



Facilities for the Business Manager

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February 20, 2024

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Materials

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Can be found at:

<https://www.msbo.org/msbo-certification-class-materials/>

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Overview

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- Facilities Operations – Impact
- Compliance and Environmental Concerns
- Components: Custodial, Maintenance, Grounds, Energy, Safety
- Budgeting for Facilities
- Contracting

Largest Capital Investment

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- School buildings are often the largest capital investment in the community
- Maintaining them properly is vital
 - Cleanliness
 - Safety
 - Curb Appeal
 - Attitudes
- A lot of perceptions are made about a district by the condition of the buildings and grounds.

Cost of a High School

Approximately \$350 per square foot

250,000 square foot school

\$87,500,000



Cost of a High School

Approximately \$500 per square foot

250,000 square foot school

\$125,000,000



As far from the classroom
as possible??



Sensible Steps to Healthier School Environments



Cost-effective, affordable
measures to protect the
health of students and staff.

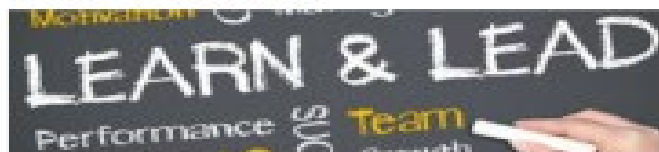
- http://www2.epa.gov/sites/production/files/2014-05/documents/sensible_steps.pdf

Healthy Schools, Healthy Kids

10

Take action to improve children's health! EPA's comprehensive schools website offers all the resources you need to establish, maintain, or enhance a school environmental health program.

About Schools



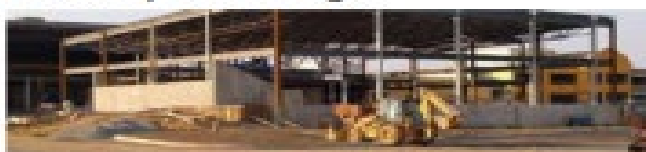
- [About Schools](#)
- [Why It's Important](#)
- [What You Can Do](#)

Air and Water Quality



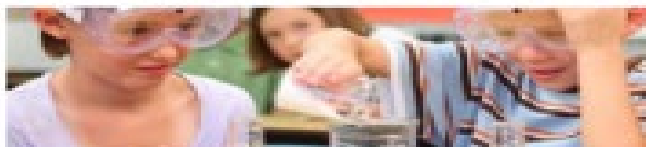
- [About Air and Water Quality](#)
- [Indoor Air Quality](#)
- [Water Quality](#)

Healthy Buildings



- [About Healthy Buildings](#)
- [Design and Construction](#)
- [Cleaning and Maintenance](#)

Managing Chemicals



- [About Managing Chemicals](#)
- [Resources for Safe Chemical Management](#)
- [Classroom and Laboratory Resources](#)

Bulletin Board

- Nov 2015: [Classroom flame test safety from the American Chemical Society](#)
- Oct 2015: [Wastebusters Green Cleaning Video](#)
- Oct 2015: [EPA's National Clean Diesel Campaign \(NCDC\) now accepting applications for the 2015 School Bus Replacement and Retrofit Funding Opportunity](#)
- Sept 2015: [EPA's new IAQ school assessment mobile app](#)
- Sept 2015: [Improving Ventilation and Indoor Air Quality During Wildfire Smoke Events \(PDF\) \(2pp., 130KB\)](#)
- Sept 2015: [California State PTA Raises its Voice For Climate Change](#)

- <http://www.epa.gov/schools>

Creating Healthy Indoor Air Quality in Schools

Promote a healthy learning environment at your school to reduce absenteeism, improve test scores and enhance student and staff productivity.

[EPA Supports Healthy Indoor Environments in Schools During COVID-19 Pandemic and Beyond](#)

Learn about IAQ in Schools



- [Why IAQ is Important to Schools](#)
- [Take Action to Improve IAQ in Schools](#)
- [Information for Parents and Students](#)
- [Publications about IAQ in Schools](#)
- [Calidad del Aire Interior en la Escuela](#)

On-Demand Training Webinars

IAQ Tools for Schools Resources



- [Framework for Effective School IAQ Management](#)
- [IAQ Tools for Schools Action Kit](#)
- [IAQ Tools for Schools Preventive Maintenance Guidance Documents](#)
- [IAQ Tools for Schools Video Resources](#)

Understanding IAQ Benefits

Upcoming Webinars

Recording Now Available:

NEW [Ventilation and COVID-19 in Schools: Using a Framework to Assess, Prioritize and Plan for HVAC Upgrades and IAQ Improvements](#)

Recorded: October 21, 2021

Recording now available:

[Asthma-Friendly Schools: Strategies to Reduce the Risk of COVID-19 Transmission and Improve Indoor Air Quality](#)

Recorded: May 6, 2021

WATER

Great Lakes

Drinking Water

Abandoned Water
Wells

Community Water
Supply

Contamination
Investigation

Flint Water

Lead and Copper in
Drinking Water

Noncommunity Water
Supply

Office of the Clean
Water Public Advocate

Source Water
Assessment

Water Well
Construction

Water Wellhead
Protection

Lakes & Streams

Wetlands

MiWaters

Wastewater

Water Permits

Water Management

EGLE / WATER / DRINKING WATER / COMMUNITY WATER SUPPLY

School Drinking Water Program

This webpage offers recommendations for schools and child cares that receive water from a community water supplier. Although a community water supplier is required by the Michigan Safe Drinking Water regulations to deliver quality drinking water to a customer, building plumbing and fixture materials may change the quality within the building. And, because of the typical on and off water use patterns in a school, more opportunity exists for water stagnation and water quality problems. (Note: schools and child cares that produce their own supply of water are classified as noncommunity water suppliers and are required by law to meet the state regulations).

