

Brighton Area Schools
Board of Education
Regular Meeting
Monday, February 9, 2009
7 PM - BECC

A G E N D A

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Recognition**
 - A. Shining Stars**
 - B. Elementary Readers' Workshop**
- VI. Superintendent Search Presentation**
 - A. MASB at 7:15 p.m., Gunnard Johnson**
 - B. Michigan Leadership Institute at 8:30 p.m., Michael Wilmot**
- VII. Call to the Public**
 - A. Comment Card**

Time extended to provide individuals an opportunity to address the Board of Education. Time allotment is up to 30 minutes, individuals may speak for three minutes each. Individuals must identify themselves by name and address. The Board may hear issues, but is not required to answer questions or make statements and will refer most issues on to the Superintendent.
- VIII. Old Business**
- IX. Consent Agenda**
 - A. Bills of January 17-22, 2009**
 - B. Minutes of January 26 and 27, 2009**
- X. New Business**
 - A. Curriculum**
 - 1. French Club Trip Request, First Reading**
 - B. Finance**
 - 1. 2008/2009 General Fund Budget Amendment**
 - 2. Resolution, Cash Flow Borrowing**
 - C. Human Resources**
 - D. Other**
- XI. Communications and Reports**
 - A. From Superintendent**
 - B. From Board**
 - C. Announcements**

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. There is time for public participation during the meeting as indicated in agenda item "Call to the Public."

MINUTES

I. Call to Order

The meeting was called to order by President Anderson at 7:02 p.m.

II. Pledge of Allegiance

III. Roll Call

Members present: William Anderson, Joe Carney, Jay Krause, Beth Minert, Joyce Powers and Greg Rassel.

Also present: Interim Superintendent Riutta, Interim Assistant Superintendent Peggy Moyer, Chief Financial Officer Michael Hubert, Executive Director of Instruction Baiba Jensen, Attorney William McCririe, staff, press, and visitors.

IV. Approval of Agenda

Moved by Powers, supported by Carney to accept the agenda as presented. Voice vote: 7 ayes. Motion carried.

V. Recognition

VI. Call to the Public

Don Bignall addressed the Board concerning building reconfigurations and if a building is used for another purpose what would be the costs, if any, for revamping it.

VII. Old Business

VIII. Consent Agenda

IX. New Business

A. Curriculum

B. Finance

1. 2008/2009 Budget Revision, Update - Mrs. Riutta reported that the 2008/2009 general fund budget amendment will be placed on the February 9, 2009 agenda because of the Research Team reports that the Board will receive tonight.

C. Human Resources

D. Other

1. Bills of December 23, 2008 through January 16, 2009 - Moved by Leach, supported by Minert that the bills of December 23, 2008 through January 16, 2009 be approved as presented. Voice vote: 7 ayes. Motion carried.
2. Minutes of January 12, 2009 - Moved by Leach, supported by Powers to approve the January 12, 2009 minutes as presented. Voice vote: 6 ayes, 1 abstention-Rassel. Motion carried.
3. Collaborative Consortium Agreement, County Wide Broadband - Mrs. Riutta presented the Collaborative Consortium Agreement for County Wide Broadband for the Board's consideration. The state is structuring a stimulus package in the area of information Technology/Broadband whereby establishing connectivity with all governmental agencies,

including schools within a given region in the state. The Livingston County School Districts have discussed the desire to be part this effort.

Moved by Rassel, supported by Minert to adopt the Countywide Broadband Collaborative Consortium Arrangement as presented. Voice vote: 7 ayes. Motion carried.

4. State of the District, Update - Mrs. Riutta reviewed the many activities, accomplishments, and on-going tasks that have occurred during the past fifty plus days as they related to the Board of Education goals.

X. Communications and Reports

A. From Superintendent

1. It was reported that in response to the state's economic stimulus plan survey, Mike Hubert submitted items that were connected with the failed November 2008 bond and sinking fund election.

B. From Board

C. Announcements

Meeting recessed at 7:32 p.m.

Meeting reconvened at 7:40 p.m.

XI. Work Session

A. Middle School Research Team

Members of the Middle School Research Team reported on the committee's work regarding a 5/6 and 7/8 grade configuration. Items reported on included site visitations to Novi, Dexter, Saline and Hartland, curriculum, logistics, special education, co-curriculars and electives, play grounds, and transportation. The Middle School Research Team asked that the Board authorize the committee's work to continue so that additional data can be collected and to further study the issues connected with the 5/6 and 7/8 model.

Moved by Rassel, supported by Krause to authorize the Middle School Research Team to move forward with the 5/6 and 7/8 concept. Voice vote: 7 ayes. Motion carried.

Mrs. Riutta thanked the MS Research Team for sharing the committee's work with the Board and public.

On February 2 a parent forum will be held for the 5/6 concept and a parent forum will be held on February 3 for the 7/8 concept. Both forums will be held at 7 pm in the Board Room at BECC.

B. High School Research Team

Mr. Hamman, Principal of Brighton High School, reported on the High School Research Team's work to date. The committee is studying resource efficiencies, staffing efficiencies, copy machine costs, building usage and energy consumption, course electives, on-line classes, and other related issues.

Mrs. Riutta indicated that the HS Research Team began its meetings later than the other two research teams. She thanked the committee members for their work to date and for sharing the committee's progress with the Board and public.

XII. Closed Session, Approval of January 12, 2009 Closed Minutes

Moved by Rassel, supported by Carney to enter closed session for the purpose of approving the January 12, 2009 closed minutes. Roll call vote: 7 ayes.
Motion carried.

Board entered closed session at 9:01 p.m.
Meeting recessed at 9:01 p.m.
Meeting reconvened at 9:07 p.m.
Board entered open session at 9:13 p.m.

Meeting adjourned at 9:13 p.m.

Date Approved:

Approved by:

William Anderson, President

Elizabeth Minert, Secretary

(Sheri Lohmiller, Recorder)

MINUTES

I. Call to Order

The meeting was called to order by President Anderson at 7:02 p.m.

II. Pledge of Allegiance

III. Roll Call

Members present: William Anderson, Joe Carney, Jay Krause, Cheryl Leach, Beth Minert, Joyce Powers and Greg Rassel.

Also present: Interim Superintendent Bonnie Riutta, Interim Assistant Superintendent Peggy Moyer, Chief Financial Officer Michael Hubert, staff, press, and visitors.

IV. Approval of Agenda

Moved by Powers, supported by Minert to approve the agenda as presented. Voice vote: 7 ayes. Motion carried.

V. Recognition

VI. Call to the Public

Noreen Owens, Bob Sornson, Tom Raines, Julie Kalis, Deb Dempsey, and Roger Meyers addressed the Board concerning the Miller Early Childhood Center and grade level/building configurations.

Kathy Palmer thanked Bonnie Riutta for her leadership and communications to the parents, staff and community. She also addressed the Board concerning grade/building configurations.

VII. Old Business

None.

VIII. Consent Agenda

None.

IX. Work Session

A. Kindergarten Report

The Board received a report from the Kindergarten Committee on full day kindergarten related to SB162 which has currently stalled and the possibilities of extended day options for kindergarten families. In addition, a power point presentation was shared with the Board concerning the Miller Early Childhood Center. The power point presentation will be emailed to the Board Trustees.

B. Elementary Research Team Report, Update

the Board received a status report from the Elementary Research Team regarding grade/building level reconfigurations, including what is best for students and focused on fiscal reality. Building configurations were presented and staff and parent survey information was shared concerning Option A which was K-4, 5/6, 7/8; Option B which was Kindergarten building, grades 1-4 buildings, 5/6 and 7/8 and Option C which was K-2, 3-4, 5-6 and 7-8 buildings.

The parent survey results related to customer service were also presented.

Enrollment data was reviewed, short and long term goals of the committee were also discussed.

Short Term goals included: develop criteria for vacating a building, using data for Options A and B, communicate and market the grade configuration decision to all stakeholders, address impact on curriculum, consider students, parents and staff concerns, safety and contract obligations, redistricting if necessary, and re-utilizing the vacated building.

Parent Forums have been scheduled as follows:

February 2, 2009 for 5/6 configuration 7 p.m.

February 3, 2009 for 7/8 configuration 7 p.m.

March 5 elementary configuration 7 p.m.

Criteria for vacating a building include: transportation, condition of the building, routine maintenance costs, energy costs, building capacity, enrollment, savings in staffing numbers, geographic location, and length of bus ride. As discussion continue, other criteria may be added.

It was the consensus for the Elementary Research Team to proceed with Options A and B.

Mrs. Riutta thanked the members of the Elementary Research Team for its report. It is planned that a recommendation will be presented to the Board on February 23 and that the Board will take action on the recommendation at the March 9 meeting.

C. Personal Curriculum

The Personal Curriculum option and process was shared with Curriculum Council and the Board Curriculum Committee. High School Counselor Jeanne Deren gave an overview of the Personal Curriculum option, shared the proposed Parents Guide to the Personal Curriculum, and the request forms that must be completed for this option.

The Personal Curriculum was presented for Board discussion.

Moved by Leach, supported by Rassel to approve the Personal Curriculum as presented since the full Board was present for the report. Voice vote: 7 ayes. Motion carried.

X. Communications and Reports

A. From Superintendent

B. From Board

Trustee Krause announced that the High School Choir will have a concert on February 8, 2009 at 3:00 p.m. as a fund raiser to purchase a new piano for the choir.

C. Announcements

Moved by Rassel, supported by Minert to adjourned. Voice vote: 7 ayes. Motion carried.

Meeting adjourned at 9:08 p.m.

Date Approved:

Approved by:

William Anderson, President

Elizabeth Minert, Secretary

(Sheri Lohmiller, Recorder)

V.



TO: Trustees, Board of Education

FROM: Bonnie P. Riutta, Interim Superintendent of Schools

RE: Recognition

DATE: February 5, 2009

Shining Stars

Maureen Ray, High School art teacher, was awarded Picturing America, an educational resource from the National Endowment for the Humanities distributed in cooperation with the American Library Association. Ms. Ray will be receiving pictures of American art masterpieces and a teacher resource book related to these materials for use in her classroom.

Kim Ladd, Supervisor of Enrichment Programming, was nominated to receive "Shining Star" recognition for being a huge support to other departments and Community Education programs. Kim has created the most successful garage sale to date, increased fund raising dollars for the Senior Citizens Center, and is always looking at ways to help an individual program or "pitch in" wherever and whenever additional help is needed in the Community Education Department. She continues to work "above and beyond" to support all the Community Education programs, not just enrichment, each and every day.

Bob Kozlowski and Chuck Fuhst, bus mechanics, were nominated to receive "Shining Star" recognition for getting the buses up and running in sub-zero weather during the past few weeks. Bob and Chuck arrive early to make sure the buses are ready to leave the yard on time and do this on their own time. Our students certainly appreciate boarding a warm bus on these cold mornings and this prevents our buses from freezing up during the severe winter temperatures.

IX.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta, Interim Superintendent of Schools
RE: Consent Agenda
DATE: February 5, 2009

The bills of January 17-22, 2009 and minutes of January 26 and 27, 2009 are presented for your consideration under the Consent Agenda.

Motion

Moved by:
Supported by:

To approve the consent agenda as presented.

