

New Bedford Academy Board of Directors  
Regular Meeting  
Monday, November 14, 2016, 7:45 a.m.

AGENDA

- I. Meeting Call to Order
- II. Roll Call
- III. Reading of the Mission
- IV. Public Comment
- V. Approval of Consent Calendar
- VI. Correspondence
- VII. Treasurer's Report
  - A. Approval of Financial Report
  - B. Approval of First Quarter Report
- VIII. New Business
- IX. Other Business
- X. Business/Management Report
  - A. Principal
    - 1. Student Achievement
    - 2. Operations
  - B. MJ Management
  - C. Ferris State University
- XI. Extended Public Comment (non-agenda items)
- XII. Board Comments
- XIII. Reconfirmation of Next Meeting Date: December 12, 2016 7:45 a.m.
- XIV. Adjournment

*Individuals wishing to address the Board of Directors under public comment above are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to not more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board may not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.*

*Individuals with special need accommodations should contact the principal's office at 734-854-5437 preferably one (1) business day prior to the meeting.*

*Proposed minutes of this meeting will be available for public inspection at the New Bedford Academy School Office located at 6315 Secor, Lambertville, Mi. 48144, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved. (Open Meetings Act, Public Act 267)*

New Bedford Academy Board of Directors  
Regular Meeting  
November 14, 2016, 7:45 a.m.

Agenda Note

- I. Call to Order  
The President should call the meeting to order.
- II. Roll Call  
The Secretary should call roll: Tucker, Rothman, Dress, Bennett, Vollmar and Walentowski
- III. Reading of the Mission  
The reading of the mission and vision of the academy will take place at this time.
- IV. Public Comment  
Board President Tucker should ask if there are any public comments at this time.
- V. Approval of Consent Calendar
  - A. Agenda  
The November 14, 2016 board meeting agenda is enclosed for your approval. An appropriate would be:  
**“That the November 14, 2016 board meeting agenda be approved as presented.”**
  - B. Board Meeting Minutes  
The October 10, 2016 regular board meeting minutes are enclosed for your approval. An appropriate motion would be:  
**“That the October 10, 2016, regular board meeting minutes be approved as presented.”**
- VI. Correspondence
- VII. Treasurer’s Report
  - A. Approval of Financial Report  
MJ Management Services will review the enclosed monthly financial reports. An appropriate motion would be:  
**“That the Financial Reports be approved as presented.”**
  - B. Approval of First Quarter Report  
MJ Management Services will review the enclosed first quarter report. An appropriate motion would be:  
**“That the First Quarter Report be approved as presented.”**

- VIII. New Business
- IX. Other Business
- X. Business/Management Report
  - A. Principal
    - 1. Student Achievement
    - 2. Operations
  - B. MJ Management
  - C. Ferris State University
- XI. Extended Public Comment  
The President should ask if there is any further public comment at this time.
- XII. Board Comments  
The President should ask for any Board member comments at this time.
- XIII. Reconfirmation of Next Meeting Dates: December 12, 2016 at 7:45 a.m.
- XIV. Adjournment  
We will need a motion to adjourn.

**As always, if you have questions regarding any materials in this packet, please contact MJ Management Services Inc. at 734.789.7724 or [kelly25mjm@gmail.com](mailto:kelly25mjm@gmail.com) prior to the meeting.**

New Bedford Academy Board of Directors  
Regular Meeting Minutes  
October 10, 2016, 7:45 a.m.

**PROPOSED**

I. Meeting Call to Order

The meeting was called to order at 7:48 a.m. at 6315 Secor Rd., Lambertville, MI

II. Roll Call

Present: Cynthia Dress, Tim Rothman, Dean Vollmar, Gary Walentowski, and Jessica Bennett

Excused: Kelly Tucker

Also Present: Greg Sauter, Randy Darnell, Kathleen Witucki, Brian Beaudrie, Laura Emshanov, Rebekah McCoy, and Renee Bullord

III. Reading of the Mission

Board Member Cynthia Dress read the mission and vision of the academy.

