



# Big Jackson Public Schools

4020 E. 13 Mile Road  
Paris, Michigan 49338  
Phone: (231) 796-8947  
Website: [www.bigjackson.ncats.net](http://www.bigjackson.ncats.net)

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## BOARD OF EDUCATION MEETING TUESDAY, SEPTEMBER 3, 2019 7:00 P.M.

- I. Call to order**
- II. Pledge of Allegiance**
- III. Approval of minutes for the August 6, 2019 meeting**
- IV. Approval of the agenda**
- V. Presentations & reports**
  - a. Financial report
- VI. Leadership Reports**
  - a. Superintendent's report
  - b. Building Administrator's report
- VII. Public Participation**
- VIII. Action items**
  - A. Approve the payment of checks 18826-18844 (\$20,048.04), EFT 240-250 (\$6,627.64), and payroll 641-644 (\$2,644.07), 645 (\$657.45), 646-650 (\$2,782.14)
  - B. Approve the practice to limit Big Jackson transportation to days when only Big Jackson Public Schools is in session
  - C. Approve the hiring of Bill Fuller, Substitute Bus Driver at a rate of \$17.50/hour
- IX. Next board meeting will be October 1, 2019 at 7:00 p.m.**
- X. Adjournment**



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## BOARD OF EDUCATION REGULAR MEETING MINUTES

August 6, 2019

7:00 P.M.

**Members present:** Laura Johnson, Lynn Ulman and Brad Crawford

**Members absent:** Sue Jones and Charlotte Lockerby

**Visitors present:** Lori Tubbergen Clark

- I. **CALL TO ORDER.** The meeting was called to order by Board President Brad Crawford at 7:05 pm.
- II. **PLEDGE OF ALLEGIANCE** was recited.
- III. **APPROVAL OF MINUTES** – Motion to approve the regular meeting minutes from July 2, 2019 was made by Johnson. Support by Ulman. Unanimously passed.
- IV. **APPROVAL OF AGENDA-** Motion to approve the agenda was made by Ulman. Supported by Johnson. Unanimously passed.
- V. **PUBLIC PARTICIPATION – none**
- VI. **LEADERSHIP REPORTS**
  - a. **FINANCIAL REPORT** was presented by Lori Tubbergen Clark. Check register was reviewed with the Board. She noted that we paid for our annual water testing last month for nearly \$900. She also presented the audit engagement letter from Rehmann. The auditors were in last week to do the Big Jackson audit. We provided some information before they came in and there were able to complete field work with 2 of them in one day. They indicated a preliminary financial statement this week. We will have an audit committee meeting prior to the next board meeting.
  - b. **ADMINISTRATOR REPORTS**
    - Superintendent's Report: Tubbergen Clark filed the application for the district for a days and hours waiver again for the 2019-2020 school year.
    - Building Administrator's Report: The bus will be going to International for repairs and it will be ready for inspection this summer. Discussion about acquiring a second bus from Big Rapids as a back up ensued. Big Rapids is getting rid of several busses at about \$2,400 each. Board members decided to not pursue purchasing an additional bus.
- VII. **ACTION ITEMS**
  - a. Approve the 2019-2020 calendar. Motion by Johnson. Support by Ulman. Unanimously passed.

BIG JACKSON PUBLIC SCHOOL IS COMMITTED TO PROVIDE, WITH THE HELP OF PARENTS, STUDENTS, AND THE COMMUNITY, A NURTURING, SAFE, HIGH QUALITY, STRUCTURED AND EFFECTIVE ENVIRONMENT FOR LEARNING.

- b. Approve the payment of checks 18806-18825 (\$15,630.97), EFT 235-239 (\$2,885.81), and payroll 633-636 (\$2,616.10), and 637-640 (\$2,456.45). Motion by Johnson. Support by Ulman. Unanimously passed.

VIII. **BOARD COMMUNICATION**

Board members discussed not running the bus on Fridays during the school year to save dollars and wear and tear on the bus. Lori will talk with Becky to get the numbers of secondary students transported and email the board members.