Voice vote:
____ Ayes
____ Nays

Check Register

Jan 17 through Jan 22, 2009

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
01/17/09 THROUGH 01/22/09

01/30/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202152	SCHOOL SPECIALTY INC	103671	68.00	1-1-111-5110-004-000-0000	SPENCER TCH SUP	SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103671	38.58-			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103671	6.84			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103671	32.20			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103671	81.52			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	201.36			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	54.95			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	56.22-			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	173.99			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	219.30			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	34.99			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	149.82			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	15.90			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	23.64			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	85.80			SPENCER TCH SUP
202152	SCHOOL SPECIALTY INC	103721	5129.92			SPENCER TCH SUP
ACCT TOTAL						
202152	SCHOOL SPECIALTY INC	102241	175.00	1-1-111-5110-005-000-0000	HORNUNG TCH SUP	HORNUNG TCH SUP
ACCT TOTAL			175.00			
202152	SCHOOL SPECIALTY INC	102241	309.43	1-1-111-5110-005-001-0000	HORNUNG FIRST GRADE	HORNUNG FIRST GRADE
202152	SCHOOL SPECIALTY INC	102241	2.73			HORNUNG FIRST GRADE
202152	SCHOOL SPECIALTY INC	102241	82.45-			HORNUNG FIRST GRADE
202152	SCHOOL SPECIALTY INC	102241	28.04			HORNUNG FIRST GRADE
202152	SCHOOL SPECIALTY INC	102241	257.75			HORNUNG FIRST GRADE
ACCT TOTAL						
202147	SAX ARTS & CRAFTS	112091	242.38	1-1-111-5110-006-010-0000	HILT ART TCH SUP	HILT ART TCH SUP
ACCT TOTAL			242.38			
202113	HOME DEPOT	1	50.56	1-1-112-5110-121-030-0000	MALTBY IND ARTS SUP	MALT IND ARTS 11/13
ACCT TOTAL			50.56			
202096	BUDGETEXT CORP	107691	3241.08	1-1-113-5110-031-000-0000	HS TCH SUP	HS TCH SUP
202099	CENTRAL MICHIGAN PAPER	112161	1500.00			HS TCH/NOTEK PAPER
202096	BUDGETEXT CORP	107691	8.91-			HS TCH SUP
202096	BUDGETEXT CORP	107691	1158.30			HS TCH SUP
202096	BUDGETEXT CORP	107691	1042.47-			HS TCH SUP
202096	BUDGETEXT CORP	107691	4848.00			HS TCH SUP
ACCT TOTAL						
202139	PLYMOUTH WAYNE INC	108481	61.27	1-1-113-5110-031-010-0000	HS ART TCH SUP	HS ART TCH SUP
202143	ROLISON PRO HARDWARE	108401	51.69			HS ART TCH SUP
202144	RUNYAN POTTERY SUPPLY	108491	215.40			HS ART TCH SUP
202144	RUNYAN POTTERY SUPPLY	108491	89.56			HS ART TCH SUP
202090	ARMSTRONG TOOL &	108081	105.85			HS ART TCH SUP
202090	ARMSTRONG TOOL &	108081	48.00			HS ART TCH SUP
202090	ARMSTRONG TOOL &	108081	571.77			HS ART TCH SUP
ACCT TOTAL						

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
01/17/09 THROUGH 01/22/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202096 ACCT TOTAL	BUDGETEXT CORP	111961	1300.00 1300.00	1-1-113-5110-031-026-0000	HS ENGLISH TCH SUP	HS ENGLISH TCH SUP
202139 ACCT TOTAL	PLYMOUTH WAYNE INC	108471	48.31 48.31	1-1-113-5110-031-030-0000	HS SHOP TCH SUP	HS SHOP TCH SUP
202129 ACCT TOTAL	MUSICAL RESOURCES	108451	298.79 298.79	1-1-113-5110-031-040-0000	HS CHORUS TCH SUP	HS CHORUS TCH SUP
202096 202114 ACCT TOTAL	BUDGETEXT CORP HOUGHTON MIFFLIN	1 111711	6.30- 1228.62 1222.32	1-1-113-5210-031-000-0000	HS TEXTS	HS TEXTS/PD 12-22-08 HS TEXTS/HISTORY/15
202105 ACCT TOTAL	DELL MARKETING L P	111741	2117.08 2117.08	1-1-113-6420-031-000-0000	H S CAP OUTLAY EQ	HS C/O-SOCIAL ST-2
202101 ACCT TOTAL	CITY OF BRIGHTON	1	10985.16 10985.16	1-1-113-7911-031-000-0000	BHS MISC EXP UNRESTR	HS POLICE/SEP-NOV
202108 ACCT TOTAL	FRESHMEN SOLUTIONS	112361	875.00 875.00	1-1-113-7911-031-000-1000	BHS MISC EXP RESTR	FRESHMEN PROG 2009
202106 ACCT TOTAL	F.A.S.T. LEARNING, LLC	112241	527.67 527.67	1-1-122-5110-001-194-0000	HAW SUPPLY RR	HAW SUPPLY RR
202138 ACCT TOTAL	PHONAK LLC	111581	109.99 109.99	1-1-122-5110-004-160-0000	SPE SUPPLY HI	SPE SUPPLY HI
202161 ACCT TOTAL	ULTIMATE OFFICE	111951	176.59 176.59	1-1-122-5110-031-140-0000	BHS SUPPLY EI	BHS SUPPLY EI
202130 ACCT TOTAL	NCS PEARSON INC	1	288.00 288.00	1-1-122-5110-031-194-0000	BHS SUPPLY RR	BHS SUPPLY RR
202138 ACCT TOTAL	PHONAK LLC	111521	2481.99 2481.99	1-1-122-5110-121-160-0000	MAL SUPPLY HI	MAL SUPPLY HI
202124 202124	MEIJER INC MEIJER INC	109821 109841	7.69 12.54	1-1-127-5111-031-520-0000	FOOD CONSUMABLE	FOOD CONSUMABLE FOOD CONSUMABLE

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
01/17/09 THROUGH 01/22/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202124 ACCT TOTAL	MEIJER INC	109851	11.50 31.73	1-1-127-5111-031-520-0000	FOOD CONSUMABLE	FOOD CONSUMABLE
202095 ACCT TOTAL	BRIGHTON INSTIT OF COS	1	436.00 436.00	1-1-132-3110-031-000-3310	HSC CONTR SERV	HSC C S/DENKHAUS/NOV
202086 ACCT TOTAL	AMERICAN COUNCIL ON ED	1	3320.00 3320.00	1-1-132-5110-031-000-3310	HSC TCH SUP	GED TEST MATERIALS
202152 202152 202152 202152 202152 ACCT TOTAL	SCHOOL SPECIALTY INC SCHOOL SPECIALTY INC SCHOOL SPECIALTY INC SCHOOL SPECIALTY INC SCHOOL SPECIALTY INC	109621 109621 109621 109621 109621	727.61 1014.12- 1014.12 1996.75 1645.40 4369.76	1-1-221-6420-004-000-0000	CAPOUT SUPRT SPE	CAPOUT SUPRT SPE CAPOUT SUPRT SPE CAPOUT SUPRT SPE CAPOUT SUPRT SPE CAPOUT SUPRT SPE
202094 202094 202094 202094 ACCT TOTAL	BRIDGES AUDIO-VISUAL BRIDGES AUDIO-VISUAL BRIDGES AUDIO-VISUAL BRIDGES AUDIO-VISUAL	110651 110681 110681 110681	20.00 43.50 48.50 43.50 155.50	1-1-222-4121-121-000-0000	MAL AV REP/MAINT	MAL AV REP/MAINT MAL AV REP/MAINT MAL AV REP/MAINT MAL AV REP/MAINT
202091 ACCT TOTAL	BABBITT INSTRUCTIONAL	112011	186.90 186.90	1-1-222-5991-031-000-0000	BHS AV SUPPLIES	BHS AV SUPPLIES
202131 ACCT TOTAL	NEXTEL COMMUNICATIONS	1	21.15 21.15	1-1-241-4120-021-000-0000	SCRANT EQ R/M PRIN	SCR/NISBET CELL 12/1
202160 ACCT TOTAL	UPS STORE	1	30.44 30.44	1-1-249-3430-031-000-3310	HSC POSTAGE	HSC POSTAGE 12/2-22
202109 ACCT TOTAL	GANNETT MI NEWSPAPERS	1	250.00 250.00	1-1-249-3610-031-000-3310	HSC PRINTING/PUBL	CE WINTER BROCHURE
202156 ACCT TOTAL	STAPLES CREDIT PLAN	1	39.56 39.56	1-1-249-5910-031-000-0000	HS GRAD SUP	HS GRAD SUP
202166 ACCT TOTAL	WAYNE COUNTY REGIONAL	1	19.04 19.04	1-1-252-4910-000-000-0000	BSO CONT SVC OTHER	MICROFICHE PAYROLL

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
01/17/09 THROUGH 01/22/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
						01/30/09
202110	GLOBAL OFFICE SOLUTION	1	58.32	1-1-252-5910-000-0000	BSO - SUPPLIES	BUS OFF SUP
202110	GLOBAL OFFICE SOLUTION	1	67.60			PAYROLL BINDERS/20
ACCT TOTAL			125.92			
202136	PDQ / BUSINESS IMAGING	111511	52.84	1-1-261-3150-000-0000	PROF SERVICES	MECH RENOV.PRNTS/SCR
ACCT TOTAL			52.84			
202131	NEXTEL COMMUNICATIONS	1	1294.89	1-1-261-3410-000-0000	TELEPHONE	PHONES-12/10 INV
ACCT TOTAL			1294.89			
202131	NEXTEL COMMUNICATIONS	1	138.72	1-1-261-3410-000-000-1000	TELEPHONE-TECHNOLOGY	TECH/6PHONES-12/10
ACCT TOTAL			138.72			
202127	MI SCHOOLS ENERGY COOP	1	70809.74	1-1-261-5510-000-000-0000	HEATING FUEL	DEC NATURAL GAS
ACCT TOTAL			70809.74			
202127	MI SCHOOLS ENERGY COOP	1	83325.66	1-1-261-5520-000-000-0000	ELECTRICITY	ELECT/11 METERS/NOV
ACCT TOTAL			83325.66			
202132	OFFICE EXPRESS INC	108171	24.76	1-1-261-5910-000-000-0000	MAINT OFF SUP	MAINT OFF SUP
202132	OFFICE EXPRESS INC	108171	19.78			MAINT OFF SUP
202132	OFFICE EXPRESS INC	108171	119.84			MAINT OFF SUP
ACCT TOTAL			164.38			
202112	HOME DEPOT	108041	168.07	1-1-261-5992-000-000-0000	MAINT SUP	MAINT SUP - 12/28
202143	ROLISON PRO HARDWARE	108221	10.00			MAINT SUP
202143	ROLISON PRO HARDWARE	108221	36.32			MAINT SUP
202112	HOME DEPOT	108041	3064.51			MAINT SUP - 11/28
ACCT TOTAL			3278.90			
202112	HOME DEPOT	108041	75.65	1-1-261-5993-000-000-0000	MAINT ELECT SUP	MNT ELECTRICAL-11/28
ACCT TOTAL			75.65			
202112	HOME DEPOT	108041	602.52	1-1-261-5994-000-000-0000	MAINT SUP PLUMB/HTG	MNT PLUMBING - 11/28
202112	HOME DEPOT	108041	72.09			MNT PLUMBING-12/28
ACCT TOTAL			674.61			
202112	HOME DEPOT	108041	43.93	1-1-261-5995-000-000-0000	MAINT GROUNDS SUP	MNT GROUNDS-12/28
202112	HOME DEPOT	108041	1164.13			MNT GROUNDS-11/28
ACCT TOTAL			1208.06			

