/2017	PRINTED	004714 CITY MUSKEGON HEIGHTS	364.82				364.82
6006	090117		11-1-261-3830-000-0000-000000-000000-					
82254	09/12/2017	PRINTED	000668 CONSUMERS ENERGY	617.46				617.46
6007	202161718057		11-1-261-5520-000-0000-000000-000000-					
82255	09/12/2017	PRINTED	002695 DTE ENERGY	400.20				400.20
6008	090117		11-1-261-5510-000-0000-000000-000000-					
82256	09/12/2017	PRINTED	000264 MUSKEGON HEIGHTS PUBLIC S	5,878.93				5,878.93
6009	090717		11-1-411-8910-000-0000-000000-000000-					
82257	09/12/2017	PRINTED	000331 SZYMZYK, RANDAL	380.00				380.00
6010	84		11-1-261-3190-100-0000-000000-000000-					
6011	85		11-1-261-3190-100-0000-000000-000000-					
82258	09/12/2017	PRINTED	004439 VERIZON WIRELESS	303.97				303.97
6012	9790448819		11-1-284-3410-000-0000-000000-000000-					
82259	09/13/2017	PRINTED	004902 LEWIS, JOHN	110.07				110.07
6013	091317		11-1-252-5910-030-0000-000000-000000-					
6013	091317		11-1-225-7410-840-0000-000000-000000-					
82260	09/19/2017	PRINTED	000308 SBAM PLAN	1,875.14				1,875.14
6014	100117		11-1-252-2130-000-0000-000000-000000-					
82261	09/29/2017	PRINTED	000281 ACCOUNTEMPS	4,189.44				4,189.44
6015	48920229		11-1-232-3150-000-0000-000000-000000-					
6016	48967644		11-1-232-3150-000-0000-000000-000000-					
6017	49015773		11-1-232-3150-000-0000-000000-000000-					
6018	49062774		11-1-232-3150-000-0000-000000-000000-					
82262	09/29/2017	PRINTED	032521 BRITTON & BOSSENROEK, P.	720.00				720.00
6019	090617		11-1-231-3170-000-0000-000000-000000-					



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MUSKEGON HEIGHTS PUBLIC SCHOOLS  
AP CHECK RECONCILIATION REGISTER

IP 2  
lapchkrccn

FOR: Uncleared

FOR CASH ACCOUNT: 11-2-101 -1000-000-0000-000000-0000000-

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
82263	09/29/2017	PRINTED	000668 CONSUMERS ENERGY ACCOUNT	583.42			
	DOC	INVOICE NO					AMOUNT
6020	204208604192		11-1-261-5520-000-0000-000000-0000000-				583.42
82264	09/29/2017	PRINTED	000264 MUSKEGON HEIGHTS PUBLIC S	119.04			
6021	091517		11-1-411-8910-000-0000-000000-0000000-				119.04
82265	09/29/2017	PRINTED	002530 RJC SERVICES	150.00			
6022	090617		11-1-261-3190-100-0000-000000-0000000-				150.00
82266	09/29/2017	PRINTED	000303 SECURALARM SYSTEMS, INC.	72.00			
6023	130065		11-1-261-3190-100-0000-000000-0000000-				72.00
82267	09/29/2017	PRINTED	000331 SZYMCZYK, RANDAL	570.00			
6024	86		11-1-261-3190-100-0000-000000-0000000-				170.00
6025	87		11-1-261-3190-100-0000-000000-0000000-				200.00
6026	88		11-1-261-3190-100-0000-000000-0000000-				200.00
82268	09/29/2017	PRINTED	004439 VERIZON WIRELESS	305.29			
6027	9792197136		11-1-284-3410-000-0000-000000-0000000-				305.29

21 CHECKS CASH ACCOUNT TOTAL 26,625.42 .00



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MUSKEGON HEIGHTS PUBLIC SCHOOLS  
AP CHECK RECONCILIATION REGISTER

UNCLEARED CLEARED

21 CHECKS FINAL TOTAL 26,625.42 .00

\*\* END OF REPORT - Generated by John Lewis \*\*