They also requested that the ditches by the road be trimmed prior to the school year.

IX. **ADJOURNMENT** of the board meeting. Motion by Johnson. Support by Ulman at 7:36 PM.

ACCOUNTS PAYABLE CHECK REGISTER  
As of August 2019

BIG JACKSON PUBLIC SCHOOL

Fund Code : ALL FUNDS

(SUMMARY-ONLY)

Date: 08/30/2019  
Time: 15:12:37  
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Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
18826	PAPER	Printed	27	Jennifer England	\$20.88	Mileage 2/22/19	08/05/2019
18827	PAPER	Printed	120	Rehmann Robson	\$4,950.00	Auditing Payment #1	08/05/2019
18828	PAPER	Printed	1063	SEG Workers Comp Fun	\$64.00	Work Comp - 1st Quarter	08/05/2019
18829	PAPER	Printed	1064	SET-SEG	\$7,842.00	Property/Casualty Pool	08/05/2019
18830	PAPER	Printed	1018	First Bankcard	\$16.03	Curtis Card - July	08/13/2019
18831	PAPER	Printed	1022	Great Lakes Energy	\$137.85	July Electric	08/13/2019
18832	PAPER	Printed	48	Larry Bulson	\$1,582.38	Bus Repairs	08/13/2019
18833	PAPER	Printed	84	Lisa Murphy	\$320.16	Mileage 8/5 To 8/8/19	08/13/2019
18834	PAPER	Printed	10	Newaygo County RESA	\$1,560.02	JULY INVOICE FOR SERVICES	08/13/2019
18835	PAPER	Printed	1002	AT&T	\$298.46	July Phone Service	08/22/2019
18836	PAPER	Printed	11	Countyconnect	\$4.01	August Long Distance	08/22/2019
18837	PAPER	Printed	27	Jennifer England	\$31.32	Mileage 8/12/19	08/22/2019
18838	PAPER	Printed	1034	MASB	\$612.00	MASB Renewal 2019-2020	08/22/2019
18839	PAPER	Printed	1040	State of Michigan	\$135.14	Payroll - State Tax Payable	08/22/2019
18840	PAPER	Printed	1040	State of Michigan	\$31.81	Payroll - State Tax Payable	08/22/2019
18841	PAPER	Printed	1040	State of Michigan	\$125.91	Payroll - State Tax Payable	08/22/2019
18842	PAPER	Printed	1067	T&W Electronics, Inc	\$56.25	Radio Service August 2019	08/22/2019
18843	PAPER	Printed	1075	Xerox Corporation	\$40.18	Duplicating 6/30/19 To 7/30/19	08/22/2019
18844	PAPER	Printed	1009	Chemical Bank	\$2,219.64	Bus Payment	08/22/2019

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
240	EFT	Printed	1056	MPERS	\$923.71	RET PHF Contribution EE & ER 2%/2%	07/26/2019
241	EFT	Printed	6666	UNITED STATES TREASURY	\$635.32	Payroll - FICA Tax Payable	07/26/2019
242	EFT	Printed	1056	MPERS	\$1,050.23	RET PHF Contribution EE & ER 2%/2%	08/09/2019
243	EFT	Printed	6666	UNITED STATES TREASURY	\$686.12	Payroll - FICA Tax Payable	08/09/2019
244	EFT	Printed	6666	UNITED STATES TREASURY	\$118.26	Payroll - FICA Tax Payable	08/13/2019
245	EFT	Printed	1056	MPERS	\$257.01	RET MIP Graded 3/3/6/4.3%	08/13/2019
246	EFT	Printed	1056	MPERS	\$319.54	RET 147C UAAL	08/22/2019
247	EFT	Printed	1056	MPERS	\$122.64	UAAL - AUGUST PAYMENT	08/22/2019
248	EFT	Printed	1056	MPERS	\$700.07	RET 147C UAAL	08/22/2019
249	EFT	Printed	1056	MPERS	\$1,106.18	RET PHF Contribution EE & ER 2%/2%	08/23/2019
250	EFT	Printed	6666	UNITED STATES TREASURY	\$708.56	Payroll - FICA Tax Payable	08/23/2019