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
01/17/09 THROUGH 01/22/09

01/30/09

CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202112	HOME DEPOT	108041	363.21	1-1-261-5996-000-000-0000	HVAC SUP	MAINT HVAC-11/28
202142	RADIO SHACK	1	57.93			HVAC SUP/COMP CABLES
ACCT TOTAL			421.14			
202139	PLYMOUTH WAYNE INC	1	47.75	1-1-271-5790-000-000-0000	GARAGE OPERATION	GARAGE OPER 12/31
ACCT TOTAL			47.75			
202132	OFFICE EXPRESS INC	1	194.95	1-1-283-5910-000-000-0000	HR SUP	HR OFF SUP/INK CARTR
ACCT TOTAL			194.95			
202165	VOICE DATA SYSTEMS/VDS	1	212.50	1-1-284-4120-000-000-0000	BECC COMP CONT SVC	LIND/X68029 CABLING
ACCT TOTAL			212.50			
202165	VOICE DATA SYSTEMS/VDS	111661	168.52	1-1-284-5910-000-000-0000	SUPPLY - TECHNOLOGY	SUPPLY - TECHNOLOGY
202098	CXTEC	111991	1082.44			TECH/CISCOSWITCH/LIN
ACCT TOTAL			1250.96			
202125	MI ED SPECIAL SERVICES	1	518770.94	1-2-451-0600-000-000-0000	MESSA INS-FRIDGE	DEC MESSA INSUR
ACCT TOTAL			518770.94			
202125	MI ED SPECIAL SERVICES	1	37515.88	1-2-451-0800-000-000-0000	MESSA INS-PR	DEC MESSA INSUR
ACCT TOTAL			37515.88			
202169	COMM ED CLASS REFUND	2	63.00	2-0-181-1000-000-000-0000	ENRICHMENT FEES	MICHELLE LEACH
202170	COMM ED CLASS REFUND	2	75.00			LAURIE LULUCKI
202171	COMM ED CLASS REFUND	2	155.00			MELISSA SINGHER
ACCT TOTAL			293.00			
202178	SENIOR CENTER REFUND	2	40.00	2-0-181-4200-000-000-0000	SEN CTR TRAVEL/TRIPS	ROBERT BENTON
202185	SENIOR CENTER REFUND	2	15.00			LORAIN LEE
202186	SENIOR CENTER REFUND	2	30.00			MELVIN LUPFER
202187	SENIOR CENTER REFUND	2	16.00			VERONICA NORKIEWICZ
202188	SENIOR CENTER REFUND	2	16.00			LEE OLSEN
202189	SENIOR CENTER REFUND	2	8.00			DAVE PASSINO
202190	SENIOR CENTER REFUND	2	8.00			KAREN PILERI
202191	SENIOR CENTER REFUND	2	15.00			ODETTE REMSING
202192	SENIOR CENTER REFUND	2	15.00			PAT ROESKE
202193	SENIOR CENTER REFUND	2	20.00			JEAN URQUHART
202194	SENIOR CENTER REFUND	2	5.00			BERYL WILT
202195	SENIOR CENTER REFUND	2	15.00			BETTY WITT
202179	SENIOR CENTER REFUND	2	16.00			HARRY CARTER
202180	SENIOR CENTER REFUND	2	15.00			STELLA DRAGUN
202181	SENIOR CENTER REFUND	2	8.00			ROSEANN FRIESNER

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202182	SENIOR CENTER REFUND	2	8.00	2-0-181-4200-000-000-0000	SEN CTR TRAVEL/TRIPS	DOREEN GROSS
202183	SENIOR CENTER REFUND	2	23.00			EVELYN HRIGORA
202184	SENIOR CENTER REFUND	2	8.00			PAULINE JONES
ACCT TOTAL			281.00			
202167	YOUNG CHAMPIONS OF MI	2	1656.00	2-1-137-3110-000-000-0000	CONTR SERV ENRICH	CHEERLEAD 9/24-1/21
202092	BANDS GALORE ENTERPRIS	2	450.00			ENR-MAGIC-2/7 DANCE
202119	LE NORMANDIE	2	195.00			FRENCHCOOK10/6&12/8
202087	AMERICAN RED CROSS	2	385.00			BABYSIT CLASS 12/6
202115	HUMANE SOCIETY OF	2	600.00			DOG TRAIN 11/1-11/22
ACCT TOTAL			3286.00			
202109	GANNETT MI NEWSPAPERS	2	2500.00	2-1-137-3610-000-000-0000	ENR PRINT/PUB	CE WINTER BROCHURE
ACCT TOTAL			2500.00			
202164	VERIZON WIRELESS	2	38.73	2-1-271-3410-000-000-0000	SR CTR VEH PHONE	SR PHONE 11/27-12/26
ACCT TOTAL			38.73			
202083	ALLIED SUBSTANCE ABUSE	2	45.00	2-1-271-4130-000-000-0000	SR CTR VEH-REPAIRS	SR VAN DRIV TEST12/3
ACCT TOTAL			45.00			
202109	GANNETT MI NEWSPAPERS	2	4068.47	2-1-311-3610-000-000-0000	C S PRINT/PUBLISH	CE WINTER BROCHURE
ACCT TOTAL			4068.47			
202157	STAPLES BUSINESS ADVAN	2	256.39	2-1-311-5910-000-000-0000	C S OFFICE SUPPLIES	C S OFFICE SUPPLIES
202157	STAPLES BUSINESS ADVAN	2	.58			C S OFFICE SUPPLIES
ACCT TOTAL			256.97			
202100	CINTAS CORP	2	31.75	2-1-311-7910-000-000-0000	C S MISC EXPENSE	CE FLOOR MATS/JAN
ACCT TOTAL			31.75			
202082	AFFINETY SOLUTIONS INC	2	666.48	2-1-311-7914-000-000-0000	CS ON-LINE FEES	CS ON-LINE FEES DEC
ACCT TOTAL			666.48			
202104	CRISTIN R CUMBERLAND	2	210.00	2-1-321-3110-000-000-0000	SWIM CONTR SERV	H2O AEROBICS/7 CLASS
ACCT TOTAL			210.00			
202109	GANNETT MI NEWSPAPERS	2	500.00	2-1-321-3610-000-000-0000	SWIM PRINT/PUB	CE WINTER BROCHURE
ACCT TOTAL			500.00			

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202148	ROBERT D SCHAEFER	2	1230.00	2-1-331-3190-000-000-0000	PROFSVC-PERFORM	CE 1/31 PERFORMANCE
ACCT TOTAL			1230.00			
202089	ARC OF LIVINGSTON	2	150.00	2-1-331-3510-000-000-0000	ADVERTISING PAC	BCPA AD/08 FASH SHOW
ACCT TOTAL			150.00			
202109	GANNETT MI NEWSPAPERS	2	250.00	2-1-331-3610-000-000-0000	PRINTING PAC	CE WINTER BROCHURE
ACCT TOTAL			250.00			
202153	SEAT ADVISOR CORP	2	250.00	2-1-331-7910-000-000-0000	MISC EXP PAC	BCPA/GATEWAYCREATION
202153	SEAT ADVISOR CORP	2	60.31			BCPA/SALES-NOV
202153	SEAT ADVISOR CORP	2	177.75			BCPA/SALES-DEC
202100	CINTAS CORP	2	62.81			BCPA FLOOR MATS/JAN
202168	DENNIS A ZABOROWSKI	2	35.00			BCPA/WEBSITE UPDATES
ACCT TOTAL			585.87			
202145	RUSSIAN ARTISTS INTER-	2	14676.58	2-1-331-7913-000-000-0000	FNDRAISR 3RD PARTY	BCPA/RUSSIAN BALLET
ACCT TOTAL			14676.58			
202109	GANNETT MI NEWSPAPERS	2	250.00	2-1-351-3610-000-000-0000	TOT SPOT PRNT/PUB	CE WINTER BROCHURE
ACCT TOTAL			250.00			
202109	GANNETT MI NEWSPAPERS	2	250.00	2-1-391-3610-000-000-0000	SR CEN PRINT/PUB	CE WINTER BROCHURE
202136	PDQ / BUSINESS IMAGING	2	293.37			SR CTR/JAN NEWSLETTR
ACCT TOTAL			543.37			
202174	SR CTR CONSIGNMENT	2	16.80	2-1-391-4911-000-000-0000	GIFT SHOP-CSNMT SRC	MELVINE OLSEN
202175	SR CTR CONSIGNMENT	2	18.40			MARY TOWERSEY
202176	SR CTR CONSIGNMENT	2	76.00			PAT WHITNEY
202177	SR CTR CONSIGNMENT	2	69.80			BETTY WILT
ACCT TOTAL			181.00			
202084	AMERICAN AWARDS &	2	3.50	2-1-391-5991-000-000-0000	BOARD SUPPLY SR CTR	SR CTR/NAME BADGE
202103	CULLIGAN WATER	2	35.50			SEN CTR DEC WATER
202120	LIV CTY SENIOR NUTRI-	2	18.00			SR B-DAY LUNCH/NOV
202120	LIV CTY SENIOR NUTRI-	2	18.00			SR B-DAY LUNCH/DEC
202103	CULLIGAN WATER	2	63.50			SEN CTR JAN WATER
ACCT TOTAL			138.50			
202097	C C CATERING INC	2	968.00	2-1-391-5992-000-000-0000	SPEC EVNTS SUP SRCTR	SR CTR 12/11 LUNCH
ACCT TOTAL			968.00			

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202107 ACCT TOTAL	FOOTPRINTS SPORTSWEAR	6	290.00 290.00	6-2-431-1340-021-000-0000	SCR ATHLETICS	SCR/BSKTBL T-SHIRTS
202128 ACCT TOTAL	MIDLAND FUND RAISING	6	2996.54 2996.54	6-2-431-1810-001-000-0000	HAW CAMP-5TH GRADE	HAW 5TH CAMP FDRAISE
202124 202124 202124 202124 202124 ACCT TOTAL	MEIJER INC MEIJER INC MEIJER INC MEIJER INC MEIJER INC	111786 111796 110546 111766 111776	64.24 108.04 97.75 103.03 126.58 499.64	6-2-431-1950-031-000-0000	BHS CHILD CARE	BHS CHILD CARE BHS CHILD CARE BHS CHILD CARE BHS CHILD CARE BHS CHILD CARE
202081 ACCT TOTAL	AERIAL ENTERPRISES INC	6	255.00 255.00	6-2-431-1960-031-000-0000	BHS CHOIR	HS CHOIR/RENTAL/MAY
202121 202111 202154 202141 ACCT TOTAL	JEFFREY S MACMULLEN JON T HOLOWICKI KATHRYN L SHATTOCK JILL S QUAGLIATA	6 6 6 6	1500.00 500.00 700.00 80.00 2780.00	6-2-431-2520-031-000-0000	BHS DRAMA	HS DRAMA/OKLAHOMA HS DRAMA/OKLAHOMA HS DRAMA/OKLAHOMA HS DRAMA/OKLAHOMA
202088 ACCT TOTAL	ANN ARBOR YOUNG ACTORS	6	1110.00 1110.00	6-2-431-3106-021-000-0000	SCR FLD TR-6TH GRADE	SCR 12/12OLIVERTWIST
202084 202146 ACCT TOTAL	AMERICAN AWARDS & SAM'S CLUB	6 6	341.00 105.30 446.30	6-2-431-3440-000-000-0000	ATH GENERAL	ATH/CEASARS PLAQUE ATH - FOOD 12/8
202133 ACCT TOTAL	OLD FASHION CANDY CO	6	509.20 509.20	6-2-431-4011-021-000-0000	SCR HOME EC I	SCR HOME EC FDRAISER
202140 ACCT TOTAL	PRECISION DATA PRODUCT	111896	56.95 56.95	6-2-431-5850-031-000-0000	BHS MEDIA FUND	HS MEDIA/PTO REIMB
202109 ACCT TOTAL	GANNETT MI NEWSPAPERS	6	585.00 585.00	6-2-431-6290-031-000-0000	BHS NEWSPAPER	BHS TIMES/DEC
202136 ACCT TOTAL	PDQ / BUSINESS IMAGING	6	109.65 109.65	6-2-431-6710-001-000-0000	HAW OFFICE	HAW/PRIN PAL CERTIF