The EGLE School Drinking Water Program provides guidance and tools to assist administrators in the reduction of detrimental health risks in their building drinking water.

EGLE recommends that all schools and child cares develop a drinking water quality maintenance plan.

NEW! Drinking Water Management Plan

A well-maintained plumbing system and water movement preserves healthy drinking water, extends the life of the system, and reduces long term costs. The drinking water management plan template is a tool schools and child care facilities may use to document a building specific plan for plumbing maintenance, drinking water fixture information, and flushing.

- [Drinking Water Management Plan Template](#)

Drinking Water Quality in Schools During COVID-19

Restoring and maintaining water quality after extended shutdowns and transitional periods of lower numbers in schools are critical steps for protecting educators and students from exposure to potential waterborne health risks such as microbial contamination, lead, and disinfection byproducts. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) recommends the development of a drinking water quality maintenance plan to reduce detrimental health risks associated with low to no use of water.

- **WEBINAR** June 22, 2021, 9-10AM EDT: [Preparing Your School Building's Drinking Water for Students Returning in the Fall](#)
- April 23, 2020 Memo to School Administrators: [Flushing Guidance Memo](#)
- November 16, 2020 Memo to School Administrators: [Drinking Water Management Plan](#)
- January 2021 Reminder to School Administrators: [Restoring Water Quality in School Buildings](#)
- Information concerning the risks of water stagnation: [Flushing Your School Building Plumbing System Before Resuming Class](#)
- [Checklist for Restoring & Maintaining Water Quality](#)

EGLE Flushing Guidance

- Webinar: [Flushing Guidance for School Building Drinking Water Quality](#) (recorded 8/12/20, 60 min)
- Webinar: [Restoring Drinking Water](#) (recorded 2/12/21, 22 min)
- [Flushing Guidance for School Building Drinking Water Quality](#) [PowerPoint Handout]
- [School Building Flushing Best Practices](#) (Fresh Tap Method)
- [Pre-Flushing Event Guidance for School Plumbing-How to Determine Flushing Zones](#)
- [EGLE Guidance for Flushing School Plumbing](#) (High Velocity Method)
- [Building Use and Sampling Preparation Flow Chart](#)

**FOR IMMEDIATE RELEASE**

Feb. 6, 2024

EGLE Media Office, EGGLE-Assist@Michigan.gov, 517-284-9278

EGLE rolls out Filter First program targeting clean drinking water in schools

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) today announced plans to implement new protections against lead in school drinking water under the Filter First legislation passed by the state legislature and signed by Governor Gretchen Whitmer last October.

Building on the success of Michigan's strictest-in-the-nation Lead and Copper Rule aimed at eliminating lead in public water supplies, the bipartisan legislation directs \$50 million in funding and other resources to support the installation of lead-reducing water stations at schools and child care centers throughout the state.

Collectively known as Filter First, the Clean Drinking Water Access Act (2023 PA 154) and amendments to the Child Care Organizations Act (1973 PA 116) create the first-of-its-kind legislation specifically designed to protect children from exposure to lead in drinking water in schools and child care centers. The Centers for Disease Control and Prevention states that no safe blood lead level has been identified in children. To promote a child's healthy development, all exposure to lead should be prevented.

"Every parent wants to make sure their children are safe, and the Filter First bills will protect access to clean drinking water at school," said **Governor Whitmer**. "In Michigan, we know how important it is to protect our kids at school. With Filter First, we are taking action so all our kids have access to safe drinking water so they can focus on learning in class. We have also delivered free breakfast and lunch, invested in mental health, and improved school safety. To protect access to safe drinking water across Michigan, we worked together to enforce the strongest lead and copper rule in the country, made record, bipartisan investments to fix our water infrastructure, and helped communities replace thousands of lead service lines."

Under the new state legislation, schools must develop a drinking water management plan (DWMP), install lead-reducing filters on all drinking water fixtures, and test filtered water annually. Child care centers must follow the same protocols and test their water every two years.

Funding administered by EGLE will be available for the one-time acquisition and installation of filtered bottle filling stations, water coolers, point of use faucet filters, and certain maintenance and sampling costs until the is funding exhausted.

EGLE is working with the Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) to provide schools and child care centers with a DWMP template and guidance on filters by April of 2024. This will give schools the necessary time to implement the program before the Filter First legislation goes into effect. Schools and child care centers are expected to complete DWMPs by Jan. 24, 2025, and have approved filters on all drinking water sources by the end of the 2025-2026 school year.

EGLE this week launched the [Filter First](#) web page containing more information about the program for school and child care administrators. EGLE and MILEAP are also planning to host a training webinar on Filter First April 10, 2024, and will post guidance documents and a DWMP template for a 30-day public comment period by April 24, 2024.

