A Budget Workshop and Regular Meeting of the Board of Education of Midland Public Schools was held Monday, April 20, 2020, beginning at 6:30 PM in the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, MI.

Due to the COVID-19 Stay Home, Stay Safe Executive Order 2020-21 from Gov. Whitmer, this Budget Workshop and Regular Meeting of the MPS Board of Education was held remotely, in accordance with Executive Order 2020-15 (Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards).

**Zoom Participation Information:**
https://midlandps.zoom.us/j/92459409970?pwd=RGtkbFl2QlVancFEeEJrYWFLVGlZ09
Zoom via Phone: 1-253-215-8782 (Meeting ID: 924 5940 9970; Password: 1WKUJQ)

1. **BUDGET WORKSHOP CALL TO ORDER:** ROLL CALL – 6:30 PM
   **All Board Members Present via Zoom:** President McFarland; Vice President Singer; Secretary Rausch; Treasurer Fredell; Member Baker; Member Blasy; Member Lauderbach
   **Central Staff Present:** Superintendent Sharrow (In Person);
   Associate Superintendents via Zoom: Brutyn, Miller-Nelson, Jaster
   0 Audience Members attended this meeting in person or via Zoom.

2. **REQUESTS TO ADDRESS THE BOARD REGARDING BUDGET WORKSHOP**
   No requests to address the Board regarding the Budget Workshop were received.

3. **BOARD DISCUSSION AND PRIORITIZATION FOR 2020-21 GENERAL FUND BUDGET**
   Mr. Brutyn presented information regarding the MPS Fund Balance history, Budget History, Financial Status, Historic and Projected Enrollment, State Bulletin 1014 (Financial Ranking Index), 2019-20 General Fund Snapshot, Expenditures and Revenues. Mr. Brutyn then spoke to the timing of the 2020-21 Executive, Senate and House proposals. We received the Executive proposal earlier, but it is likely to change substantially. We have not received the Senate or House proposals as of this date.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Budgeted Revenues</td>
<td>$81,212,554</td>
<td>$84,338,923</td>
<td>$84,938,327</td>
</tr>
<tr>
<td>2019-20 Budgeted Expenditures</td>
<td>$83,117,259</td>
<td>$86,104,373</td>
<td>$86,801,132</td>
</tr>
<tr>
<td>Deficit (at time of budget adoption)</td>
<td>($1,904,705)</td>
<td>($1,765,450)</td>
<td>($1,862,805)</td>
</tr>
<tr>
<td>Expected budget variance (1.5%)</td>
<td>$1,246,759</td>
<td>$1,291,566</td>
<td>$1,302,017</td>
</tr>
<tr>
<td>Anticipated Surplus (Shortfall)</td>
<td>($657,946)</td>
<td>($473,885)</td>
<td>($560,778)</td>
</tr>
<tr>
<td>Anticipated <strong>Unassigned</strong> Fund Balance on 6/30/19</td>
<td>$12,847,339</td>
<td>$16,284,715</td>
<td></td>
</tr>
<tr>
<td>% of expenditures</td>
<td>15.5%</td>
<td>18.9%</td>
<td></td>
</tr>
</tbody>
</table>

In addition, Mr. Brutyn discussed the 2020-21 Initial Outlook for Revenues and Expenditures, Variables and Looking Ahead.