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202080	AAUW BIRMINGHAM BRANCH	6	60.00	6-2-431-6710-121-000-0000	MAL OFFICE	MAL 4/1 FIELDTRIP-4
ACCT TOTAL			60.00			
202085	AMERICAN CANCER	6	407.85	6-2-431-7230-021-000-0000	SCR PROJECT PRIDE	SCR COIN DR DONATION
ACCT TOTAL			407.85			
202159	TREPCO SALES CO	6	718.79	6-2-431-7850-031-000-0000	BHS SCHOOL STORE	HS STORE/CANDY/JAN
202134	OTIS SPUNKMEYER INC	6	121.64			HS STORE/COOKIES/DEC
202135	OZARK DELIGHT CANDY CO	6	142.00			HS STORE/CANDY/DEC
ACCT TOTAL			982.43			
202123	MAX L COWEN'S STUDENT	6	75.49	6-2-431-7850-121-000-0000	MAL SCHOOL STORE	MAL SCHOOL STORE
ACCT TOTAL			75.49			
202124	MEIJER INC	111356	37.06	6-2-431-8080-031-000-0000	BHS SPECIAL ED	BHS SPECIAL ED
202124	MEIJER INC	111386	39.08			BHS SPECIAL ED
ACCT TOTAL			76.14			
202172	MISC EXP	6	15.87	6-2-431-8160-031-000-0000	BHS STUDENT COUNCIL	HOLLY JOHNSON
202173	MISC EXP	6	15.89			PIERRE BACALL
ACCT TOTAL			31.76			
202155	SIGNS BY TOMORROW	6	175.00	6-2-431-8705-000-000-0000	ATH BSKTBALL-BOYS	ATH B BSKTEL/CONELY
202102	CLORE'S FLORISTS &	6	78.50			ATH B BSKTEL/DEC
ACCT TOTAL			253.50			
202102	CLORE'S FLORISTS &	6	58.00	6-2-431-8706-000-000-0000	ATH BSKTBALL-GIRLS	ATH G BSKTEL/DEC
202118	JOHNNY MAC'S SPORTING	110956	3675.00			ATH BSKTBALL-GIRLS
202118	JOHNNY MAC'S SPORTING	110956	1699.00			ATH BSKTBALL-GIRLS
ACCT TOTAL			5432.00			
202102	CLORE'S FLORISTS &	6	83.00	6-2-431-8710-000-000-0000	ATH CHEERLEADING	ATH CHEER/DEC
202162	VARSITY SPIRIT FASHION	111686	1329.81			ATH CHEERLEADING
202162	VARSITY SPIRIT FASHION	111686	95.00			ATH CHEERLEADING
ACCT TOTAL			1317.81			
202137	PERFECT EDGE HOCKEY	112046	290.00	6-2-431-8740-000-000-0000	ATH HOCKEY	ATH HOCKEY
202126	MI HIGH SCHOOL HOCKEY	6	35.00			HOCKEY 08-09TEAM REG
ACCT TOTAL			325.00			
202093	BLUE RIBBON EMBROIDERY	111696	1080.00	6-2-431-8750-000-000-0000	ATH POM POM	ATH POM POM
ACCT TOTAL			1080.00			

BRIGHTON AREA SCHOOLS
ACCTS PAYABLE CHECK REGISTER FOR
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CHECK NUMBER	VENDOR NAME	P O #	AMOUNT	ACCOUNT NUMBER	DESCRIPTION	INVOICE DESCRIPTION
202136	PDQ / BUSINESS IMAGING	110936	272.02	6-2-431-8770-000-0000	ATH SOCCER-BOYS	ATH B SOCCR/PROG COV
ACCT TOTAL			272.02			
202163	Varsity Gold Inc	6	420.00	6-2-431-8780-000-0000	ATH SWIM BOYS	ATH B SWIM/42 CARDS
ACCT TOTAL			420.00			
202140	Precision Data Product	6488 6	264.00	6-2-431-9900-031-000-0000	BHS Yearbook	BHS Yearbook
ACCT TOTAL			264.00			
GRAND TOTALS			822788.72			

X.A.1.



TO: Trustees, Board of Education

FROM: Bonnie P. Riutta, Interim Superintendent of Schools

RE: French Club Trip Request, First Reading

DATE: February 5, 2009


As per Board Policy 2340, Overseas Trip requests must be presented to the Board for approval. A proposed trip to France in June 2010 and the supporting documentation is presented for discussion purposes. The trip proposal has been reviewed by Mr. Hamman and the Board Curriculum Committee.

This item will be placed on the February 23, 2009 agenda for Board consideration.



February 3, 2009

Baiba Jensen
Executive Director for Curriculum Services

TO: Bonnie Riutta
FROM: Baiba Jensen 
RE: Overseas Trip Request

Attached is a request for an overseas trip to France in June 2010. Leslie Carleton and Jill Silver, High School French teachers, are requesting that students who have successfully completed two to four years of French, have sophomore through senior status, and who have demonstrated positive behavior patterns in school will be allowed to travel to France; Le Mistral Trip, June 15 - 23, 2010. The cost of the trip will be approximately \$3,750 per student. Details of the trip are attached.

The high school principal, as well as the Board Curriculum Sub-Committee have approved this request.

Per Board Policy 2340, I am requesting placement on the February 9, 2009 agenda for Board discussion.

Please let me know if you need additional information.

jdl
Attachment

February 1, 2009

Dear School Board Members :

We have just received the ACIS catalog for upcoming trips abroad and are eager to have you consider approval of a trip to France for June of 2010 as soon as possible. Students who mail in their application fee of \$150 prior to April 1, 2009 will receive a \$200 discount in the trip price.

At this very busy time, we thank you for your attention to this trip. Our past trips in 2004, 2006, and 2008 have all been very successful and our students' lives have been greatly enriched. We have always appreciated the support you have given to widen these students' world view and this opportunity has afforded them the opportunity to speak French with native speakers. We hope we can count on your continued support.

Very sincerely yours,

The block contains two handwritten signatures in cursive. The first signature is 'Leslie Carleton' and the second is 'Jill Silver'. They are written in dark ink and are positioned above the printed names.

Leslie Carleton and Jill Silver
French Teachers, BHS

STUDENT TRIP PROPOSAL INFORMATION FORM

To be used for all overnight trips, trips exceeding 100 miles and overseas travel

Name of trip: Le Mistral

Proposed Departure Date: June 15, 2010

Return date: June 23, 2010

Proposing Staff Member: Leslie Carleton

Position: French Teacher

Date by which response is needed so that trip commitments can be made:

ASAP: Students need to register by April 1st, 2009 to reduce the price of the trip by \$200. I am therefore requesting that we receive a response by the end of February in order to meet this deadline.

Date of Proposal: February 1, 2009

A. PURPOSE

1. What is the major place to be visited or event to be attended?

France

2. How is the proposed visit or event related to the educational program of the district?

This proposed visit would be available to all students who have taken at least 2 years of French.

3. In what ways will the students benefit?

Students will experience the French culture and language that they have been studying.

4. In what ways will the district benefit?

Students return with an expanded world view: cultural awareness, tolerance of others and greater self-esteem due to their experiences in France.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

The benefits above are difficult to evaluate empirically. Students normally return from such a trip with a greater interest in foreign language study and with a greater interest in peoples from other cultures.

B. STUDENTS AND STAFF

1. Which students, in terms of grade, class, or organization, will be going?

Students who have successfully completed 2-4 years of French and who furthermore have demonstrated positive behavior patterns in school will be considered for the trip. Students with chronic tardy problems, who have been suspended from school or who have caused problems in French class will not be considered for the trip. A maximum of one bus load of students will be accepted with approximately 36-40 students and 4-5 chaperones.

2. How many students are eligible to attend?

Approximately one bus load (36-40 students).
Students must have a sophomore to senior status and have successfully completed French II, III, or IV by the end of the 2009-2010 school year.

3. How many students, if any, are currently experiencing academic problems?

Since we are awaiting the Board's approval before discussing the trip with students, we cannot pinpoint any trouble at this time. In the past, no students had academic problems.

4. What staff member will be in charge?

Leslie Carleton, assisted by Jill Silver (also teaching at BHS) will be in charge.

5. What previous experience has the staff member had in conducting overnight or extended trips?

Leslie Carleton and Jill Silver successfully took BHS students to France in the summers of 2004, 2006, and 2008. Leslie Carleton has taken students from Howell High School to Quebec once and to France once. Jill Silver has taken students from Plymouth-Canton High School 7 different times.

6. What other staff members will be going?

At this point, no one has been determined since the trip has not been mentioned to the students. The number of staff chaperones will depend on the number of students. The ratio will be six to eight students to one staff member.

7. How many chaperones, in addition to staff members, will be going?

Unknown.

8. What are their names and affiliations?

N/A

C. SCHOOL TIME

1. Has the trip been planned to minimize absence from school?

Yes. It will take place during summer vacation.

2. How many school days will be missed?

None

3. Has the trip been planned to minimize disruption of religious and national holidays?

Yes.

4. How will teachers be advised in advance that the students will be out of school?

N/A.

5. How will the missed work be made up?

N/A.

6. What special assistance will be provided for students with academic problems?

N/A.

D. ITINERARY

1. What is the destination?

France (see attached itinerary)

2. What will be the mode of transportation?

Air transportation to and from France. Train, bus and subway within France.

3. Where will the group be housed and fed?

Hotels and restaurants.

4. What, if any, en route or supplementary activities are planned?

None.

5. What arrangements have been made for dealing with emergency situations?

See attached documents re: optional cancellation insurance policies available from ACIS. Medical emergencies are facilitated by way of the power of attorney and medical insurance/information forms (attached).

E. FINANCES

1. What is the estimated total cost per student?

Approximately \$3750 plus spending money.

2. What is the source of funds?

A parent has organized ongoing fundraising projects and keeps separate accounts for each student. One student, for example, has raised nearly \$1,700.00 at this point alone. Another has raised nearly \$1,200.00. This effort will continue through June of 2010. Some students have part-time jobs to help defray costs. Parents also help pay for the trip. (see attached)

3. How will the funds be collected and safeguarded?

Parents are responsible for payments billed from and made directly to the tour company.

4. How will any shortfall be made up or excess funds be used?

Since the students pay one fee and the tours are set up in advance, this would not be applicable.

5. Have arrangements been made to ensure all students who are eligible can participate regardless of financial circumstances?

Students have been encouraged to participate in the fundraising projects. They have also been encouraged to find jobs after school.

F. COMMUNICATIONS

1. What will be the communication to parents prior to the trip? During the trip? After the trip?

Prior to the trip, we will meet with parents to discuss the trip in full. During the trip, students may call home. A phone fan-out is drawn up prior to departure in order to communicate with all parents should the need arise while in France. Chaperones will call parents from France if there is a discipline or medical problem.

2. What telephone numbers can the district use to reach the group at the destination location and at the place where the group will be housed?

That information will be forthcoming when the list of hotels is made available (one month prior to departure). I will also carry a cell phone with me. Parents will be invited to call me should the need arise.

3. What information will be provided to the media and the community?

Typically, with past summer trips, an article has appeared in the local media to highlight the trip upon our return.

G. HEALTH AND SAFETY PRECAUTIONS


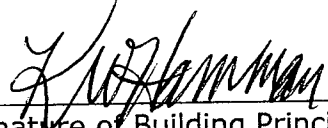
1. What safeguards have been taken to ensure the health and safety of all participants?

We require students and their parents to complete an Emergency Treatment Release Form and a Health History Form. (See attached.)

H. SCHOOL POLICIES AND REGULATIONS

1. All school district and students handbook rules and regulations will be in effect. (We have students and parents sign a Code of Conduct form stating as much prior to departure.)

NOTE: The permission forms must include signatures by parents and participants admitting that each is aware of the rules and will abide by and support those rules. Trip Disclaimer forms must be on file in the school office before students can participate.

	2-2-09
Signature of Proposing Staff Member	Date
	2-2-09
Signature of Building Principal	Date

Tour Details

Jun 15 - Jun 23, 2010

Group Leader

Mrs. Leslie Carlton

Group ID

18373

Depart From

Detroit

tour cost

Group Fees

Registration Fee	\$95
Program Fee ¹	\$3079
Departure Fees ²	\$515

Total Group Fees \$3689

¹ Valid through 04/01/09

² Subject to change.