The Filter First initiative builds on EGLE's ongoing commitment to ensuring that children have access to healthy water. Although water entering schools and child care facilities is required to meet the same federal and state drinking water quality standards as homes, intermittent water use patterns can create more challenges due to water stagnation that could allow contaminants such as bacteria, lead, and copper to get into the water. The EGLE [School Drinking Water Program](#) was created to provide guidance and tools for all school and child care facilities regarding communication, free plumbing assessments, water management plans, sampling plans, sample collection, interpretation of results, risk reduction actions, and water moving programs for school personnel.

Additional information about Michigan's strictest-in-the-nation lead testing requirements and strategies to reduce lead exposures in the home can be found on the state's [MI Lead Safe](#) web site.

Filter First



EGLE

[About Us](#)

[Divisions and Offices](#)

[Drinking Water and Environmental Health](#)

[School Drinking Water Program](#)

[Filter First](#)



EGLE and MiLEAP recommend schools and child care centers wait for further guidance that will be released in April 2024.

Facilities may begin planning and developing a plumbing inventory; however, the purchase of filters or plumbing changes are not recommended until additional guidance is provided.



EPA 4024-G-01-001 | September 2008 | www.epa.gov/mold

Mold Remediation in Schools and Commercial Buildings

Indoor Air Quality (IAQ)

- <http://www.epa.gov/sites/production/files/2014-08/documents/moldremediation.pdf>

Integrated Pest Management

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- Integrated Pest Management (IPM) - effective and environmentally sensitive approach to pest management in the school community
- School IPM program in school buildings and grounds
 - employs common sense strategies to reduce sources of food, water and shelter for pests
 - Under MDARD (ag and rural development)
 - Emily Pochubay, pochubaye@michigan.gov

Principles of IPM

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- **Exclusion:** Keeping pests out
- **Sanitation:** Reducing pest resources
- **Monitoring** for pests
- Selecting the **best control** for pests
- Keeping **records and evaluating, notifying**

Why IPM?

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- A school community may be exposed to pests, pesticides used to control these pests
- Pesticides can help control pests; but they need to be used carefully
- Children may be more sensitive to pesticides than adults.
- In Michigan schools, **IT'S THE LAW** – even if you use a contractor
- So check and make sure you have a plan in place

The Asbestos Hazard Emergency Response Act (AHERA)

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- A provision of the Toxic Substances Control Act
- Requires local educational agencies to
 - inspect schools for ACM
 - prepare management plans with recommendations for the reduction of asbestos hazards.
- Public school districts and non-profit private schools are subject to AHERA's requirements.

Asbestos

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- **AHERA**
 - **Designated Person – training suggested**
 - **6 month inspections**
 - ✦ In house
 - **3 year re-inspections**
 - ✦ Must be done by accredited individual. Could be in house with proper training
 - **Record Keeping**
 - **16 hour O & M to do work internally**

Asbestos Hazard Emergency Response Act (AHERA)

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- Founded on the principle of "in-place" management of ACM
- Designed to keep asbestos fiber concentrations as low as possible
- Removal of ACM not usually necessary unless
 - material is severely damaged , OR
 - will be disturbed by building demolition/renovation
- EPA inspects/enforces in 5 Region 5 states
 - Only Illinois conducts own inspections and enforcement

Asbestos: Key Points

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- **Removal**

- often not a school district's best course of action to reduce exposure
- an improper removal can create a dangerous situation where none previously existed
- EPA only requires asbestos removal in order to prevent significant public exposure to asbestos, such as during building renovation or demolition

- <https://www.epa.gov/sites/default/files/2019-07/documents/compadvisory-asbestosinschools.pdf>

Safety and Compliance Issues

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- Playgrounds -<https://www.cpsc.gov/s3fs-public/325.pdf> (handbook)
- MIOSHA (major components)
 - Right to Know
 - Personal Protective Equipment (PPE)
 - Lockout/Tagout
 - Confined Space
- Bloodborne Pathogens
 - Category A personnel
 - ✦ Employee is expected to have occupational exposure to blood or other potentially infectious material
 - Annual Training

SOLUTIONS / VECTOR LMS

The Vector Learning Management System (LMS) is a Training Solution built with unique features and functionality to fit the training needs of critical industries. It provides one place for all of your training needs - from assigning, tracking and reporting on course completions, to tracking license and credential requirements, to identifying employee skill gaps. The Vector LMS makes it easier to build a culture of training, safety, and compliance.

**Improve Performance**

Identify skill gaps and create training plans for staff development.

**Lower Risk**

Ensure team members have the knowledge they need to stay safe on the job.

**Ensure Compliance**

Meet requirements for licenses, credentials, HR mandates and more.