Without staffing being completed, we make our best estimates at incurred costs from salary increases, step and lane changes, etc. In addition, we don’t know what the actual medical cost increases will be. The increase in costs is simply an estimate but does give us an idea of where expenditure increases may be.
2020-21 Initial Outlook Revenues

**Projected Major Changes in 2020-21 SY**

<table>
<thead>
<tr>
<th>Revenue Changes</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Enrollment</td>
<td>-65</td>
<td>$567,190.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in Foundation</td>
<td></td>
<td></td>
<td>$75.00</td>
<td>$574,950.00</td>
</tr>
<tr>
<td>Allowance/Student</td>
<td>$75.00</td>
<td>$574,950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$7,760.00</td>
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</tr>
</tbody>
</table>

**Projected Major Changes in 2020-21 SY**

<table>
<thead>
<tr>
<th>Revenue Changes</th>
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<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Enrollment</td>
<td>-65</td>
<td>$562,315.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in Foundation</td>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Allowance/Student</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Categorical-Assumption No Change</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$562,315.00</td>
</tr>
</tbody>
</table>

**Foundation Allowance**

<table>
<thead>
<tr>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,411.00</td>
<td>$8,531.00</td>
<td>$8,651.00</td>
<td>$8,726.00</td>
</tr>
<tr>
<td>$75</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**State Aid Membership**

<table>
<thead>
<tr>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>7692</td>
<td>7687</td>
<td>7731</td>
<td>7666</td>
</tr>
</tbody>
</table>

2020-21 Initial Outlook Expenditures

**Expenditure Changes**

<table>
<thead>
<tr>
<th>Expenditure Changes</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Steps</td>
<td>$603,878</td>
</tr>
<tr>
<td>Salary increase</td>
<td>$1,642,481</td>
</tr>
<tr>
<td>Category (Lane) Changes --Teachers</td>
<td>$140,000</td>
</tr>
<tr>
<td>Medical Costs (20%)</td>
<td>$630,160</td>
</tr>
<tr>
<td>Personnel Adjustments</td>
<td>$73,028</td>
</tr>
<tr>
<td>&quot;Balance our Budgets' Requests</td>
<td>$200,000</td>
</tr>
<tr>
<td>Categorical-Assumption No Change</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,369,547</td>
</tr>
</tbody>
</table>

Board members asked budget questions of Mr. Brutyn and Mr. Sharrow.

Next Steps – the 2020-21 budget will be presented officially on

- June 8, 2020 – 2020-21 Budget to Board & Budget Hearing
- June 22, 2020 – 2020-21 Budget Adoption

4. **ADJOURNMENT**

Singer/Rausch moved to close the Budget Workshop at 7:09 p.m.

President: ____________________________ Secretary: ____________________________

Scott McFarland Phil Rausch

Approved by the Board of Education on:

C. Young May 18, 2020
5. **REGULAR MEETING CALL TO ORDER: ROLL CALL – 7:10 PM**  
   All Board Members Present via Zoom: President McFarland; Vice President Singer; Secretary Rausch;  
   Treasurer Fredell; Member Baker; Member Blasy; Member Lauderbach  
   **Central Staff Present:** Superintendent Sharrow (In Person);  
   Associate Superintendents via Zoom: Brutyn, Miller-Nelson, Jaster  
0 Audience Members attended this meeting in person or via Zoom.

6. **CONSENT AGENDA**  
   Fredell/Singer moved for approval of the consent agenda.
   
6.1. Approval of the Meeting Minutes from the March 16, 2020 Regular Meeting and the April 9, 2020 Special Meeting.

6.2. Administration recommended the renewal of the food service contract with Chartwells for the 2020-21 school year. This is the first renewal of the five-year contract.

6.3. Approval of the payment of the school system's bills for the month of February 2020 as listed in the check registers, prepared by Ms. Holderby, in the total amount of $7,073,728 was recommended. The distribution of obligations by fund was included in the documentation.

6.4. Approval was requested to authorize legal payments to Lusk Albertson PLC for $247.50, April 2, 2020, for Professional Legal Fees.  
   Motion carried unanimously (7-0)

7. **BOARD OF EDUCATION MATTERS--PRESENTATIONS TO THE BOARD**  

7.1. Mr. Nelson Brikho, Sr. Business Consultant from SitelogIQ presented for information via Zoom of a Performance Contract proposal to Board and audience members. SitelogIQ are program managers who perform the following roles: certified energy managers, commissioning agenda, controls specialists, facility analysis, renewables experts, data analysts, financial experts, lighting experts, measurement & verification professionals. During this presentation they introduced their firm, gave a program overview and presented a preliminary assessment review. They completed their presentation with a Q & A period. The project would focus on LED lighting upgrades throughout the District and HVAC work for the Administration Center.