GRAND TOTAL: 30 checks

EFT: 240-250 \$ 6,627.64

Checks: 18826-18844 \$ 20,048.04

\$ 26,675.68

Payroll: 641-644 \$ 2,644.07

645 \$ 657.45

646-650 \$ 2,782.14



# Big Jackson Public School Budget Summary 2019-2020

ACCOUNT NUMBER	DESCRIPTION	FINAL		ORIGINAL		FYTD 8/31/2019
		2017-2018	2018-2019	2019-2020		
111	Property Taxes	\$ 231,559.47	\$ 231,369.22	\$ 233,875.00	\$ -	
141	Transportation Of Students - Field Trips	\$ -	\$ -	\$ -	\$ -	
151	Earnings on Investments	\$ 2,371.26	\$ 4,830.03	\$ 4,800.00	\$ 544.37	
192	Contributions and FAFG Grants	\$ 443.29	\$ -	\$ -	\$ 75.00	
199 & 211	Miscellaneous Revenue	\$ 498.60	\$ 8,437.12	\$ 2,500.00	\$ -	
300	State Aid	\$ 21,601.59	\$ 18,916.70	\$ 21,353.00	\$ -	
312	At Risk - 31A	\$ 3,544.09	\$ 3,544.09	\$ 3,455.00	\$ -	
414	R.E.A.P. - Rural Schools	\$ 17,544.92	\$ 21,438.46	\$ 13,323.00	\$ -	
414	Title I, Part A-Improving Basic Programs	\$ 21,379.40	\$ 24,944.82	\$ 21,603.00	\$ -	
414	Title II Part A - Teacher Quality	\$ 3,683.79	\$ 2,761.82	\$ 4,093.00	\$ -	
414	Title IV	\$ 8,545.26	\$ 10,954.51	\$ 10,000.00	\$ -	
421	Payments in Lieu of Taxes	\$ 8,473.10	\$ 7,822.01	\$ 3,000.00	\$ -	
512	Transportation - Big Rapids	\$ 1,288.80	\$ 2,157.44	\$ 2,500.00	\$ -	
513	Transfer-In NC RESA Sp Ed/Act 18	\$ 2,451.00	\$ 2,004.00	\$ 2,451.00	\$ -	
TOTAL REVENUE		\$ 323,384.57	\$ 339,180.22	\$ 322,953.00	\$ 619.37	
111	Elementary	\$ 77,313.22	\$ 75,473.35	\$ 87,074.00	\$ (810.57)	
111	R.E.A.P. - Rural Schools	\$ 280.00	\$ 11,565.72	\$ -	\$ -	
111	Title IV Support & Enrichment-Elementary	\$ 8,545.26	\$ 10,954.51	\$ 10,000.00	\$ (0.04)	
122	Special Education	\$ 2,691.25	\$ 2,695.90	\$ 2,696.00	\$ -	
125	At Risk - 31A	\$ 3,546.00	\$ 3,544.09	\$ 3,455.00	\$ -	
125	Title I	\$ 21,213.68	\$ 24,715.59	\$ 21,302.00	\$ 1,549.17	
125	R.E.A.P.	\$ 6,967.09	\$ 9,533.72	\$ 13,323.00	\$ -	
221	Improvement of Instruction and Title II/A	\$ 3,683.79	\$ 3,463.41	\$ 5,321.00	\$ 401.48	
221	R.E.A.P.	\$ 1,173.55	\$ 341.52	\$ -	\$ -	
221	Improvement of Instruction	\$ -	\$ -	\$ -	\$ -	
231	General Administration - Board of Ed	\$ 11,574.08	\$ 17,822.09	\$ 17,350.00	\$ 5,562.00	
232	School Administration - Superintendent	\$ 1.00	\$ 1.00	\$ 1.00	\$ -	
241	School Administration - Principal	\$ 26,461.75	\$ 25,556.92	\$ 32,513.00	\$ 2,719.21	
252 & 259	Fiscal Services	\$ 6,154.06	\$ 6,899.14	\$ 9,275.00	\$ 887.35	
261	Operation & Maintenance of Plant	\$ 44,596.37	\$ 44,964.88	\$ 54,854.00	\$ 8,955.19	
266	Security Services - both Title II and REAP	\$ 369.11	\$ -	\$ -	\$ -	
271	Transportation	\$ 40,029.86	\$ 46,909.95	\$ 55,105.00	\$ 3,243.25	
271	Transportation-Title IV	\$ -	\$ -	\$ -	\$ -	
271	Transportation - Title I	\$ -	\$ -	\$ -	\$ -	
283	Professional Development-Noninstruction	\$ -	\$ -	\$ 500.00	\$ -	
284	Technology including R.E.A.P.	\$ 8,568.67	\$ 6,461.67	\$ 7,000.00	\$ 200.00	
284	Supplies - TRIG - Incentive Funds	\$ -	\$ -	\$ -	\$ -	
284	Technology	\$ -	\$ -	\$ -	\$ -	
285	Headlee Data Collection - Pupil Accounting	\$ 482.14	\$ 584.05	\$ 584.00	\$ -	
331	Community Activities - Title I	\$ 250.00	\$ 229.23	\$ 300.00	\$ -	
511	Debt Service	\$ 8,955.12	\$ 8,955.12	\$ 2,300.00	\$ 2,219.64	
TOTAL EXPENDITURES		\$ 272,856.00	\$ 300,671.86	\$ 322,953.00	\$ 24,926.68	
Revenues less Expenses		\$ 50,528.57	\$ 38,508.36	\$ -	\$ (24,307.31)	