P.A. 628

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- Licensing and Permitting
 - What can we do?
 - ✦ Minor Repairs, typically

Measuring Our Operations

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- **Benchmarks**
 - MSBO Facility Benchmarking Survey
 - ✦ **Common Benchmarks**
 - Square Footages per FTE
 - Costs per Square Foot



Square Footage per (increased)

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- Total Buildings and Grounds: 61.53%
- Custodial: 45.23% (23,303 → 32,914)
- Skilled Trades: 52.25% (132,000 → 185,890)
- Supervisory: 77.65% (360,000 → 670,170)

Assessing our Measurements

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- Custodial
 - Schedules
 - Training
 - Equipment
 - Service Level
 - ✦ Tasks/Frequencies

- Maintenance
 - Support versus Preservation
 - Accountability
 - Tracking and reporting

- Grounds
 - Acres per FTE
 - Off season utilization
 - Athletic Fields

Essential Tool

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- Computerized Maintenance Management Systems (CMMS)

- ✦ Implementation
- ✦ Reporting capabilities
- ✦ Preventive Maintenance

- Web Based

- ✦ Brightly (formerly SchoolDude)
- ✦ Do Nothing.com
- ✦ FMX
- ✦ Others

Energy Management

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Investigate Michigan School Energy Cooperative (MISEC)
Largest School Co-op in country

- Has saved districts millions
- Affirm you are getting the best price
- It is YOUR Co-op, at least check it out!
 - ✦ Be sure to join MISEC: No cost, board resolution
- Electric Choice
- BRITE – Bringing Renewable Innovation to Education

MISEC

Michigan Schools Energy Cooperative

[Home](#) [About](#) [Gas & Electric](#) [BRITE](#) [Membership](#) [Board](#) [Contact](#) [Choice Solar](#)

Your Partner in Energy Management

Take command of your energy costs with your local school's energy expert, the **Michigan Schools Energy Cooperative (MISEC)**.

- Formed in 1997 by MASA, MAISA, MASB, MSBO and Michigan Alliance for Student Opportunity (formerly Middle Cities Education Association.)
- Designed to manage the natural gas and electric procurement of Michigan's educational community.
- The MISEC program is the largest program of its type in the United States.
- MISEC is a recognized entity that represents the energy interests of the educational community in Michigan.
- Managed by an Executive Committee of Superintendents, Business and Facility Managers from various districts and community colleges.
- MISEC always acts in the best interests of its members.

Sponsoring Associations



Energy Management

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- **Utility Bill Tracking**
 - Pay Attention
 - Ask Utility to review bills and ensure right rate schedule
 - MISEC can help, too

Energy Management Strategies

35

- Develop a holistic approach to Energy Management
 - ✦ More than just a facilities effort
- Focus on Consumption, then Cost
 - ✦ Important to measure progress/success
- <https://www.msbo.org/support-services/facilities/energy-management/>

Custodial Contracting

36

- Must Know Current Practices
 - True costs
- Know what to ask for
- Don't turn over the store. Keep in house oversight of contractor
- Documents at msbo.org on Purchasing Pages under Custodial Contracting

Other Contracting

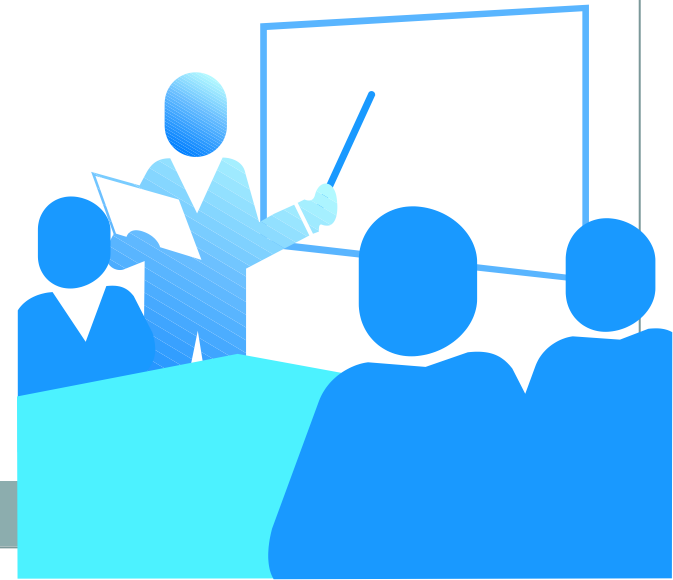
37

- Grounds
- Snow removal
- Specific tasks – job order contracting
- Gym floor refinishing
- Furniture assembly and disposal of materials

Some General Best Practices

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- Communication – multiple directions
- Training
- Custodial Schedules
- Shift Times
- Equipment
- Preventive Maintenance
- Reporting
- Marketing

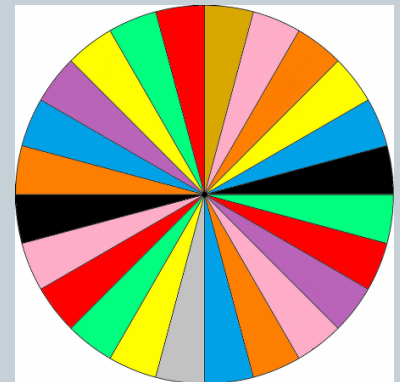


Break

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When we
return, we'll
spin the wheel
for a gift card
prize!