Additional Fees (as applicable)

Adult Surcharge	\$95
Single Room Supplement	\$560
Double Room Supplement	\$245
Ultimate Protection Plan	\$725
Comprehensive Protection Plan	\$135

highlights

- ✓ Eze
- ✓ Geneva
- ✓ Louvre
- ✓ Monaco
- ✓ Nice
- ✓ TGV
- ✓ Versailles



Le Mistral

JUN 15, 2010: OVERNIGHT FLIGHT Depart from the USA.

JUN 16, 2010: PARIS Paris greets you today! Take time to meet your ACIS Tour Manager, unpack and practice your French. (D)

JUN 17, 2010: PARIS Morning sightseeing shows you Notre Dame, the Arc de Triomphe and the Latin Quarter. This afternoon, use your ACIS Walking Tour to discover the magnificent Musée du Louvre, home of countless pieces of art including the Mona Lisa and the Winged Victory. (B,D)

JUN 18, 2010: PARIS After a free morning, visit Louis XIV's Versailles, where the Treaty of Versailles was signed in 1919. See the gardens of the Sun King, including the Latona Fountain. Return to Paris for the evening. (B,D)

JUN 19, 2010: CHAMONIX The TGV takes you from Paris towards the French Alps and the city of Geneva, Switzerland. See the Martyrs Wall and the impressive Jet d'Eau. Continue on to picturesque Chamonix for dinner. (B,D)

JUN 20, 2010: CHAMONIX Enjoy a free day in Chamonix to explore and learn about its winter sports history, or take an optional excursion to the Aiguille du Midi peak, named because it points to the midday sun when viewed from the valley below. A series of cable cars take you to 13,000 feet for spectacular scenery and breathtaking views. (B,D)

JUN 21, 2010: COTE D'AZUR Departing Chamonix, leave the scenic French Alps for the chic Côte d'Azur. The drive provides stunning views of Europe's highest peaks. Experience the change in culture as you descend to the coast. (B,D)

JUN 22, 2010: COTE D'AZUR Morning sightseeing in Nice shows you the Russian Orthodox Cathedral and a visit to Cimiez, perched high above the city and providing stunning views. This afternoon, travel to Eze, famous for its ruined castles and steep streets where you will visit Jardins Exotique and the Fragonard Perfume Factory. Continue along the corniche to Monaco, home of Prince Albert and the Grimaldi family. (B,D)

JUN 23, 2010: DEPARTURE Depart for the USA. (B)

This is a preliminary itinerary for your group.



acis

TRAVEL CHANGES LIVES

1-877-95-0813

WWW.ACIS.COM

acis ACIS is the premier educational travel company sponsoring student trips worldwide. Since 1978 we've been changing lives through travel by helping students discover the best of the world and the best of themselves.

educational excellence

Since 1978, ACIS has offered trips delivering unparalleled learning experiences.

- ✓ Our tour managers are highly-trained, multilingual guides and educators, experts on the countries they work in.
- ✓ Because different students absorb information in different ways, our trips include both structured activities designed to engage multiple learning styles and unplanned time for spontaneous, experiential learning.

top of the line services

We offer a first-rate experience from beginning to end. With ACIS expect:

- ✓ Three- and four-star hotels in convenient locations.
- ✓ Meals mixing both native and familiar cuisines.
- ✓ Professional sightseeing tours.
- ✓ Air-conditioned touring buses.
- ✓ Four-berth couchettes for overnight trains.
- ✓ Exclusive Eurostar service for all London-to-Paris travel.

safety and security

With ACIS, you never travel alone.

- ✓ A 24-hour Emergency Hotline for instant response in case of emergencies.
- ✓ An extensive overseas office network.
- ✓ Constant monitoring of global developments and travel conditions.

Additional Information

Refer to ACIS' Terms & Conditions for additional fees and information. Optional excursions are priced on full group participation. ACIS provides Basic Protection coverage, but we recommend that participants purchase the Comprehensive or Ultimate Protection Plan designed specifically for your travel needs.

Learning Objectives

- ✓ Students will learn of the Provencal identity and contrast it to the capital.
- ✓ Students will come to understand the possibilities of garden as art in their visit to Versailles.
- ✓ Students will become aware of the influence the Roman Empire had on this locality and its development by seeing the amphitheatre in Arles and the Pont du Gard aqueduct.



Notes from ACIS

*An additional fuel surcharge may be added if additional fees are assessed by airlines. Adult travelers age 24 and older should add in the Adult Surcharge and Double or Single Room Supplement to calculate their Total Group Fee.

Passports

Passports are required for all ACIS trips traveling abroad. You are responsible for obtaining your own passport so please don't delay! Visit your post office or a local office of the federal government for an application form. Note that some countries require that passports be valid for six months after you return to the United States. Please be sure that yours is up to date.

We recommend visiting the internet site: www.travel.state.gov/passport/. This is a very informative site, with answers to many passport and visa questions. It also allows you to print an application form to obtain a passport.

POWER OF ATTORNEY

KNOW ALL MEN by these presents that I, _____, as parent or guardian of _____, a minor, hereby constitute and appoint _____ and _____ or their designees as my true and lawful attorney for me and in my name, place and stead to do the following:

GRANT OF POWER

To secure and consent to any necessary medical or dental attention for my child or ward resulting from injury, illness or accident requiring medical or dental care, any place in the world. My attorney in fact is authorized to consent to all types of care, treatment, surgical procedures, diagnostic procedures, medication and the use of mechanical and other procedures that affect any body function and to authorize admission or discharge, from any hospital, medical care facility, or similar facility or service and to contract on my behalf for any health care related services or facilities without incurring personal financial liability for such contracts, to hire and discharge medical, dental, social service, and other support personnel, to authorize any medication or procedure intended to relieve pain and on my behalf to release from liability all persons or entities who act in good faith reliance on this power of attorney, to execute any documents required or needed by a physician, dentist, or facility to provide care. I hereby ratify and confirm all that my agent or attorney shall lawfully do or cause to be done by virtue of this power of attorney and the powers granted herein and hereby release my agent or attorney from any and all liability on account of the lawful exercise of this Power of Attorney.

AUTHORITY FOR AND DURABILITY OF POWER
(may not exceed six (6) months)

This durable power of attorney is made pursuant to and authorized by Section 5103 of the Estates and Protected Individuals Code (EPIC), as amended (MCL 700.5103) and is not affected by my subsequent disability or incapacity and shall expire and be of no further force and effect and my attorneys authority hereunder revoked at midnight on _____
Date

In the presence of:

Signature of Witness

Signature of Parent/Guardian

Print or type name of Witness

Print or type name of Parent/Guardian

Signature of Witness

Parent or Guardian of:

Print or type name of minor

Print or type name of Witness

Print or type minor's date of birth

STATE OF MICHIGAN)

)SS

COUNTY OF LIVINGSTON)

On _____, 20____, before me, a Notary Public, personally appeared the above named person _____ and certified that he/she is the parent or guardian of the minor named _____ in this Power of Attorney and is known to me to be the person described herein and who executed the above durable power of attorney and acknowledged the same to be his/her free act and deed.

_____, Notary Public

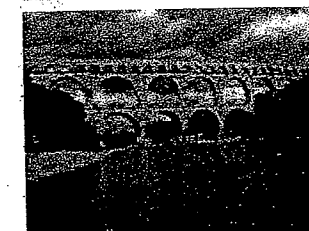
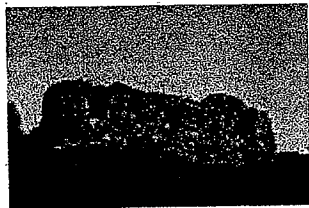
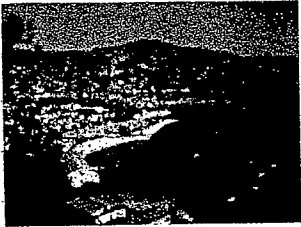
Livingston County, Michigan

My Commission expires:

(MEDICAL INSURANCE INFORMATION ON REVERSE)

French Trip Booster Club BHS

Sites to See



French Trip 2010

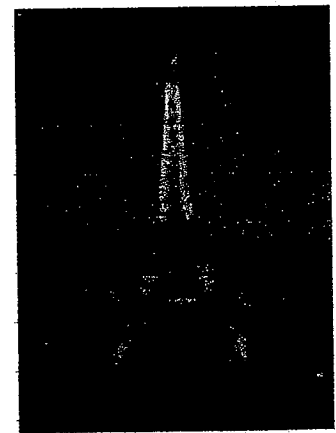
FRENCH TRIP 2006 & 2008

For the past three years Mrs. Carolyn Wesley has coordinated "FREE MONEY" fundraising for families that wished to help subsidize the cost of the 2006 & 2008 French Trips. The trips cost over \$3000 with lunch meals, snacks and spending money not included.

Of the families that participated, money earned varied from just a few dollars to well over \$3000 (not the typical earnings.) This was a great help to

those families, especially for the students so they could have the "extra" money to spend in France.

The Brighton High School French teachers plan to schedule another trip in 2010 and other trips every two years (2012, 2014). This is a wonderful experience for the students to participate in. Students need to have completed two years of French Classes to participate.



Students who are interested in going to France—START planning and saving now!

FUNDRAISING FOR FUTURE FRENCH TRIPS

Mrs. Carolyn Wesley has offered to continue to fundraise for families that are going to participate in future French Trips. As of right now, she is utilizing the following "FREE MONEY" programs:

- VG's community rewards
- Great Lake Scrip Program
- Busch's Scrip Program
- And some various other fundraisers—such as

Janie's Cookie Dough,
Cold Stone Creamery and
Buffalo Wild Wings.

Fundraising Registration Form

French Trip Booster Club – Brighton High School

Yes, I am interested in the “Free Money” Fundraising for future French Trips provided through Brighton High School and would like to participate to raise funds for my student *.

To register, complete the form below and send to: Mrs. Carolyn Wesley – French Trip
(Confirmation of registration will be sent 224 Woodlake Drive
via email) Brighton, Michigan 48116

Name: _____

Student's Name: _____

Grade: _____ School: _____

Address: _____

City: _____, MI Zip Code: _____

Phone: (____) _____ - _____

Email Address: _____

Start saving NOW!

- Save VG receipts
- Buy SCRIP

All fundraiser items and accounting will be administered through Mrs. Wesley.

- Save VG's receipts – save them until you have a good amount, then and drop them off or mail them to her home address.
- SCRIP orders – forms will be available via email or upon request. Percentages earned from orders will be accredited to each student's account.

* You may join any time.

Date Received _____

Date Registered _____

TRIP TO FRANCE

Student's full name: _____

1. Please list any allergies your son/daughter has:

a.

b.

c.

d.

If he/she has a Medic-Alert tag (i.e. Penicillin Allergy), please be sure he/she is wearing it.

2. Please list any prescription medications your daughter/son is currently taking.

a.

b.

c.

d.

3. Carry only enough medicine for the trip, and keep it in the prescription bottle for customs.
Please bring any non-prescription medicines which you may normally use in the event of
a headache, stomach ache or cold.

4. Name of health insurance carrier: _____

Policy number: _____

5. I (we) consent that in the event of an emergency requiring medical attention for my (our)
child, permission is hereby given to the teacher chaperone to secure whatever medical
treatment may be necessary and available.

parent's signature / date

parent's signature / date

CODE OF CONDUCT FOR TRIP TO FRANCE

As you travel abroad, you are representing your family, your school, your community and your country. A key to a successful trip is your open-mindedness and willingness to accept the French culture and the occasional inconveniences of international travel. If you keep your eyes and mind open, you will bring home memories that will last a lifetime.