7.2. Rausch/Lauderbach moved for approval of the 8th Grade Chromebook Purchase. Administration sought approval to deliver a purchase order to Presidio, Inc. of Wixom, MI for $164,375.00 to provide Chromebooks for the 8th grade classes at both MPS Middle Schools. The pricing provided was for 625 Dell 3100 Chromebooks with management licenses at a cost of $263 ($239 per device + $24 per license) per Chromebook. These Chromebooks will replace laptops purchased in 2015. The pricing provided is from the State of Michigan SPOT (Statewide Purchasing Online Tool) bid and follows the MPS Board purchasing policy. This expenditure will be taken from Series II Bond Funds. Motion carried unanimously (7-0)

7.3. Rausch/Lauderbach moved for approval of the purchase of Midland High Flooring. Bids were accepted and a tabulation provided for vinyl tiling at Midland High School. Areas to receive tile were highlighted in the floor plan included in the Board packet. Administration recommended issuing a purchase order to the low bidder, Superb Flooring and Design of Troy, MI in the amount of $69,091.16. Capital Project funds will be utilized for this purchase. Motion carried unanimously (7-0)

8. **REQUESTS TO ADDRESS THE BOARD:**  
   No requests were received to address the Board.

9. **ADMINISTRATIVE SERVICES**  
   Study Committee Chair: Mr. Blasy; Staff Resource Person: Mr. Sharrow

9.1. Administrative Services Committee Minutes from the April 8, 2020 Zoom meeting were summarized by Mr. Blasy, Chair. Members Present: Brad Blasy (via Zoom), Chair; Jon Lauderbach (via Zoom); Pam Singer (via Zoom); Mike Sharrow (in person)

   **NEOLA Policy Updates:** At the April 20, 2020, Board of Education meeting, Mr. Sharrow will bring for action to the Board of Education policy changes to a number of Midland Public Schools’ policies as recommended by NEOLA in the spring 2020 updates. NEOLA retains law firms to provide legal reviews of published materials and consults on policy updates in the spring and fall each year. Therefore, the legal accuracy and compliance of proposed revisions can be unequivocally guaranteed. Mr. Sharrow and Administrative Services Committee
9.2. Lauderbach/Fredell moved for approval of the following item: Due to changes in Federal and State law, government regulations and school practices, revisions to the following 13 Board policies were requested: (PO2210, PO2412, PO2414, PO3362.01, PO4162, PO5200, PO6107, PO8210, PO8400, PO8450, PO8462, PO8600, PO9130). Motion carried unanimously (7-0).

10. CURRICULUM, INSTRUCTION AND ASSESSMENT
Study Committee Chair: Ms. Baker; Staff Resource Person: Ms. Miller-Nelson

10.1. The following books were being presented for the 28-day period of examination. These books will be available for review at the office of Curriculum and Instruction.

This book will be used for Math 7: <> Title: Big Ideas Math: Modeling Real Life – Grade 7, Authors: Ron Larson & Laurie Boswell, Publisher: Big Ideas Learning, Copyright: 2019
This book will be used in IB Applications & Interpretation: <> Title: Mathematics Applications and Interpretation for the IB Diploma, Authors: Wazir, Garry, Frederick, and Landmann, Publisher: Pearson, Copyright: 2019