Introduction

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- **Steven Lenar, CFO**
- **Assistant Superintendent -
Administrative Services**
- **Holly Area School District**
- **steven.lenar@hask12.org**
- **248-328-3151**

Years of Experience

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**“Vaping”
back in
my day.**



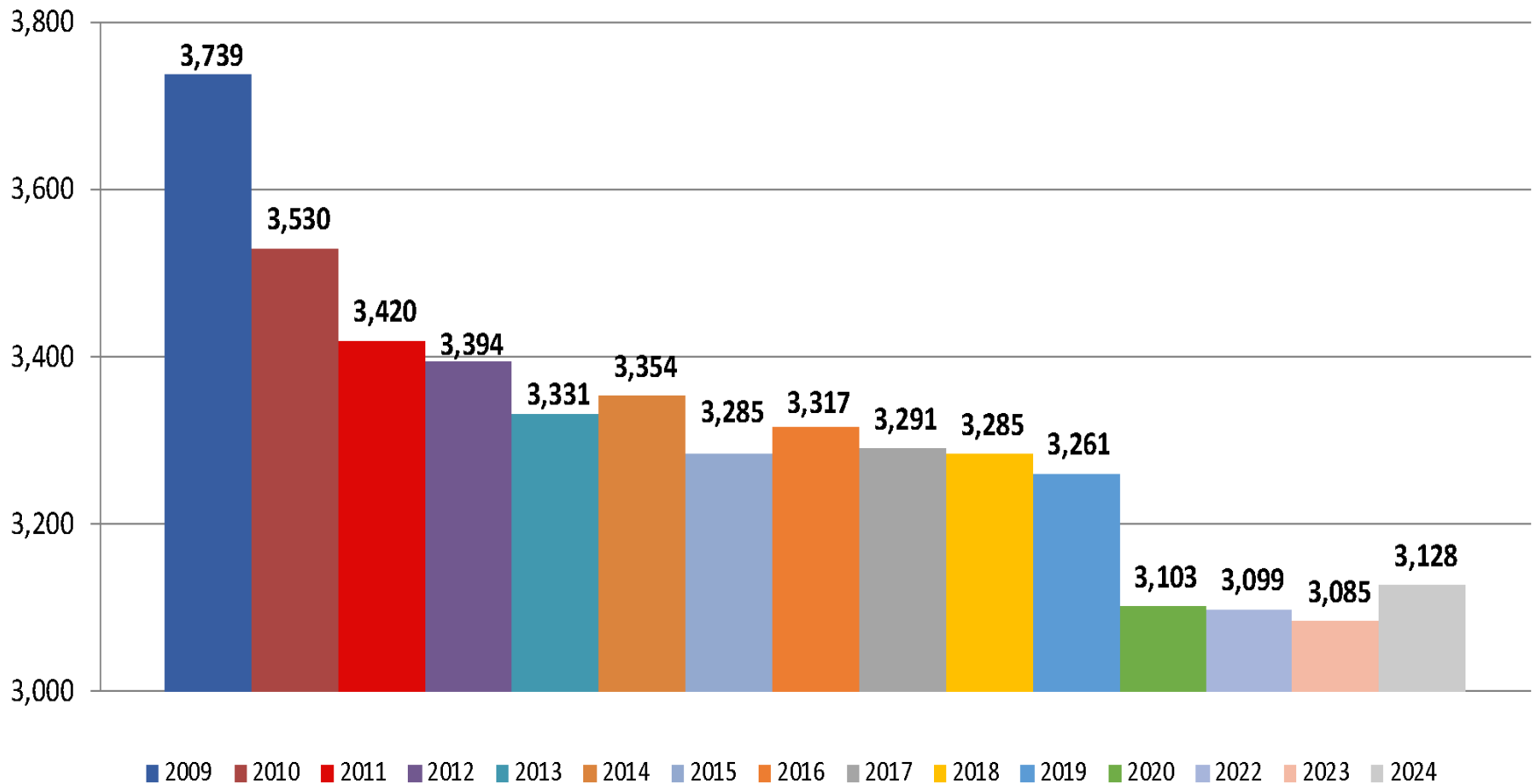
Facility Director Certification

42

- Taught Class for the past 25 Years
- What I Have Told Them
- Understand Where Your Director is Coming From
- What is the Expectation of Your Community
- What Are Your Expectations