# Big Jackson Public School Fund Balance

DESCRIPTION	FINAL 2017-2018	FINAL 2018-2019	ORIGINAL 2019-2020	FYTD 8/31/2019
<b>GENERAL FUND</b>				
Total Appropriated	\$ 272,856.00	\$ 300,671.86	\$ 322,953.00	
Beginning Fund Balance	\$ 275,882.95	\$ 326,411.52	\$ 364,919.88	\$ 364,919.88
Revenue	\$ 323,384.57	\$ 339,180.22	\$ 322,953.00	\$ 619.37
Expenditures	\$ (272,856.00)	\$ (300,671.86)	\$ (322,953.00)	\$ (24,926.68)
Ending Fund Balance	\$ 326,411.52	\$ 364,919.88	\$ 364,919.88	\$ 340,612.57
<b>SINKING FUND</b>				
Beginning Fund Balance	\$ 24,310.08	\$ 24,414.83	\$ 24,595.53	\$ 24,595.53
Revenue	\$ 104.75	\$ 180.70	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ (5,000.00)	\$ -
Ending Fund Balance	\$ 24,414.83	\$ 24,595.53	\$ 19,595.53	\$ 24,595.53

Notes:

## REVENUES

Interest Earned	\$ 544.37
Property Taxes collected to date	\$ -
Federal Program Revenues drawn to date	\$ -
State Aid including Prior Year Adjustments due to changes in Property Taxable Values	\$ -

## EXPENDITURES

Payroll for Teachers, Administrator, Administrative Assistant, Custodian, and Maintenance	\$ 4,843.81
Property and Fleet Insurance	\$ 7,842.00
Teaching Supplies purchased - including those paid with grant funds	\$ -
School Utilities	\$ 881.78
Bus Payment - Final Payment	\$ 2,219.64
NC RESA Technology & Business Services & Reimburse Substitute Costs	\$ 106.20
Bus & Van Repairs	\$ 1,638.63
Building Repair - Roofing	\$ 171.15
Election Expenses	\$ -