10.2. The district Staff/Curriculum Development Committee recommended 22 proposals for your consideration. Following the 28-day period of public input, they will be recommended for approval on May 18, 2020. These proposals reflect the identified needs for curriculum and staff development across the district through this process using general fund monies. There will be additional areas of focus supported with specific grant and supplemental funds that will include areas such as Diversity, Equity and Inclusion. Upon approval of these projects, the district team will consult with those leading each project to make decisions about implementation. Enactment will be contingent upon the district’s needed focus and capacity to implement given our current state of remote learning. If approved, these proposals will be implemented based on the available funding as approved in the 2020-21 budget:

<> 6-12 Math, $5,341 <> 6-12 Science, $19,546; 6-12 Social Studies, $12,798
<> Social Studies Dow High, $6,895 <> 6th Grade Alignment Jefferson, $8,662
<> English Midland High, $5,277 <> Advisory Midland High, $5,394
<> MTSS MICIP, $23,766 <> High Reliability Schools – Level 4, Northeast, $13,240
<> Blended Learning, $15,865 <> Google Suite, $10,154 <> Illuminate, $12,692
<> Report Cards, $8,816 <> Social Emotional Learning Pre-Primary Center, $3,875
<> Elementary Gifted & Talented, $4,655 <> Elementary Literacy – Lucy Calkins, $7,051
<> Xello Training (Counseling), $8,123 <> Computer Science, $1,354
<> Kindergarten Readiness Assessment, $4,517 <> PRODIGY, $10,076
<> Primary Years Programme, $24,273 <> Secondary Project Lead the Way, $45,053.

Staff Development Proposal total from General Fund: $212,370.

11. FINANCE, FACILITIES AND OPERATIONS
Study Committee Chair: Ms. Fredell; Staff Resource Person: Mr. Brutyn

11.1. Finance, Facilities & Operations Study Committee Minutes from April 6, 2020 were read aloud by Treasurer Fredell. Members Present: Mary Fredell (chair), Scott McFarland, Phil Rausch, Mike Sharrow (Physically Present)

Mr. Sharrow and Mr. Brutyn discussed the following topics with the committee:

February Financials: Revenues and expenditures remain aligned to budget projections. The February year-to-year expenditure variance was due to the budget transfers aligned with the January amendment. Purchase order and card transactions above bid threshold were reviewed.

2020-21 Budget Workshop: The committee was provided a preview of budget workshop content scheduled to be presented at the April Board of Education meeting.

Chromebook Purchase: At the April Board of Education meeting, administration will recommend the purchase of 625 Dell Chromebooks for 8th grade classes at both Middle Schools. These will replace laptops purchased in 2015 and complete the conversion of all MPS student devices to Chromebooks. Series II Bond Funds will be utilized if approved.

COVID-19 Impacts: Construction timelines and potential budgetary impacts of the COVID-19 closure were discussed with the committee.
11. 2. For Information: Gifts totaling $9,075.63
<> $4,000.00 from Midland High Athletic Booster Club for baseball uniforms
<> $ 498.00 from JPAC for conference registration for two Jefferson teachers
<> $ 300.00 from Tri City Chinese Association for JMS Techno Huskies
<> $ 100.00 from Andy Herman for food service scholarships
<> $ 250.00 from Dr. Anne Kelly Rowley for MHS Robotics Team 5509
<> $ 200.00 from FIRST - Great Lakes Bay Region for Adams Robotics Team
From Midland Area Community Foundation
<> $ 500.00 for Jefferson Techno Huskies from Midland County Youth Action Council
<> $1,000.00 for DHS Swim Team from CommunityGives Youth Service Program
From HH Dow High All Sports Boosters
<> $1,390.49 for Trainer supplies
<> $ 120.00 for Volleyball coaches clinic registration
<> $ 717.14 for long jump pit cover

11. 3. These Gift of Items were received for information:
<> The Bridge Home & The Invisible Boy library books to the Adams, Chestnut Hill and Woodcrest Elementary Media Centers from the MCEA in honor of Board Appreciation Month
<> 32 N95 masks were donated to the MPS Technology team from Mr. Kevin Clarke

12. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

12. 1. For Information: Letters from the Board of Education to:

13. SCHEDULED ACTIVITIES--FOR INFORMATION:
All meetings are Regular and Special Meetings of the Board of Education and begin at 7:00 p.m. at the MPS Administration Center (600 E. Carpenter, Midland) unless otherwise noted.

