# FOREST HILLS PUBLIC SCHOOLS GRAND RAPIDS, MICHIGAN

Board Finance Committee Meeting Tuesday, August 13, 2024 8:30 AM FHPS Administration Building

### **Agenda**

l.	Public	Comments
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- II. Curriculum Update
- III. Discussion/Information
  - III.A. Bond Construction Update
  - III.B. Budget Update
  - III.C. Financial Audit
- IV. Action
  - IV.A. Minutes for June 4, 2024
  - IV.B. Math 180 Materials
  - IV.C. MAP Reading Fluency Assessment Materials
  - IV.D. Everyday Math Subscription
  - IV.E. Diesel Fuel
  - IV.F. Eastern Secondary Power Line Relocation
  - IV.G. Fine Arts Center Rigging
  - IV.H. Property Tax Reimbursement
- V. Information
  - V.A. Administrative Update

## FOREST HILLS PUBLIC SCHOOLS GRAND RAPIDS, MICHIGAN

Minutes of the Finance Committee of the Board of Education Held on June 4, 2024

Present: Christopher Michaud, Holly DeBoer, Mary Vonck

Staff: Sarah Shubel, Julie Davis, Christine Annese, Scott Haid, Susan Case

The meeting began at 8:31 am.

#### **I.** Public Comments

• There was one public comment regarding Superintendent Shubel's pay.

### II. Curriculum Update

Provided by Scott Haid, Assistant Superintendent for Instruction

- Assistant Superintendent Haid discussed how we are approaching the use of AI technology.
- Instruction is presenting purchases to the Board Finance Committee for supplemental tools for multi-language learners, Decodable books, and Numbers World consumable materials for special education
- A new AP Seminar book review for *Killers of the Flower Moon* will be presented at the Board Curriculum Committee meeting.

#### **III.** Discussion/Information

Presented by Julie Davis, Assistant Superintendent of Finance and Operations

### A. Budget Update

• A special meeting of the Board of Education will be held on June 20 at 11:00 am asking the Board to consider an amendment to the current fiscal year and budget for the next fiscal year. There is a required budget hearing as a part of the special meeting.

### B. Bond Construction Update

- A Bond Construction Update was presented.
- Ada Vista's summer and final phase has been challenging.
- The final phase at Pine Ridge begins in June 2025.
- The Eastern Middle Secure Entrance project begins this month, with an estimated completion in May 2025. The Knapp entrance will be closed to visitors June-August. Undocumented fiber and power lines that were not on our drawings were discussed.
- Paving will begin in June at Knapp Forest, Meadow Brook, Central Middle, Central Woodlands, and Operations.
- Pending Board of Education approval, the Northern High athletic renovation will begin this Summer 2024 with an anticipated completion Summer 2025.

- Pending Board of Education approval, the Eastern High athletic baseball/softball field relocation and turf will begin Summer 2024 with an anticipated completion date of Spring 2025.
- A sample design concept of the new Aquatic Center was presented, which was based on feedback from the focus group, design group, and community groups.
- Design is in progress for the Central High learning environment. The design group met last week. A sample design concept was presented.
- The Bond Facilities Team will start meeting this fall 2024, and continue to meet quarterly for project updates.

### C. Notice of Public Hearings

 Required public hearings for school breakfast and our Student Internet Safety Policy will be presented at the Board of Education meeting on June 10. They have been posted in the Grand Rapids Press.

### D. Proposed Meeting Dates

• The Board Finance Committee meeting dates for the 2024-2025 year will be presented for approval at the July Board of Education organizational meeting.

### E. Board Policy 3202 Update

• The Board Policy 3202 was reviewed with our financial consultants to review scenarios and financial consequences.

#### F. Cell Tower

• Verizon Wireless is backing out of the cell phone tower project. They felt that because of opposition, it would not be approved.

### IV. Action

A. Approval of May 14, 2024 minutes.

### B. Special Ed Math Consumable Materials

It is recommended that the Board of Education approve the purchase of consumable materials that complement the Number Worlds texts from McGraw Hill at a cost not to exceed \$52,400. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### C. MLL Materials

It is recommended that the Board of Education approve the purchase of Multilingual Learner (MLL) materials/six-year online licenses from Houghton Mifflin Harcourt (HMH) at a cost not to exceed \$180,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### D. Decodable Books Spanish

It is recommended the Board of Education approve the purchase of fiction and nonfiction decodable books from *I Love to Read in Spanish, Hola Books* for grades

K-2, to support students in literacy at a cost not to exceed \$30,200. This has been reviewed by the Board Finance committee and is recommended for Board approval.