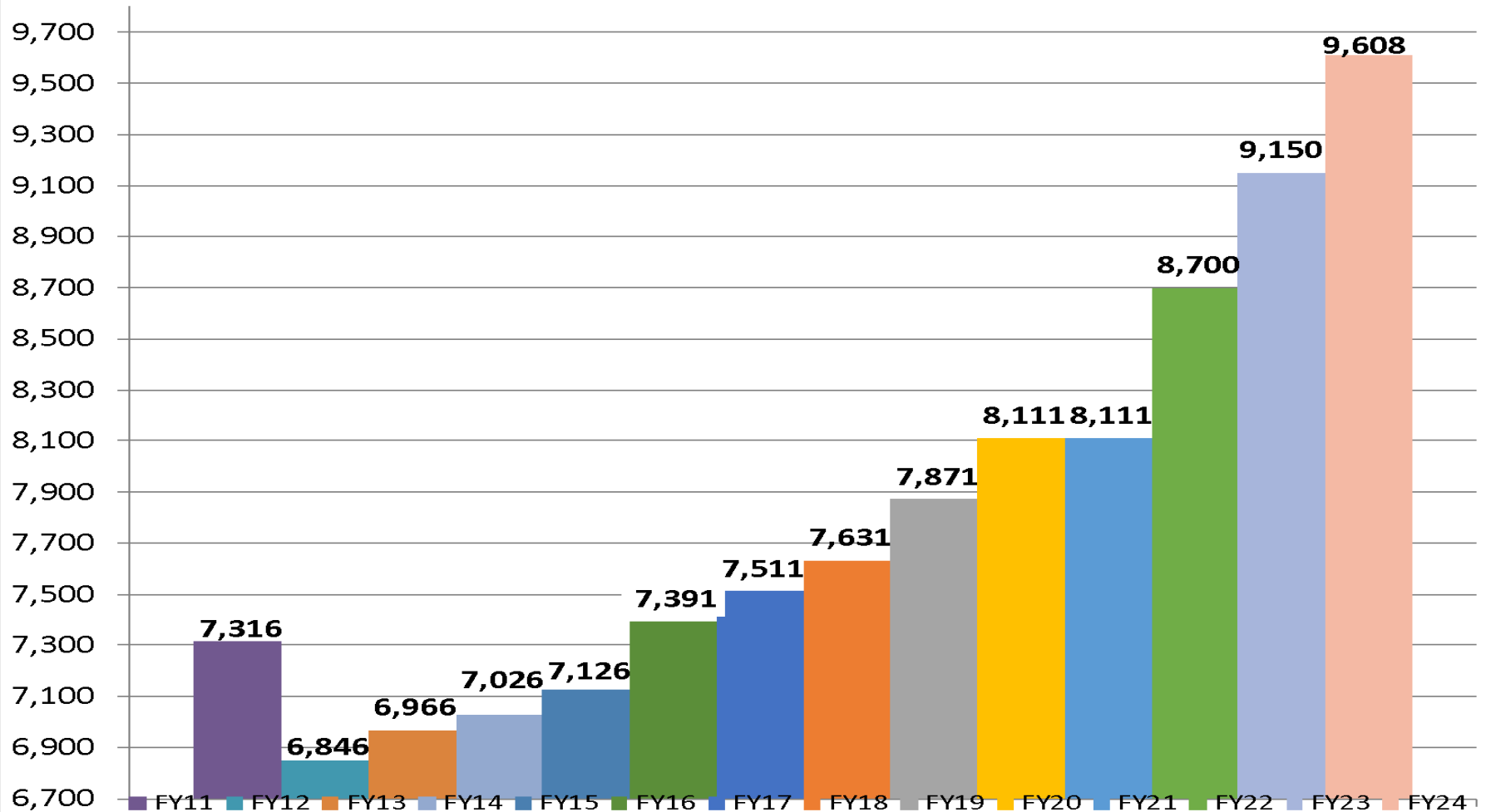
History of Fall Student Count

43



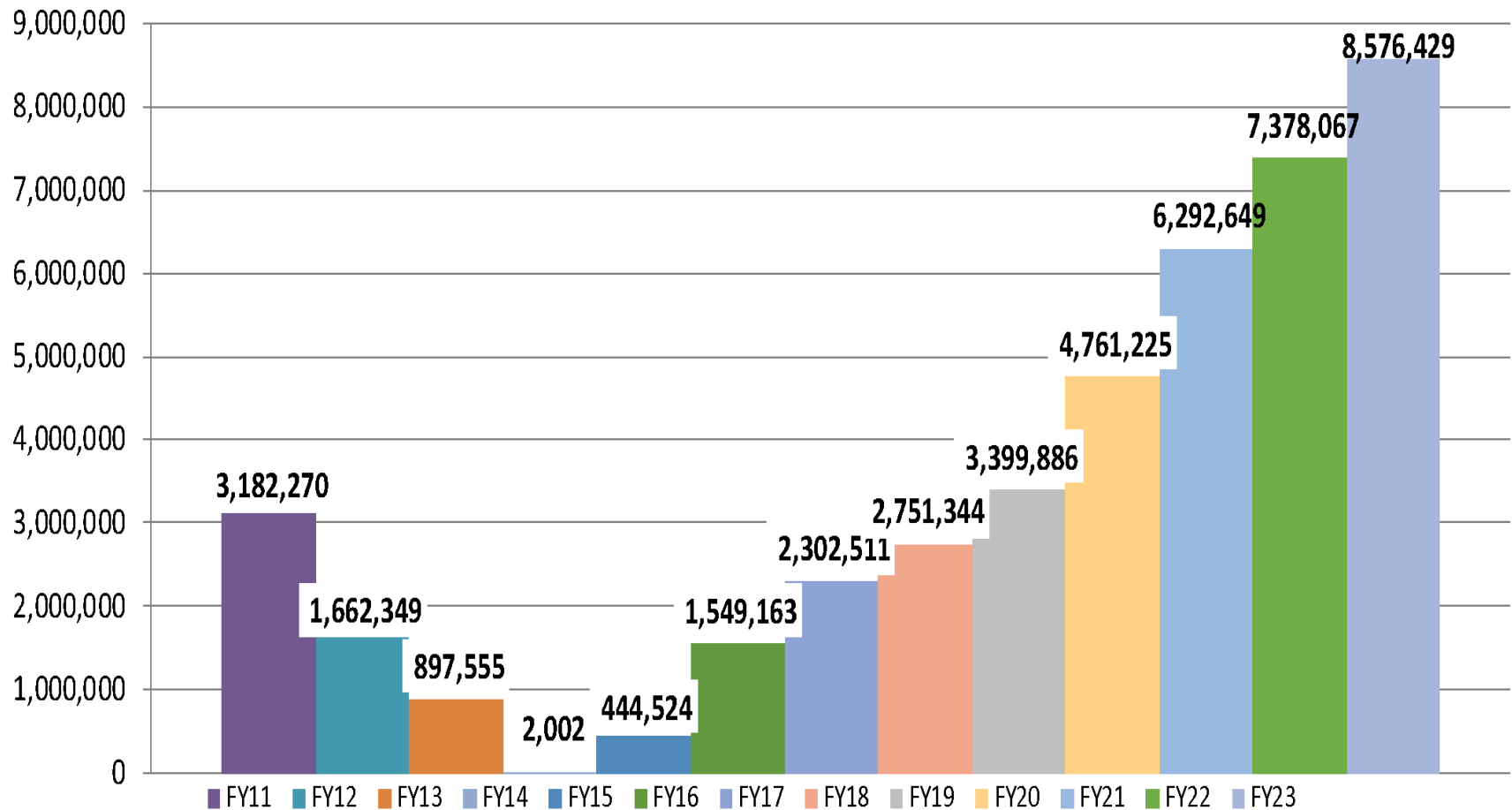
14 Year Foundation Allowance

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Fund Balance History

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Why Do We Have A Budget? – or - Why Do We Do What We Do?

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- Legal Requirements
- Board Policies
- Management Decision Process
- Business Office Operations

Legal Requirements

47

- Annually
 - Budget Hearing
 - Audit – November 1st
 - Reports to MDE – Treasury
 - Financial – Regulatory – Transparency
 - FID - Early Warning – Budgets
 - Deficit Elimination Plan (DEP)
- Monthly
 - Reports to Board

Board Policies