IV. Public Comment

None

V. Approval of Consent Calendar

A. Agenda

The motion was made by Dress, supported by Vollmar that the October 10, 2016 regular board meeting agenda be approved. The motion passed unanimously.

B. Board Meeting Minutes

The motion was made by Dress, supported by Vollmar that the September 12, 2016 regular board meeting minutes and the September 26, 2016 special board meeting minutes be approved. The motion passed unanimously.

VI. Correspondence

A letter from FSU regarding color assignments and action plan was reviewed by the board and placed on file.

VII. Treasurer's Report

A. Audit Presentation 2015-16

Randy Darnell from Darnell & Meyering presented the 2016 financial audit to the Board. The motion was made by Bennett, supported by Vollmar that the 2016 audit be approved as presented. The motion passed unanimously.

B. Approval of Financial Report

MJ Management reviewed the monthly financial report with the Board. It was moved by Dress, supported by Bennett that the monthly financial report be approved. The motion passed unanimously.

VIII. New Business

IX. Other Business

A. Strategic Planning

1. Stay Interviews

Board member Rothman reviewed a "stay" interview process and presented 5 questions to ask the families of NBA.

2. Gifted Program

Board member Bennett presented preliminary information regarding a gifted program at NBA.

X. Business/Management Report

A. Principal

1. Student Achievement.

Principal Sauter presented the Yellow Action Plan in response to FSU monitoring assignment.

2. Operations

B. MJ Management

C. Ferris State University

XI. Extended Public Comment (non-agenda items)

None

XII. Board Comments

XIII. Reconfirmation of next regular meeting dates: November 14, 2016 at 7:45 a.m.

XIV. Adjournment

Motion by Vollmar, supported by Walentowski, that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 9:22 a.m.

**Proposed Minutes respectfully submitted,**

Kathleen Witucki  
Recording Secretary

Date: October 10, 2016

Approved by the Board of Directors at its \_\_\_\_\_, \_\_\_\_ meeting

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**New Bedford Academy  
Public School Academy  
Combined Balance Sheet (Unaudited)  
Governmental Fund Type (General Fund)  
And Account Groups  
September 30, 2016**

<u>Assets</u>	<u>Account Groups</u>			<u>Total (Memorandum Only)</u>
	<u>General Fund</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	
Cash and Cash Equivalents	\$ 95,197	\$ -	\$ -	\$ 95,197
Deposits	-	-	-	-
Prepaid Expenditures	3,105	-	-	3,105
Due From - State of Michigan	176,480	-	-	176,480
Due From - Federal	-	-	-	-
Amount to be provided for retirement of general long-term debt	-	-	730,813	730,813
General fixed-assets	-	2,964,964	-	2,964,964
<b><u>Total Assets</u></b>	<b><u>\$ 274,782</u></b>	<b><u>\$ 2,964,964</u></b>	<b><u>\$ 730,813</u></b>	<b><u>\$ 3,970,559</u></b>
 <b><u>Liabilities and Fund Equity</u></b>				
<b>Liabilities:</b>				
Accounts payable	\$ -	-	-	\$ -
Accounts Payable - Oversight	5,026	-	-	5,026
Due to - Other Funds	7,816	-	-	7,816
Deferred Revenue	7,769	-	-	7,769
Note Payable - Building	-	-	730,813	730,813
<b>Total Liabilities</b>	<b>20,611</b>	<b>\$ -</b>	<b>730,813</b>	<b>\$ 751,424</b>
 <b>Fund Equity:</b>				
Investment in general fixed assets	\$ -	\$ 2,964,964	\$ -	\$ 2,964,964
Fund balance:				
Beginning fund balance	296,489	-	-	296,489
Change in fund balance	(42,318)	-	-	(42,318)
<b>Total Fund Equity</b>	<b>\$ 254,171</b>	<b>\$ 2,964,964</b>	<b>\$ -</b>	<b>\$ 3,219,135</b>
<b><u>Total Liabilities and Fund Equity</u></b>	<b><u>\$ 274,782</u></b>	<b><u>\$ 2,964,964</u></b>	<b><u>\$ 730,813</u></b>	<b><u>\$ 3,970,559</u></b>