#### E. PowerSchool Renewal 24/25

It is recommended the Board of Education renew the annual agreement with PowerSchool in the amount of \$207,818 for the period July 1, 2024 through June 30, 2025. This has been reviewed by the Board Finance committee and is recommended for Board approval.

### F. PowerSchool eFinance Upgrade

It is recommended the Board of Education approve the upgrade to eFinance Plus 23.10 and move program to cloud hosting through PowerSchool for an amount not to exceed \$30,250. This has been reviewed by the Board Finance committee and is recommended for Board approval.

#### G. AT&T Internet

It is recommended the Board of Education renew the contract for internet service from AT&T for an amount not to exceed \$34,000 for the period July 1, 2024 through June 30, 2025. This has been reviewed by the Board Finance committee and is recommended for Board approval.

### H. Incident IQ Renewal

It is recommended the Board of Education approve the renewal of Incident IQ Helpdesk and Inventory Software from Incident IQ in the amount of \$35,390 for the period July 1, 2024 through June 30, 2025. This has been reviewed by the Board Finance committee and is recommended for Board approval.

### I. Food Service Management Company

It is recommended the Board of Education award the food service management company contract to Chartwells. This is a one-year contract with an option to renew up to four additional years. This has been reviewed by the Board Finance committee and is recommended for Board approval.

### J. Food Service Equipment

It is recommended the Board of Education approve the purchase of new and replacement kitchen equipment for Food Service from Stafford Smith, Inc. for an amount not to exceed \$154,354. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### K. Northern Athletics Construction

It is recommended the Board of Education approve the contracts to perform construction work to add a new auxiliary turf field at Northern at a total cost of \$4,589,960 including contingency, fees, general conditions, and allowances. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### L. Eastern High Athletics Construction

It is recommended the Board of Education approve the contracts to perform construction work to relocate and turf the softball and baseball fields at Eastern at a total cost of \$8,686,454 including contingency, fees, general conditions, and allowances. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### M. Bond Refunding Ratifying Resolution

It is recommended the Board of Education adopt the ratifying resolution finalizing the sale of the refunding of the 2014 bonds. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### N. Paper

It is recommended the Board of Education authorize participation in the Regional Educational Media Center (REMC) statewide purchasing cooperative for 2024-2025 at an estimated cost not to exceed \$160,000. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### O. Refunded Property Tax

It is recommended the Board of Education authorize the reimbursement of \$364.28 to Cascade Charter Township and \$158,155.38 to Kent County Treasurer for refunded property taxes. This has been reviewed by the Board Finance Committee and is recommended for Board approval.

### V. Information

### A. Administrative Update

Provided by Dr. Sara Shubel, Interim Superintendent

- The last day of school is tomorrow, June 6, 2024.
- There was a gas leak at Thornapple Elementary due to a bounce house installation. The evacuation was smooth, as well as the logistics for re-entry.
- At this time, we are immersed in hiring and evaluations.

The meeting adjourned at 9:35 am.

### August 13, 2024

### **RECOMMENDATION:**

Approve the purchase of *Math 180* from Houghton Mifflin Harcourt to support grades 9-12 special education students in math for an amount not to exceed \$94,200.

FUNDING SOURCE: ESSER and General Fund

### **BACKGROUND:**

- Math 180 will support special education students in their math goals and objectives. Currently, special education teachers do not have a specific set of curricular resources to support students with their math goals.
- This program will support differentiation for all high school special education learners and support students with their Individualized Education Plans (IEP) goals and objectives.
- The training includes:
  - o Virtual professional learning, half-day
  - o Training special education staff utilizing the program

Submitted by: Scott Haid

### August 13, 2024

### **RECOMMENDATION:**

Approve the purchase of *NWEA MAP Reading Fluency* assessment materials from Heinemann at an amount not to exceed \$62,200.

FUNDING SOURCE: Section 35j State Grant

### **BACKGROUND:**

- This assessment is an addition to NWEA MAP Growth that we are currently using.
- Teachers will benefit from the precision of student placement and targeted intervention provided by the NWEA MAP Reading Fluency materials. MAP Reading Fluency measures students' reading levels and suggests personalized next steps. As students practice reading, the tutoring program actively listens and detects oral reading errors to deliver real-time micro-interventions that strengthen critical foundational skills.
- FHPS will utilize MAP Reading Fluency as our diagnostic tool for grades K-4.
- Teachers piloted this resource in the spring of 2024.