1. DAYTIME ACTIVITIES: During all planned activities you will be in the company of at least one adult chaperone. During the scheduled "free time" you must be in a group of three or more in Paris and two or more in the other cities. Chaperones must know and approve the destination of all student groups. Students must never go off on their own. Students must carry the name, address and phone number of their hotels at all times.
2. EVENING ACTIVITIES: After dinner no student will be permitted to leave the hotel without the company of at least one adult chaperone. After final evening return to the hotel, no student(s) will be permitted to go out. Teachers will make bed checks.
3. CURFEW: There is a general midnight curfew on all ACIS trips. Unless there is a scheduled activity running past midnight, you must be in your assigned hotel room from midnight until the next morning. Respect the other hotel guests by keeping noise to a minimum after 10:00 p.m.
4. ALCOHOL AND OTHER ILLEGAL SUBSTANCES: Consumption of alcohol and cigarette smoking are prohibited on this trip. Possession of illegal narcotics is absolutely forbidden and will require immediate dismissal from the group and a return home at your parents' expense.
5. WEAPONS. Knives, firearms, firecrackers or any other dangerous weapons may not be carried at any time.
6. MOTOR VEHICLES of any kind may not be rented or driven by students.
7. SEXUAL MISCONDUCT: Students may socialize with students of the opposite sex in common areas of the hotel and not in the hotel bedrooms. You may be sent home at your parent's expense for inappropriate sexual conduct.
8. PUNCTUALITY: Being on time is of utmost importance on this trip. Your teacher, classmates and other school groups will be counting on you to be on time. Coming down five minutes late in the morning can force your teacher or courier to go looking for you, and this can throw off the day's schedule. You don't want to be the one who spoils things for others. Please bring a reliable watch and alarm clock. (Don't count on morning wake-up call service.)
9. ATTENDANCE AT MEALS: You are expected to be with your group at all breakfasts and dinners unless special permission has been obtained from your teacher.

10. VISITING FRIENDS OR RELATIVES: If a student wishes to visit a friend or relative while overseas and temporarily leave the program, a letter of permission must be obtained from the parent or legal guardian to this effect. This letter must be in the possession of the teacher chaperone prior to your program departure.

11. HOTEL/BUS BEHAVIOR GUIDELINES: Please be especially careful with your room and your bus. You will be held personally responsible for any damage you cause. "Picking up" towels and souvenirs from hotel rooms and restaurants is strictly forbidden. Do not wash clothing in rooms. You will be charged for stains. Absolutely no running in the hallways or shouting down the hallways is allowed at any time. You may not go barefoot or shirtless anywhere in the hotel outside your room. Do not leave your passport, travelers checks or money in your hotel room.

12. DISAGREEMENT: If any case of disagreement should arise during the trip, please understand that the teacher-chaperones **are** in charge. They will make any necessary decisions based on circumstances and the best interest of **all** students.

13. LOCAL CULTURE: Please remember that the local people you meet do not view themselves as being part of a "tourist attraction." This is their city and their home. You should act like a guest.

14. FINAL NOTE: Please plan to be flexible, courteous and congenial at all times, even if there are things you do not like about the trip. Travel inevitably involves certain inconveniences. Places may get crowded; traffic may be busy; buses and planes may be delayed. Try to be patient and keep a sense of humor! We will do our best to assure your safety and make this a very memorable trip for you. The rest is up to YOU!

With my parents, I have read, discussed and understood the ACIS Code of Conduct. I agree to abide by all of these rules. I understand that a first violation will result in a collect call home and further violations will result in an immediate flight home at my parents' expense.

student's signature / date

parent's signature / date

ACIS REIMBURSEMENT POLICY in the event of terrorism:

Should the U.S. Department of State issue a travel warning for France within 90 days of the planned trip to France, students would receive a full refund for the trip minus the \$95 registration fee and the insurance fees. This policy applies to all students no matter which insurance they decide to take – basic, comprehensive or ultimate.

Ultimate Protection Insurance:

Should the trip be cancelled for any reason by either you or the school board, you will receive a full refund minus the registration and insurance fees up to 65 days before the trip. 64-30 days prior to departure, you are refunded the total minus registration, insurance and you will be given a \$300 travel voucher to travel with ACIS in the future. 29-15 days before departure you are refunded the total minus registration, insurance and given a \$500 travel voucher. 14 days or less, you are refunded the total minus registration, insurance and you'll receive a \$700 travel voucher.

Comprehensive Protection Insurance and Basic Protection Plan:

Should the trip be cancelled for any reason by either you or the school board, you will receive a full refund minus the registration and insurance fees and \$150 more than 130 days before the trip. 129-90 days prior to departure, you will lose \$250 + fees. 89-65 days before departure you will lose \$475 + fees. 64-30 days prior to the trip, you will lose \$900 + fees. Less than 30 days, there is no refund.

Insurance Protection:

Basic Protection is included with the trip cost.

- 1) Health Coverage while in France –
Coverage up to \$2500 with a \$200 deductible.
- 2) Medical Cancellation (in case of medical problem prior to departure, not including pre-existing conditions
Reimbursement depends upon the date of cancellation. 130+ days before trip (all payments less \$150 and registration fee), 129-90 days before trip (all payments less \$250 and registration), 89-65 days before trip (all payments less \$475 and registration fee), less than 65 days before trip (full refund except for \$750 and registration). This plan also includes lay-offs if ACIS is notified within 7 days of job termination.
- 3) Medical Interruption (Health problem which requires flying home during the trip)
Up to \$250 towards the cost of a one-way ticket to the U.S.
- 4) Baggage Delay - no coverage
- 5) Travel Delay
Up to \$150 reimbursement if trip is delayed 24 or more hours.

X.B.1.



TO: Trustees, Board of Education

FROM: Bonnie P. Riutta, Interim Superintendent of Schools

RE: 2008/2009 General Fund Budget Amendment

DATE: February 5, 2009

Attached is the 2008/2009 General Fund Budget Amendment. Mike Hubert has included the analysis of revenues and expenditures related to the amendment. As noted in the attached memorandum, the amendment will result in a deficit fund balance as of June 30, 2009. This deficit will be voluntarily reported to the state in March and a deficit elimination plan will need to be developed.

It is my recommendation that the 2008/2009 General Fund Budget Amendment be adopted as presented.

Motion

Moved by:

Supported by:

To adopt the 2008/2009 General Fund Budget Amendment Resolution as presented.

Voice vote:

_____ Ayes

_____ Nays



TO: Bonnie Riutta, Interim Superintendent

FROM: Michael Hubert, Chief Financial Officer

RE: 2008/2009 General Fund Budget Amendment

DATE: February 5, 2009

Please find for review the resolution and supporting documents for the first revision to the 2008-2009 general fund budget. The resolution includes both the original budget as well as the revised budget. It should be noted that the original budget agrees in total to the amount approved by the Board in June of 2008 except that the "markers" have been removed from individual line items and have been grouped into their own line item. This was done to enhance the ability to analyze the changes in budgeted amounts.

It is very important for the Board to understand that this budget will result in a deficit fund balance as of June 30, 2009. Voluntary monthly reporting to the Michigan Department of Education will begin in March and the required deficit elimination plan will need to be developed.

The total revenue budget has increased since last reported to the Board in December of 2008 due to the addition of a supplemental transfer of \$50,000 from both the food service fund and the community education fund.

The total expenditure budget has decreased by \$42,865 during the same period of time due largely to the voluntary reduction in building carryover budgets in the amount of \$121,771. However, this large decrease was mostly offset by the addition of wage and benefit costs in the hourly staff budgets in the amount of \$78,906.

An analysis of the proposed budget revision against the actual expenditures incurred as of the end of January, 2009 is also included for review. For comparative purposes the actual spending level for the 2007-2008 fiscal year has been compared to the actual expenditures incurred as of the end of January, 2008. Comments for consideration regarding this review follow:

- Wages: Based on this analysis it appears that the wage budgets are consistent with spending trends from the prior fiscal year.
- Benefits: The spending rate for benefits appears to be at a slower pace than the prior year. Such a trend may sometimes indicate an excess of budgeted funds.

However, this year there are new longevity payments of approximately \$187,000 that were not part of the prior year expenditures and the workman's compensation expenses in the amount of \$306,840 were fully expenses by January 31st in the prior fiscal year but no expenses have been recognized in the current fiscal year. If the analysis were to be adjusted for these two items, the rates of spending between the two fiscal years would look much more alike.

- Purchased Services: The spending rates for purchased services are more difficult to compare than other categories largely due to the inclusion in the current fiscal year of the substitute teacher costs. These costs were reported in wages in the prior fiscal year. Based on year-to-date substitute teacher utilization trends, it is likely that the substitute teacher budgets will have to be expanded before the end of the fiscal year.

- Capital Outlay: Nearly all of the capital outlay budgets are part of the building budgets and have been categorized based on how the building administrators allocate their per-student funding amounts. Buildings have been trying to conserve their discretionary budgets and their actions in this regard are reflected in the lower spending rates.

Amendment to General Appropriation Resolution

RESOLVED, that this resolution shall be the general appropriations act of the Brighton Area Schools for the fiscal year beginning July 1, 2008 and ending June 30, 2009: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Brighton Area Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the Brighton Area Schools for the fiscal year beginning July 1, 2008 and ending June 30, 2009 which includes 18 mills of ad valorem taxes to be levied on "Non-PRE Property" (property that is not primary residence, qualified agricultural, industrial personal, or commercial personal) and 6 mills of ad valorem taxes to be levied on "commercial personal property" is as follows:

Revenue:	Original Budget	Revised Budget
Local	\$11,556,694	\$11,867,570
State	40,240,019	40,309,681
Federal	448,512	447,784
Interdistrict Sources	1,386,063	1,386,063
Fund Modifications (Other Operating Transfers In)	1,011,920	1,111,920
Total Revenue	<u>\$54,643,208</u>	<u>\$55,123,018</u>
Fund Balance:		
Fund Balance, July 1, 2008	\$118,068	\$180,152
Less Appropriated Fund Balance	<u>0</u>	<u>(237,971)</u>
Fund Balance Available to Appropriate	<u>\$118,068</u>	<u>(\$57,819)</u>
Total Available to Appropriate	<u>\$54,761,276</u>	<u>\$55,065,199</u>

BE IT FURTHER RESOLVED, that \$58,499,109 is hereby appropriated in the amounts and for the purposes set forth below. Such appropriation shall result in a deficit fund balance of \$3,433,910, which will require the submission of a plan to the Michigan Department of Education to eliminate the deficit not later than the end of the second school fiscal year after the deficit was incurred:

Expenditures:	Original	Revised
Instruction:		
Basic Programs	\$29,381,735	\$29,593,930
Added Needs	8,071,738	8,483,427
Adult Education	190,043	225,141
Support Services:		
Pupil Support	2,337,924	2,218,086
Instructional Staff Support	1,598,363	1,617,354
General Administration	473,895	394,758
School Administration	3,320,330	3,447,442
Business Services	907,027	863,594
Operations and Maintenance	6,862,713	7,016,010
Transportation	2,479,570	2,326,223
Other Central Support	790,062	797,739
Community Services	0	0
Intergovernmental Transfers	72,697	72,697
Debt Service	748,530	748,530
Outgoing Transfers	593,412	575,000
Capital Outlay	147,408	119,178
"Markers"	(3,334,646)	0
Total Appropriated	<u>\$54,640,801</u>	<u>\$58,499,109</u>