**New Bedford Academy  
Public School Academy  
Statement of Revenue, Expenditures  
and Changes in Fund Balance  
General Fund**

**For the Three Months Ended September 30, 2016**

**Revenue:**

LOCAL	\$	2,384
STATE		176,410
FEDERAL		-
INCOMING TRANSFERS AND OTHER TRANSACTIONS		-
<b>Total</b>	<b>\$</b>	<b><u>178,794</u></b>

**Expenditures and Outgoing Transfers and Other Transactions:**

INSTRUCTION	\$	62,571
ADDED NEEDS		11,197
PUPIL SERVICES		-
IMPROVEMENT OF INSTRUCTION		272
SUPPORT SERVICES		97,728
PRINCIPAL / INTEREST		49,344
TRANSFERS		-
<b>Total</b>	<b>\$</b>	<b><u>221,112</u></b>

**Incoming Transfers and Other Transactions:**

	\$	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$</b>	<b><u>-</u></b>

**Excess Revenues** **\$ (42,318)**

**Fund Balance (beginning of period)** **\$ 296,489**

**Fund Balance (end of period)** **\$ 254,171**



**New Bedford Academy  
Public School Academy  
General Fund**

**Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget and Actual**

**For the Quarter Ended September 30, 2016  
and Three Months Ended September 30, 2016**

Function	Object	Description	Quarter	Three Months	2016-2017 Budget	Variance
173	0000	Dues & Fees	\$ 3,307	\$ 3,307	\$ 6,500	\$ (3,193)
199	0000	Miscellaneous	(923)	(923)	5,000	(5,923)
311	0010	State Grants-in-Aid	166,973	166,973	903,198	(736,225)
311	0010	Best Practices	-	-	-	-
312	0000	Headlee Obligation for Data Collection	565	565	3,000	(2,435)
312	0000	Hold Harmless Guarantee	580	580	3,000	(2,420)
312	0000	TRIG	-	-	-	-
312	0020	At Risk	4,710	4,710	16,000	(11,290)
312	0120	Special Education	3,582	3,582	22,000	(18,418)
414	0140	Title I	-	-	15,593	(15,593)
414	0210	Title II Part A	-	-	3,935	(3,935)
513	0120	Act 18- Special Education	-	-	35,000	(35,000)
<b>Total Revenue</b>			<b>\$ 178,794</b>	<b>\$ 178,794</b>	<b>\$ 1,013,226</b>	<b>\$ (834,432)</b>
<b>Elementary School Expenditures</b>						
111	3111	Purchased Services - Teacher	\$ 44,256	\$ 44,256	\$ 185,000	\$ 140,744
111	3113	Purchased Services - Substitute	-	-	2,500	2,500
111	3114	Purchased Services - Health	8,877	8,877	35,000	26,123
111	3115	Purchased Services - Retirement	1,106	1,106	4,625	3,519
111	3116	Purchased Services - Social Security	3,174	3,174	14,344	11,170
111	3117	Purchased Services - Unemployment	-	-	4,500	4,500
111	5110	Teaching Supplies and Materials	5,158	5,158	15,000	9,842
111	7910	Miscellaneous	-	-	1,500	1,500
<b>subtotal</b>			<b>\$ 62,571</b>	<b>\$ 62,571</b>	<b>\$ 262,469</b>	<b>\$ 199,898</b>
<b>Special Education Expenditures</b>						
122	3111	Purchased Services - Teacher	\$ 4,583	\$ 4,583	\$ 28,500	\$ 23,917
122	3112	Purchased Services - Aide	2,336	2,336	15,000	12,664
122	3114	Purchased Services - Health	1,139	1,139	4,000	2,861
122	3115	Purchased Services - Retirement	115	115	713	598
122	3116	Purchased Services - Social Security	516	516	3,328	2,812
122	3117	Purchased Services - Unemployment	96	96	2,500	2,404
<b>subtotal</b>			<b>\$ 8,785</b>	<b>\$ 8,785</b>	<b>\$ 54,041</b>	<b>\$ 45,256</b>
<b>At-Risk Expenditures</b>						
125	3112	Purchased Services - Aide	\$ 1,687	\$ 1,687	\$ 14,000	\$ 12,313
125	3116	Purchased Services - Social Security	129	129	1,071	942
125	3117	Purchased Services - Unemployment	36	36	929	893
<b>subtotal</b>			<b>\$ 1,852</b>	<b>\$ 1,852</b>	<b>\$ 16,000</b>	<b>\$ 14,148</b>