Submitted by: Scott Haid

### August 13, 2024

### **RECOMMENDATION:**

Approve the purchase of *Everyday Math* (EM4) digital subscriptions from McGraw Hill for grades K-5 to support students in math for an amount not to exceed \$79,000.

FUNDING SOURCE: General Fund

### **BACKGROUND:**

- EM4 math digital subsciptions support students day-to-day instruction in math for grades K-5.
- The subscriptions support approximately 160 classrooms.

Submitted by: Scott Haid

### August 13, 2024

### **RECOMMENDATION:**

Approve utilizing local purchasing options for diesel fuel throughout the 2024-2025 school year at an amount not to exceed \$400,000.

FUNDING SOURCE: General Fund

### **BACKGROUND:**

- Fuel is purchased from local vendors including Brenner Oil, Crystal Flash Petroleum, J&H Oil, Petersen Oil and Van Manen Petroleum Group.
- Average cost per gallon was \$2.74 for the 2023-2024 fiscal year (2022-2023 average cost per gallon was \$3.23).
- Over the past three (3) years we have expended:
  - 0 2023-2024 \$307,281
  - 0 2022-2023 \$405,346
  - 0 2021-2022 \$329,656

### **PROCESS:**

- Vendors are called for pricing the day of the order. The order is placed with the vendor offering the lowest price that day.
- Maximum purchase available is 12,500 gallons, based on delivery truck capacity.
- The most competitive pricing has come from J&H Oil, Petersen Oil, and Van Manen Petroleum Group respectively. However, we maintain a list of five companies for competitive pricing.

#### **ANALYSIS:**

- The energy market continues to show signs of volatility and indications suggest the volatility trend will continue.
- We are recommending a slightly lower approval amount for this year even with the potential of upward price pressure and we will monitor pricing throughout the year.
- We explore other purchasing options and cooperatives on an annual basis but continue to find that our existing methodology works well.

Submitted by: Carrie Whipple

### August 13, 2024

#### **RECOMMENDATION:**

Authorize relocation of a secondary power line at Eastern Middle by Allied Electric for an amount not to exceed \$94,900.

**FUNDING SOURCE:** 2021 Capital Projects

### **BACKGROUND:**

- In May we discovered a secondary power line at Eastern that was not listed on our drawings. The location of this line was going to be underneath the foundation of the new secure entrance for the middle school.
- Two solutions were reviewed: keep the line and run a conduit sleeve through the footings, or demo and relocate the power line. The first option was not viable as the line was not deep enough.
- We moved forward with the second option. However, the electrical contractor for this project did not have the capacity to take on this project. We received a quote from another electrical contractor, Allied, to perform this work.
- Due to the critical nature of this work, legal counsel advised us to proceed with Allied to perform the work under an emergency removal and take it to a subsequent board meeting for approval.

**Submitted by:** Julie Davis

### August 13, 2024

### **RECOMMENDATION:**

Award the contract to Parkway Electric to perform construction work at the Fine Arts Center at a total cost of \$298,781 including contingency funds.

**FUNDING SOURCE:** 2019 Capital Projects

### **BACKGROUND:**

- We currently use a manual process to set up the orchestra shell ceilings at the Fine Arts Center. The weights of the shells range from 1800 to 2300 pounds. Each shell is moved about 30 feet.
- Motorizing the shells:
  - o Creates a safer operating environment
  - o Mitigates risk management for employees who are manually performing the tasks
  - o Allows for pre-established positions to accommodate the variety of programming
  - o Reduces set-up time through automation
- Bids were released on June 17, 2024 utilizing SIGMA, the State of Michigan's procurement website, advertising in the local newspaper as required by law, and GMB's, website. Bids were received on July 17, 2024.
- GMB conducted post-bid evaluations on the apparent low bidder. The low bidder, Bazen Electric, did not have a complete bid.
- Installation is tentatively planned for winter break. If material lead times become an issue, we will install during spring break.
- Post-bid interviews with contractors included:
  - o Thoroughness of their proposal
  - Understanding of the work and specifications
  - o Adherence to specifications
  - o Safety record
- Attached please find the following related documents
  - o GMB letter of recommendation
  - o Bid detail