	2007-2008				2008-2009		
Salaries (1xxx)							
Actual	33,664,195	100.0%		Revised Budget	33,774,892	100.0%	
Spending Thru 1/31	16,195,360	48.1%		Spending Thru 1/31	16,472,796	48.8%	
Remaining	17,468,835	51.9%		Remaining	17,302,096	51.2%	
Benefits (2xxx)							
Actual	15,861,416	100.0%		Revised Budget	16,138,364	100.0%	
Spending Thru 1/31	7,480,335	47.2%		Spending Thru 1/31	6,626,363	41.1%	
Remaining	8,381,081	52.8%		Remaining	9,512,001	58.9%	
Purchased Svc. (3xxx)							
Actual	1,274,816	100.0%		Revised Budget	2,045,224	100.0%	
Spending Thru 1/31	697,885	54.7%		Spending Thru 1/31	1,015,430	49.6%	
Remaining	576,931	45.3%		Remaining	1,029,794	50.4%	
Repairs & Maint. (4xxx)							
Actual	782,352	100.0%		Revised Budget	673,107	100.0%	
Spending Thru 1/31	439,090	56.1%		Spending Thru 1/31	384,487	57.1%	
Remaining	343,262	43.9%		Remaining	288,620	42.9%	
Supplies & Materials (5xxx)							
Actual	3,250,442	100.0%		Revised Budget	3,616,160	100.0%	
Spending Thru 1/31	1,663,846	51.2%		Spending Thru 1/31	1,791,985	49.6%	
Remaining	1,586,596	48.8%		Remaining	1,824,175	50.4%	
Capital Outlay (6xxx)							
Actual	160,951	100.0%		Revised Budget	140,432	100.0%	
Spending Thru 1/31	81,950	50.9%		Spending Thru 1/31	29,454	21.0%	
Remaining	79,001	49.1%		Remaining	110,978	79.0%	
Other Expenditures (7xxx)							
Actual	959,289	100.0%		Revised Budget	1,023,397	100.0%	
Spending Thru 1/31	472,901	49.3%		Spending Thru 1/31	452,802	44.2%	
Remaining	486,388	50.7%		Remaining	570,595	55.8%	
Outgoing Transfers (8xxx)							
Actual	1,271,600	100.0%		Revised Budget	1,201,204	100.0%	
Spending Thru 1/31	361,755	28.4%		Spending Thru 1/31	172,758	14.4%	
Remaining	909,845	71.6%		Remaining	1,028,446	85.6%	
Total							
Actual	57,225,061	100.0%		Revised Budget	58,612,780	100.0%	
Spending Thru 1/31	27,393,122	47.9%		Spending Thru 1/31	26,946,075	46.0%	
Remaining	29,831,939	52.1%		Remaining	31,666,705	54.0%	

X.B.2.



TO: Trustees, Board of Education
FROM: Bonnie P. Riutta, Interim Superintendent of Schools
RE: Resolution, Cash Flow Borrowing
DATE: February 5, 2009

Attached is the State Aid Operating Loan Resolution which would authorize the district to receive bids for cash flow borrowing. Further, the resolution would authorize the administration to accept the bid in an amount not to exceed \$9,400,000.00.

It is my recommendation that the Resolution be adopted as presented.

Motion

Moved by:

Supported by:

To adopt the State Aid Operating Loan Resolution as presented.

Voice vote:

_____ Ayes

_____ Nays



TO: Bonnie Riutta, Interim Superintendent of Schools

FROM: Michael Hubert, Chief Financial Officer

RE: Resolution, Cash Flow Borrowing

DATE: February 5, 2009

The Brighton Area Schools currently has a \$4.4 million state aid note that expires on March 5, 2009. The current financial condition of the district is such that any payroll obligation incurred after March 5th cannot be made without a new cash flow borrowing of some sort. It is therefore recommended to solicit bids for a new state aid note that will provide the necessary funds to pay-off the existing note and to meet the cash flow obligations of the district through January of 2010.

Based on current projections, the low point of available cash for the district occurs in June of 2009. The cash shortage in June is approximately \$9.2 million. This low point serves as the basis for the amount of borrowing that is needed. During other times of the year when the cash balances are not so low the excess funds will be invested in accordance with Board Policy to offset as much of the interest expense on this borrowing as possible.

STATE AID OPERATING LOAN RESOLUTION

Brighton Area Schools, Livingston County, Michigan (the "Issuer").

A _____ meeting of the Board of Education (the "Board") of the Issuer, was held on _____, 2009, at _____, Michigan, within the boundaries of the Issuer.

The meeting was called to order at _____ o'clock, _____ m., by President _____.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended ("Act 451"), a school district is authorized, either by achieving qualified status as described in Section 303(2) of Act 34, Public Acts of Michigan, 2001, as amended, or upon receiving prior approval of the authorized representative of the Department of Treasury, to borrow money for school operations and issue its notes therefor, pledging for the payment thereof monies to be received by it from the state school aid fund, which notes shall be the full faith and credit obligation of the Issuer; and

2. The estimated amount of such state aid appropriations allocated, or to be allocated, to this Issuer is \$_____ for the fiscal year ending June 30, 2010, of which amount the sum of \$_____ has been heretofore distributed and received, leaving a balance of \$_____ as the estimated amount remaining to be distributed to the Issuer pursuant to Act 451; and

3. This Issuer has immediate need to borrow the sum of not to exceed Nine Million Four Hundred Thousand Dollars (\$9,400,000) to pay current operating expenses for fiscal years 2008-2009 and 2009-2010; and

4. The principal amount of the notes payable from the undistributed balance of the appropriations allocated to this Issuer for said fiscal year which have heretofore been issued and are now outstanding is \$_____; and

5. Five percent (5%) of estimated fiscal year 2008/2009 operating expense is \$_____; and

6. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, is prohibitively more expensive than obtaining bids through the distribution of a solicitation for bids.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, the Board authorizes the distribution of a solicitation for bids, without publication, to obtain bids under the terms of Paragraph 6 of this resolution.

2. This Issuer shall borrow the sum of not to exceed Nine Million Two Hundred Thousand Dollars (\$9,200,000) or such lesser amount as the Department of Treasury may approve or as reduced by a member of either the administrative staff or the Board of the Issuer, and shall issue its note or notes (the "Notes") therefor. The Issuer hereby appropriates a sufficient amount of state aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefor, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof, subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 451. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

It is hereby declared that said borrowing is necessary for the purpose of securing funds for school operations and it is agreed with the purchaser of said Notes that the proceeds thereof will be used exclusively for that purpose.

3. Book Entry. The ownership of one fully registered note for each maturity in the aggregate principal amount of such maturity, shall be registered in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC"). So long as the Notes are in the book entry form only, the Paying Agent shall comply with the terms of the Blanket Issuer Letter of Representations to be entered into between the Issuer and DTC, which provisions shall govern registration, notices and payment, among other things, and which provisions are incorporated herein with the same effect as if fully set forth herein. The Superintendent is hereby authorized and directed to enter into the Blanket Issuer Letter of Representations with DTC in such form as determined by the Superintendent, in consultation with note counsel, to be necessary and appropriate. In the event the Issuer determines that the continuation of the system of book entry only transfer through DTC (or a successor securities depository) is not in the best interest of the DTC participants, beneficial owners of the Notes, or the Issuer, the Issuer will notify the Paying Agent, whereupon the Paying Agent will notify DTC of the availability through DTC of the note certificates. In such event, the Issuer shall issue and the Paying Agent shall transfer and exchange Notes as requested by DTC of like principal amount, series and maturity, in authorized denominations to be identifiable beneficial

owners in replacement of the beneficial interest of such beneficial owners in the Notes, as provided herein.

4. Said Notes shall be dated as of March 4, 2009, or date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding seven percent (7%) per annum on the balance from time to time remaining unpaid, shall be in minimum denominations of \$100,000, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on March 4, 2010. If more than one note is issued, the Notes shall be numbered serially from 1 upwards. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or "State Aid Notes".

5. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit A.

6. Once the Issuer has either achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, or received prior approval for the issuance of the Notes from the authorized representative of the Department of Treasury, and based upon the determination of Paragraph 1 of this resolution, a member of either the administrative staff or the Board of the Issuer is authorized to arrange for the sale of such Notes without the taking of competitive bids thereon, provided that when competitive bids are solicited and more than one bid received, such Notes shall be awarded to the lowest responsible bidder. The Notes shall be executed by the President and Secretary of the Board. In the absence of the President, the Superintendent may sign in the place of the President, and in the absence of the Secretary, the Treasurer of the Board may sign in place of the Secretary.

7. The form of solicitation for bids shall be in substantially the form set forth and attached hereto as Exhibit B.

8. If the Issuer has not achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, a member of either the administrative staff or the Board of the Issuer is hereby authorized and directed to file a certified copy of this resolution with the authorized representative of the Department of Treasury for and on behalf of the Issuer and an application for an order approving such borrowing and issuance of said Notes, if applicable, and to pay any applicable fee therefor.

9. The Board hereby designates the Notes of this issue as "Qualified Tax-Exempt Obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended, necessary to maintain the exemption of interest on the Notes from federal income taxation.

10. A member of either the administrative staff or the Board of the Issuer is further authorized to approve the specific interest rate to be borne by the Notes, not exceeding the maximum rate permitted by law, the purchase price of the Notes, and other terms and conditions relating to the Notes and the sale thereof. A member of either the administrative staff or the Board of the Issuer is directed to execute a certificate accepting the interest rate and purchase price of the Notes on behalf of the Issuer.

11. The Board hereby designates a member of either the administrative staff or the Board of the Issuer to submit a request to the Michigan Department of Treasury for exemption from the rating requirement of Section 323 of Act 34, Public Acts of Michigan, 2001, as amended. In the event that request for exemption is denied, the Board designates a member of either the administrative staff or the Board of the Issuer to take any and all necessary steps to secure such a rating.

12. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

13. The President, Vice President, Secretary, Treasurer, Superintendent and the school employee acting in the capacity of the school business official are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

14. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

I, the undersigned, the duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board at a _____ meeting held on the _____ day of _____, 2009, the original of which is a part of the Board's minutes. The undersigned also certifies that notice of the meeting was given to the public pursuant to the "Open Meetings Act" (Act 267 Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI:kae

EXHIBIT A

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF LIVINGSTON
BRIGHTON AREA SCHOOLS
STATE AID NOTE**

<u>Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
		March 4, 2009	

**REGISTERED OWNER:
PRINCIPAL AMOUNT:**

Brighton Area Schools, County of Livingston, State of Michigan (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above on the Maturity Date specified above, with interest thereon from the date hereof until paid at the Rate specified above based on a 360-day year, 30-day month, on presentation and surrender of this note (the "Note") at _____ (the "Paying Agent"). This Note is issued in minimum denominations of \$100,000.

This Note is not subject to redemption prior to maturity.

This Note is issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the fiscal years ending June 30, 2009 and June 30, 2010. The Issuer has pledged for the payment of this Note monies to be received by it from state school aid. As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, this Note is payable from tax levies within the Issuer's constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of the full faith, credit and resources is subordinate to any encumbrances of tax levies pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

The Issuer has designated this Note as a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Note, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the Issuer, including this Note, does not exceed any constitutional or statutory limitation.

This Note shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Paying Agent.

IN WITNESS WHEREOF, Brighton Area Schools, County of Livingston, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of March 4, 2009, and to be manually signed by the authorized signatory of the Paying Agent as of the date set forth below.

Brighton Area Schools
County of Livingston
State of Michigan

By Form Only - Not for Execution
President

And Form Only - Not for Execution
Secretary

CERTIFICATE OF AUTHENTICATION

Dated: _____

This Note is one of the Notes described herein.

[NAME OF BANK]

_____, MICHIGAN
PAYING AGENT

By _____
Authorized Signatory

EXHIBIT B

SOLICITATION FOR BIDS

**BRIGHTON AREA SCHOOLS
COUNTY OF LIVINGSTON
STATE OF MICHIGAN
\$9,200,000.00
STATE AID NOTES**

Unconditional and firm bids for the purchase of not to exceed Nine Million Two Hundred Thousand Dollars (\$9,200,000) of State Aid Notes (the "Note" or "Notes") will be received by Brighton Area Schools, Livingston County, Michigan (the "Issuer") at the _____, Michigan _____, on the _____ day of _____, 2009, until _____ o'clock in the _____, prevailing Eastern Time, at which time and place said bids will be publicly opened and read. BIDS will also be received on the same date and the same hour by an agent of the undersigned at the offices of the Municipal Advisory Council, 660 Woodward Avenue, Suite 1445, Detroit, Michigan 48226-3517, where the bids will simultaneously be opened and read. Bidders may choose either location to present bids but not at both locations. Award of Notes will be made on behalf of the Issuer by an authorized officer of the Issuer on that date.