Function	Object	Description	Quarter	Three Months	2016-2017 Budget	Variance
<b>Title I Expenditures</b>						
125	3111	Purchased Services - Aide	\$ 489	\$ 489	\$ 17,000	\$ 16,511
125	3116	Purchased Services - Social Security	37	37	1,301	1,264
125	3117	Purchased Services - Unemployment	34	34	1,227	1,193
<b>subtotal</b>			<b>\$ 560</b>	<b>\$ 560</b>	<b>\$ 19,528</b>	<b>\$ 18,968</b>
<b>Speech Expenditures</b>						
215	3130	Purchased Services - Teacher	\$ -	\$ -	\$ 25,000	\$ 25,000
<b>subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Improvement of Instruction Expenditures</b>						
221	3220	Workshop and Conferences	\$ 272	\$ 272	\$ 5,000	\$ 4,728
<b>subtotal</b>			<b>\$ 272</b>	<b>\$ 272</b>	<b>\$ 5,000</b>	<b>\$ 4,728</b>
<b>Board of Education Expenditures</b>						
231	3170	Legal Services	\$ 164	\$ 164	\$ 500	\$ 336
231	3180	Audit Services	-	-	8,650	8,650
231	7410	Dues and Fees	750	750	2,000	1,250
<b>subtotal</b>			<b>\$ 914</b>	<b>\$ 914</b>	<b>\$ 11,150</b>	<b>\$ 10,236</b>
<b>Executive Administration Expenditures</b>						
232	3150	Management Services	\$ 19,000	\$ 19,000	\$ 76,000	\$ 57,000
232	3151	Oversight Fee	5,027	5,027	27,096	22,069
<b>subtotal</b>			<b>\$ 24,027</b>	<b>\$ 24,027</b>	<b>\$ 103,096</b>	<b>\$ 79,069</b>
<b>School Administration Expenditures</b>						
241	3151	Purchased Services - Administrator	\$ 17,958	\$ 17,958	\$ 71,500	\$ 53,542
241	3152	Purchased Services - Adm. Assistant	5,364	5,364	20,000	14,636
241	3153	Purchased Services - Health	2,095	2,095	9,500	7,405
241	3154	Purchased Services - Retirement	583	583	2,288	1,705
241	3155	Purchased Services - Social Security	1,699	1,699	7,000	5,301
241	3156	Purchased Services - Unemployment	36	36	1,500	1,464
241	3430	Postage	91	91	1,500	1,409
241	4220	Equipment Lease Office	561	561	4,500	3,939
241	5910	Office Supplies	141	141	4,500	4,359
241	7910	Miscellaneous	-	-	2,500	2,500
<b>subtotal</b>			<b>\$ 28,528</b>	<b>\$ 28,528</b>	<b>\$ 124,788</b>	<b>\$ 96,260</b>
<b>Business Service Expenditures</b>						
259	3920	Insurance	\$ -	\$ -	\$ 6,500	\$ 6,500
259	7410	Dues and Fees/Bank Charges	83	83	500	417
<b>subtotal</b>			<b>\$ 83</b>	<b>\$ 83</b>	<b>\$ 7,000</b>	<b>\$ 6,917</b>