**Submitted by:** Julie Davis



July 29, 2024

Julie Davis
Assistant Superintendent for Finance and Operations
Forest Hills Public Schools
620 Forest Hill Ave SE
Grand Rapids, MI 49546

RE: Fine Arts Center Rigging / Electrical Improvements

Dear Julie Davis:

We have reviewed the bids submitted on <u>July 17, 2024</u>. Two bids were received and GMB has completed post-bid interviews with both Bazen Electric and Parkway Electric. Although Bazen read low, they did not include a \$20,000 allowance per specification requirements. This renders their bid incomplete. Parkway Electric has included the allowance and all items required for a complete bid. After reviewing the bid, we feel confident in their ability to perform the work. Their bid is as follows:

•	Project Total:	\$298,781
•	7% Project Contingency	\$19,546
•	PLM Bond	\$2,200
•	Base Bid	\$277,035

It is GMB's recommendation that Forest Hills Public Schools enter into an agreement with Parkway Electric for the Fine Arts Center Rigging / Electrical Improvements project for a total contract price of \$279,235. If you or any of your Board Members have any questions or concerns regarding the information listed above, please feel free to contact me.

Sincerely,

GMB

Jeff Engle CA - LEED AP®

### FOREST HILLS PUBLIC SCHOOLS - FINE ARTS CENTER RIGGING / ELECTRICAL **≯ gmb** Bid Date: July 17, 2024 @ 1:00 PM A/E Project No.: 5-6096 PLM Bond Familial Relationship Voluntary Alternate 1 Voluntary Alternate 2 Bid Security Addendum 1 **BIDDER BASE BID TOTALS** (add to base bid) Bazen Electric Υ Υ Υ Υ \$254,900 \$2,549 None None \$257,449 Did not include \$20K allowance required of the description of work. Disqualify bid as incomplete. Parkway Electric Υ Υ Υ Υ \$277,035 \$2,200 \$279,235 None None \$20K Allowance included within bid.

### August 13, 2024

### **RECOMMENDATION:**

Authorize reimbursement of \$10,821.81 to Kent County for refunded property taxes.

### **BACKGROUND:**

The Michigan Tax Tribunal and Township Board of Review have reassessed certain property. Based on the reassessment, Kent County has refunded property taxes previously collected.

**Submitted by:** Julie Davis

# Forest Hills Public Schools Property Tax Repayments

	2024-2025		2023-2024		2022-2023		2021-2022		2020-2021		2019-2020		2018-2019		
Month		\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
July	\$	60,885	84.91%	\$ 82,988	16.59%	\$ 66,521	17.89%	\$ -	0.00%	\$ -	0.00%	s -	0.00%	\$ -	0.00%
August	ľ	10,822	100.00%	. ,	16.59%	Ψ 00,021 -	17.89%		0.39%				0.23%		8.52%
September		-	100.00%		16.59%	58,276	33.56%		6.60%	,	16.59%		0.23%	· · · · · · · · · · · · · · · · · · ·	12.56%
October		-	100.00%	191,337	54.83%	237	33.62%	-	6.60%	24,01	27.16%	-	0.23%	105,559	48.37%
November		-	100.00%	-	54.83%	114,250	64.35%	46	6.64%	102,89	2 72.48%	-	0.23%	-	48.37%
December		-	100.00%	-	54.83%	-	64.35%	523	6.98%	-	72.48%	-	0.23%	-	48.37%
January		-	100.00%	12,977	57.42%	24,682	70.98%	33,274	29.13%	3,08	73.84%	-	0.23%	80,247	75.59%
February		-	100.00%	11,220	59.66%	3,281	71.87%	26,140	46.53%	-	73.84%	30,556	14.69%	249	75.67%
March		-	100.00%	24,178	64.49%	-	71.87%	77,787	98.31%	59,40	2 100.00%	-	14.69%	-	75.67%
April		-	100.00%	-	64.49%	13,971	75.62%	-	98.31%	-	100.00%	-	14.69%	20,357	82.58%
May		-	100.00%	19,141	68.32%	-	75.62%	2,475	99.96%	-	100.00%	-	14.69%	315	82.68%
June		-	100.00%	158,520	100.00%	90,647	100.00%	58	100.00%	-	100.00%	180,256	100.00%	51,049	100.00%
	\$	71,707		\$ 500,361		\$ 371,865		\$ 150,225		\$ 227,05	5	\$ 211,290		\$ 294,804	