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- Cover All Areas of Operation
- Budget Approval
- Purchasing
 - Board Limits
 - State Competitive Bid Threshold
 - 2023-24 Limit Construction, Renovations and Repairs or Materials/Equipment - \$29,572
 - Federal

Management Decision Process

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- Short and Long Term Planning
 - Year over Year
 - Strategic Planning
- How Much Money Do We Have to Spend?
- How Are You Spending It?
- Who Decides What We Spend It On?
- Bond Issues – Sinking Funds

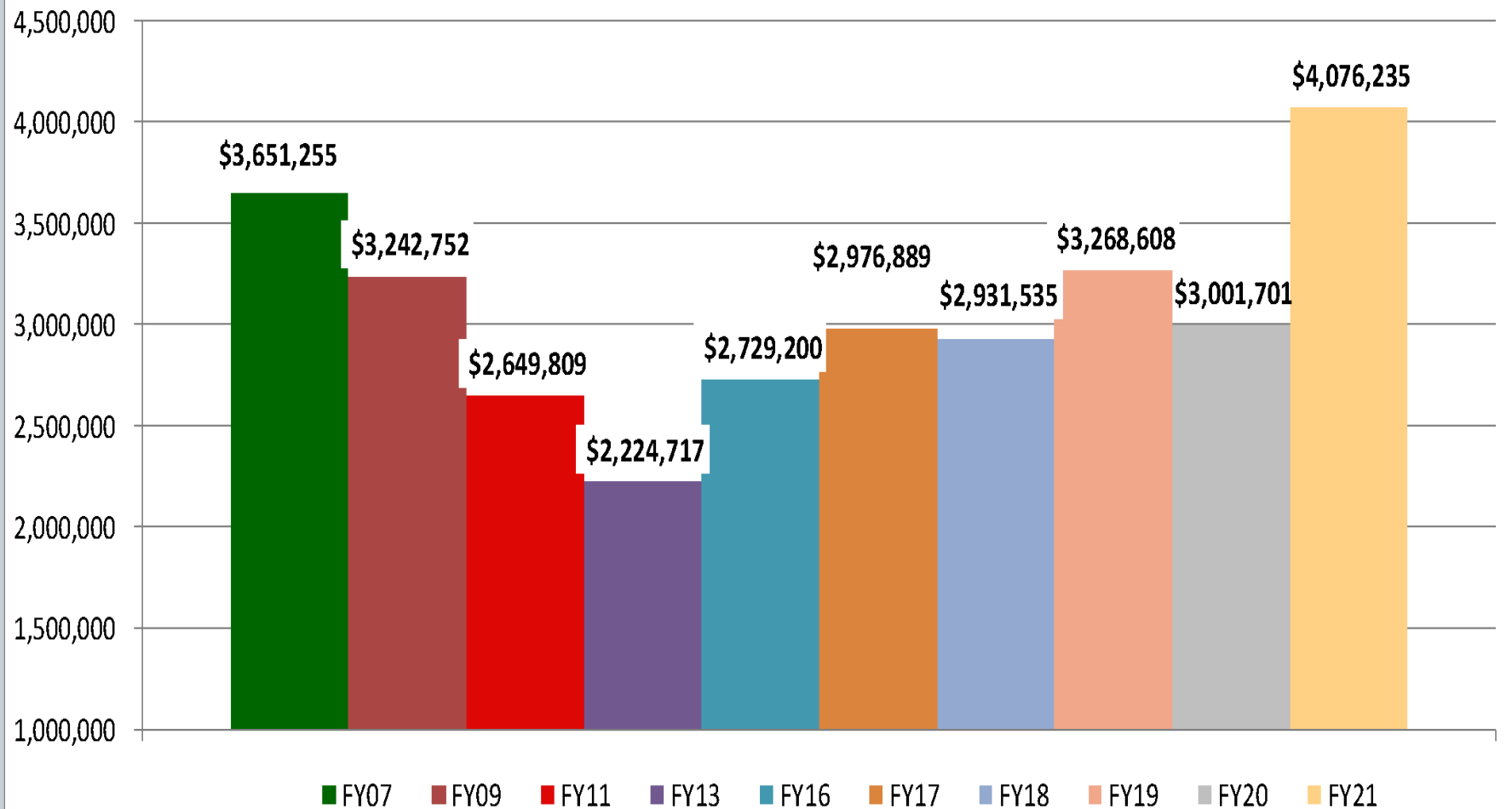
Business Office Operations

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- Get To Know These People
- How Do I Get a PO?
- When Do They Print Checks?
- Do They Have a Credit Card?