14. STUDY DISCUSSION SESSION
This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school district related matters, to complete professional association business and to relate items of interest. No action is taken during this time. Occasionally closed sessions are scheduled to discuss confidential personnel, negotiations or property matters.

14.1. The floor was opened to Board members relative to points of clarification needed regarding anything discussed during this evening’s meeting or if there is anything the Board members would like to ask the Administration to study, review and report.
• Board member asked for an overview of spring sports and athletics. Mr. Sharrow answered as follows: MHSAA cancelled the end of the winter season as well as the spring and summer sports seasons. MHSAA’s focus is now on fall sports. We will see what the fall sport safety protocols entail for athletes and spectators, for example, temperature screening. There is a good chance high school athletics will be played in front of parents only or no spectators at all. As far as pay to participate fees, the affected seasons’ fees have been returned. Payment of the coaching fees have been prorated 30% to varsity head coaches and 20% to sub varsity and assistant coaches and will be paid on May 8.

14.2 Announcements from Superintendent Sharrow
• Continuity of Learning Plan (CLP) Week 1 is in the books for MPS. We were one of the first districts in the State to launch our CLP last Monday (April 13). We wanted to be out as soon as we could so as not to lose more instructional time with our students. We also knew that the plan would need amendments going forward. There were a few bumps and issues, but overall the first week was very successful. We have
met regarding the issues as well as with our principals and teacher’s association. Some clarification will be released on Wednesday. We will continue to amend and tweak the CLP as needed going forward.

- MPS is exploring how we will provide remediation for students in August. Reteaching to the gaps in our students’ education is vital. We have talked about what remediation may mean for the 2020-21 school year. We have explored things like parents’ thoughts, Governor’s stance, likelihood that Round 2 of Covid-19 in the fall/winter. We are looking at potential plans: screening processes, social distancing for students (could that mean half days with half classrooms and half bus loads). We are in the process of exploring every avenue we can think of that may be coming at us for the 2020-21 school year. We follow communication from the Governor and Legislators closely.

- Tentative class of 2020 Graduation date is July 24. That date will work for the Loons organization. We say “tentative” because we still are unsure what it means once the stay-at-home order is lifted. We believe Dow Diamond is a good environment for several reasons: the open-air environment, we could separate students and audience (possibly parents only) 6-8 feet to allow for social distancing, controlled entrances with screening if required, etc.

- We are finishing up our 2020-21 staffing. We are currently in the hiring process. Several hires have already been made. We expect our teaching staff to be hired within the next couple of weeks.

- Capital and Bond projects are currently delayed because of the Stay Home Order. We will be ready to release projects on May 1 with the State’s approval for school construction projects with social distancing and screening protocols. We intend to pull ahead the Dow High HVAC for early completion.

- Custodial services: We currently have a skeleton Enviro-Clean crew during the Stay-at-Home Order. Each room is sanitized as staff leaves the room. This is a 3rd party contract so we are currently evaluating what our plan will be for May and for the annual summer deep clean that typically begins in June.

- Food Service: 138,555 meals have been disbursed during the first month of the closure. If the food service continues through the end of June, it is likely we will disburse 400,000 meals for community children. Hats off to MPS food service provider, Chartwells and their employees, for their great work organizing, preparing and having the meals ready disbursement in our elementary schools and throughout the community via MPS school buses.

15. **ADJOURNMENT**

Fredell/Rausch moved to close the meeting at 8:36 p.m.

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President: ____________________________ Secretary: ____________________________

Scott McFarland Phil Rausch

Approved by the Board of Education on:

C. Young May 18, 2020