FAXED BIDS: Bidders may submit signed bids via facsimile transmission to the Issuer at (810) 299-4039 or the Municipal Advisory Council at (313) 963-0943 provided that the faxed bids are received prior to the time and date fixed for receipt of bids. Bidders submitting faxed bids bear the full risk of failed or untimely transmission of their bids. Bidders are encouraged to confirm the timely receipt of their full and complete bids by telephoning the Issuer at (810) 299-4032 or the Municipal Advisory Council at (313) 963-0420.

NOTE DETAILS; INTEREST RATE; PAYING AGENT; AND DENOMINATION: The Notes will be dated March 4, 2009, or date of delivery, due on March 4, 2010, and will bear interest at a rate not exceeding seven percent (7%) per annum. Both principal and interest will be payable at a bank or trust company located in the State of Michigan; New York, New York; or Chicago, Illinois, to be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the state in which it is located or of the United States, with paying agent fees, if any, to be paid by the purchaser of the Notes. The Notes shall be issued in minimum denominations of \$100,000. If more than one Note is issued, the Notes shall be numbered serially from one upwards.

NO OFFICIAL STATEMENT: The Issuer will not provide a Near Final or final Official Statement. Further, compliance with Rule 15c2-12 of the Securities and Exchange Commission regarding sale to limited numbers of sophisticated investors is the sole responsibility of the successful bidder.

PRIOR REDEMPTION: The Notes are not subject to redemption prior to maturity.

AWARD OF NOTES: For the purpose of awarding the sale of the Notes, the interest cost of each unconditional and firm bid will be computed on a 360-day year, 30-day month, by determining, at the rate specified therein, the total dollar value of all interest on the Notes from _____, 2009, to maturity and deducting therefrom any premium. The Notes will be awarded to the bidder whose unconditional and firm bid on the above computation produces the lowest dollar interest cost to the Issuer. No proposal for the purchase of less than all the Notes or at a price less than their par value will be considered. Any and all fees or charges of the bidder must be incorporated into the rate.

SECURITY: The Notes are issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the fiscal years ending June 30, 2009 and June 30, 2010. The Issuer has pledged for the payment of the Notes, monies to be received by it from state school aid.

As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, the Notes are payable from tax levies within its constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

LEGAL OPINION: Bids shall be conditioned upon the unqualified opinion of Thrun Law Firm, P.C., attorneys of East Lansing, Michigan, which opinion will be furnished without expense to the purchaser prior to the delivery thereof, approving the legality of the Notes.

TAX MATTERS: In the opinion of note counsel, assuming continued compliance by the Issuer with certain requirements of the Internal Revenue Code of 1986, as amended (the "Code"), interest on the Notes is excluded from gross income for federal income tax purposes, as described in the opinion, and the Notes and interest thereon are excluded from taxable income for State of Michigan income tax purposes; however, it should be noted that certain taxpayers may have to take into account interest on the Notes in determining Michigan business tax liabilities. Further, the Note and the interest thereon are subject to inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof. The Issuer has designated the Notes as **"QUALIFIED TAX-EXEMPT OBLIGATIONS"** within the meaning of the Code, and has covenanted to comply with those requirements of the Code necessary to continue the exclusion of interest on the Notes from gross income for federal income tax purposes.

CERTIFICATE REGARDING "ISSUE PRICE": The successful bidder will be required to furnish, prior to the delivery of the Notes, a certificate in a form acceptable to note counsel as to the "issue price" of the Notes within the meaning of Section 1273 of the Internal Revenue Code of 1986,

as amended.

INVESTMENT CERTIFICATE: As a condition of award, the successful bidder will be required to furnish prior to the delivery of the Notes a certificate in a form acceptable to note counsel that documents the investment experience of the successful bidder and provides representations that either the Notes are being purchased for the bidder's own portfolio without the intent to sell or re-offer the Notes or that if there is an intent to sell or re-offer the Notes, the bidder will obtain from the subsequent purchaser an investment certificate that is substantially identical to the certificate provided by the successful bidder. A sample form investment certificate acceptable to note counsel is available for review through note counsel prior to the sale and will be provided by note counsel to the successful bidder after the sale.

DELIVERY OF NOTES: The Issuer shall furnish Notes ready for execution at its expense. Notes will be delivered without expense to the purchaser at a place located in the STATE OF MICHIGAN, to be mutually agreed upon between the purchaser and the Issuer. Delivery can also be made in Chicago, Illinois or New York, New York, but at the EXPENSE of the PURCHASER. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the Notes, will be delivered at the time of the delivery of the Notes. Accrued interest to the date of delivery of the Notes shall be paid by the purchaser at the time of delivery.

Payment of the Notes shall be in such manner as to assure receipt of funds by the Issuer on the day of delivery of the Notes.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

The bids should be plainly marked "Proposal for Brighton Area Schools State Aid Notes".

Form Only - Not for Execution
Superintendent
Brighton Area Schools

PROPOSED MINUTES

Call to Order

Chairperson Greg Rassel called the meeting to order at 6:50 p.m.

Roll Call

Present: Greg Rassel, Beth Minert, Jay Krause, and Baiba Jensen.

Guests: Dr. Tim Jackson (LESA), Leslie Carleton (BHS French teacher)

Approval of Minutes

Minutes of January 2009 were approved as presented.

Call to the Public

Lynette Daig, HS teacher, who is a member of the high school research team, shared that there needs to be more direction provided for the group. She also shared that the high school world language teachers would be interested in being more involved in the world language delivery dialogue.

New Business

1. **LATEC Agreement** – Tim Jackson, Director of Career and Tech Education at LESA, presented the new LATEC Consortium Agreement to the Committee. This agreement is a formally recognized “Act 56” consortium formed for the purpose of delivering Career and Technical Education (CTE) programs in the five local districts in Livingston County. The agreement goes through an approval process every fifteen years. The current agreement expires June 30, 2010. Discussion took place. Overall, Brighton benefits from this agreement through state supported “added cost” and grant funding as well as extra per pupil funding for students in our district courses. LESA provides the oversight for a number of career-focused courses that could not be offered without this countywide collaboration. LESA also helps students with their post secondary transition. Committee members recommend this agreement go to the full Board for their approval.
2. **Overseas Trip Request to France** – BHS French teachers, Leslie Carleton and Jill Silver, are requesting that students who have successfully completed two to four years of French, have sophomore through senior status, and who have demonstrated positive behavior patterns in school be allowed to travel to France; Le Mistral Trip, June 15 – 23, 2010. The cost of the trip will be approximately \$3,750 per student. The recommendation is to use the same company for this trip as in 2008 when 32 students from the high school participated. As in the past, students are given many fundraising opportunities to help fund this trip. Discussion took place. Committee members recommended this trip proposal go to the full Board for their approval.

Adjournment

The meeting was adjourned at 7:40 p.m.

**Finance Committee Meeting
Board of Education
BECC Special Education Office
6 p.m.
Monday, February 2, 2009**

MINUTES (Draft)

I. Call to Order:

Present:

Board Committee Members: Bill Anderson, Joe Carney, Cheryl Leach

Other Board Members: Joyce Powers

Administration: R. Michael Hubert, Maria Bolen, John Thompson

Public: Ellen Lafferty, Barry Goode, Arnella Park, Jan Francis, Sandy Westin

II. Call to the Public:

- a. Ellen Lafferty inquired regarding the impact of being a deficit district and the timing of payments to MESSA. Mike Hubert provided information that had previously been presented regarding the deficit and also explained that the MESSA payments will get back to normal soon. No aspects of coverage have been impacted and MESSA has been made aware of when our payments were going to be made.
- b. Arnella Park asked about a payment to Corrigan for moving expenses that were in the January 12th board packet. She emphasized the need to be aware of these costs when program changes were being considered. She also wanted to emphasize the need for board members to be reviewing the check registers. Arnella also inquired regarding legal fees incurred by the district, as they appear to be out of trend with prior years. Arnella also indicated that although there were lots of discussions about changes for next year she has not seen how much the savings would be. Cheryl Leach replied that the discussions about programs so far have been about structure and that cost estimates would be part of the next level of discussion. Joe Carney inquired

further into the Corrigan bills and asked for copies of the associated invoices.

- c. Jan Francis and Sandy Westin from the BESPAs union approached the committee with concerns regarding the use of substitutes for extended period of time in the finance office. Since the BESPAs finance position was reduced overtime and use of substitutes has greatly increased. The substitute use is a violation of the existing labor agreement. (This item was planned to be discussed as part of the agenda and more information is noted below in that agenda section).
- d. Joyce Powers spoke regarding the need to hear about costs – both one-time and possible savings over time. She also noted the need to be aware of contractual provisions such as class size. She noted that changes must actually save money.
- e. Joe Carney spoke regarding his concern of not being provided bids from Aramark. Joe requested a report on the project approved by the Board that will show what was actually spent. His concern is that some project may be overspent and not reported back to the Board.
- f. Ellen Lafferty then inquired regarding the status of the procedures discussed to hold checks until the Board acted on them. Mike Hubert replied that the policy and procedure documents are being developed so that the needed exceptions are considered.
- g. Bill Anderson spoke regarding the need to have a plan for the Aramark inventory/equipment when they leave the district.

III. Approval of Minutes: January 5, 2009

Moved by Carney, support by Anderson to approve the minutes of January 5, 2009. The motion was approved by unanimous vote.

IV. Approval of Agenda:

Moved by Carney, support by Anderson to approve the agenda. The motion was approved by unanimous vote.

V. Agenda Items:

- a. Finance Staff Position (a/k/a: Director of Accounting) – Mike Hubert reviewed the history of reductions in staffing within the department

and identified the need to fill the position vacated by the former Director of Accounting. However, it was recommended that the position be re-structured with input from both BESPAA and BASAA to ensure the wage level is appropriate for the needed tasks. Mike Hubert acknowledged and agreed with the violation of the BESPAA contract regarding the use of substitutes and thanked BESPAA for their patience in working through that matter. Once the needed meetings have occurred, a posting will be finalized.

- b. Monthly Financial Report – Maria Bolen presented the proposed content of the monthly financial report. This report process will begin in March for the Finance Committee and an executive summary will be presented to the full Board of Education on a monthly basis.
- c. Athletic Budget Presentation – John Thompson presented the athletic budget and explained the inner-workings of the athletic programs as they pertain to financial matters. The general fund transfer, athletic fund, and fundraising accounts were discussed. Handouts were provided that detailed each athletic sport. Next month the community education budget will be presented.
- d. Request for Proposals:
 - i. Audit Services – proposals will be sought from three firms to ensure the current service level and price is competitive.
 - ii. Property & Casualty Insurance – proposals will be sought from one other school insurance pool in addition to the current Middle Cities insurance pool.
- e. Cash Flow Update – Mike Hubert updated the committee regarding the need for cash flow borrowing. The borrowing amount will be significantly higher than the current \$4.4 million state aid note. An agenda item will be added to the Board Agenda to approve the necessary resolutions for cash flow borrowing.
- f. Economic Stimulus Update – Mike Hubert gave an update regarding the most recent stimulus numbers.
- g. Recovering Costs from Building Use – “School Dude” White Paper – Mike Hubert provided copies of this report for committee members to review.

h. SEMCOG Report – The most recent population trend reports were distributed for committee review.

i. Budget Timeline – Key February Tasks

i. 2008-2009 Budget:

1. Adopt Budget Revision
2. Draft Letter to MDE Regarding Deficit Status

ii. 2009-2010 Budget:

1. Benchmarking – Collect Data
2. Stakeholder Surveys – Initial Survey
3. Budget Forecasts & Budget Reduction Framework

VI. Other – None.

VII. Next Meeting – March 2, 2009 @ 6:00pm

VIII. Adjourn: 8:00 pm. Moved by Carney, Support by Anderson to adjourn the meeting. The motion was approved by unanimous vote.

Submitted by: R. Michael Hubert, CPA