Function	Object	Description	Quarter	Three Months	2016-2017 Budget	Variance
<b>Maintenance &amp; Custodial Expenditures</b>						
261	3410	Telephone	\$ 1,872	\$ 1,872	\$ 8,500	\$ 6,628
261	3411	Internet Connection	329	329	1,500	1,171
261	3830	Water and Sewer	919	919	6,000	5,081
261	3840	Waste and Trash Disposal	654	654	2,000	1,346
261	3910	Insurance	3,685	3,685	17,500	13,815
261	4110	Building Maintenance and Repair	1,127	1,127	10,000	8,873
261	4910	Janitorial Services	7,062	7,062	31,000	23,938
261	3155	Purchased Services - Social Security	540	540	2,372	1,832
261	3156	Purchased Services - Unemployment	101	101	2,000	1,899
261	5510	Heat	24	24	6,500	6,476
261	5520	Electric	2,046	2,046	17,500	15,454
261	5990	Supplies and Materials	808	808	4,500	3,692
<b>subtotal</b>			<b>\$ 19,167</b>	<b>\$ 19,167</b>	<b>\$ 109,372</b>	<b>\$ 90,205</b>
<b>Transportation Expenditures</b>						
271	3151	Purchased Services - Drivers	\$ 615	\$ 615	\$ 15,000	\$ 14,385
271	3152	Purchased Services - Aides	385	385	10,000	9,615
271	3153	Purchased Services - Social Security	77	77	1,913	1,836
271	3154	Purchased Services - Unemployment	58	58	1,500	1,442
271	4210	Bus Lease	2,622	2,622	15,272	12,650
271	5710	Fuel	-	-	4,000	4,000
271	5990	Supplies and Materials	367	367	1,000	633
271	5790	Miscellaneous	-	-	1,000	1,000
<b>subtotal</b>			<b>\$ 4,124</b>	<b>\$ 4,124</b>	<b>\$ 49,685</b>	<b>\$ 45,561</b>
<b>Support Services - Central</b>						
282	3510	Advertising	\$ 1,405	\$ 1,405	\$ 7,500	\$ 6,095
284	3190	Tech Support	7,736	7,736	23,500	15,764
285	3180	Audit Services	5,033	5,033	2,500	(2,533)
<b>subtotal</b>			<b>\$ 14,174</b>	<b>\$ 14,174</b>	<b>\$ 33,500</b>	<b>\$ 19,326</b>
<b>Athletic Program Expenditures</b>						
293	5600	Supplies & Equipment	\$ -	\$ -	\$ 750	\$ 750
293	7410	Dues and Fees	-	-	750	750
<b>subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Custody and Care of Children</b>						
351	3190	Purchased Services - Childcare	\$ 5,977	\$ 5,977	\$ 9,500	\$ 3,523
351	3191	Purchased Services - Social Security	451	451	727	276
351	3192	Purchased Services - Unemployment	283	283	750	467
271	5990	Supplies	-	-	500	500
<b>subtotal</b>			<b>\$ 6,711</b>	<b>\$ 6,711</b>	<b>\$ 11,477</b>	<b>\$ 4,766</b>
<b>Outgoing Transfers and Other Transactions</b>						
511	7130	Principal - Building Loan	\$ 38,112	\$ 38,112	\$ 145,639	\$ 107,527
511	7210	Interest - Building Loan	11,232	11,232	51,735	40,503
<b>subtotal</b>			<b>\$ 49,344</b>	<b>\$ 49,344</b>	<b>\$ 197,374</b>	<b>\$ 148,030</b>
<b>Total Expenditures</b>			<b>\$ 221,112</b>	<b>\$ 221,112</b>	<b>\$ 1,030,980</b>	<b>\$ 809,868</b>
<b>Excess Revenues</b>			<b>\$ (42,318)</b>	<b>\$ (42,318)</b>	<b>\$ (17,754)</b>	<b>\$ (24,564)</b>
<b>Fund Balance (beginning of period)</b>			<b>\$ 296,489</b>	<b>\$ 296,489</b>	<b>\$ 248,394</b>	<b>\$ 48,095</b>
<b>Fund Balance (end of period)</b>			<b>\$ 254,171</b>	<b>\$ 254,171</b>	<b>\$ 230,640</b>	<b>\$ 23,531</b>