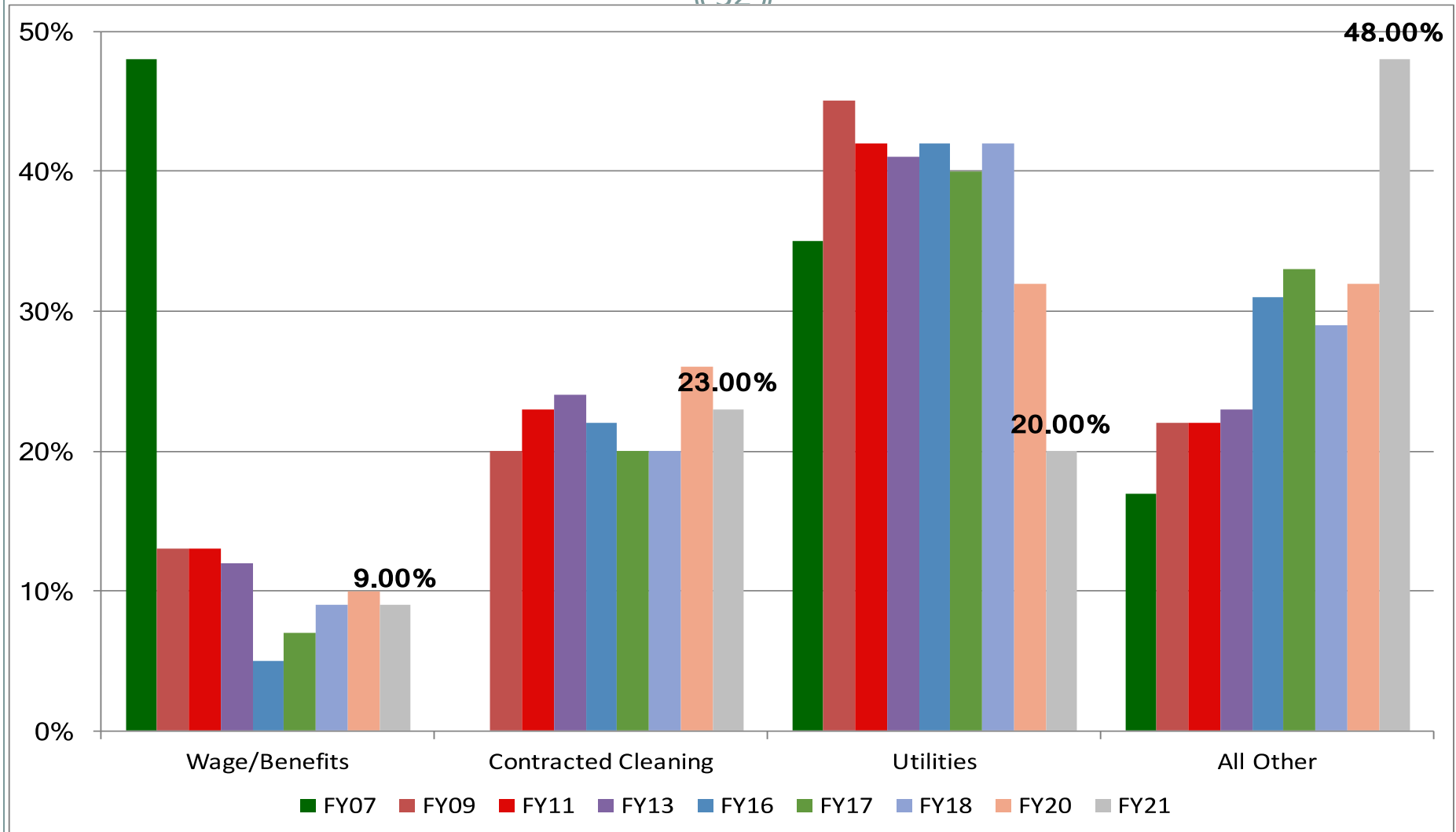
How Much Do We Have to Spend?

51



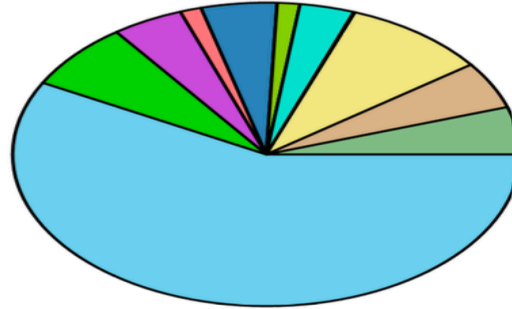
How Do We Spend It?

(52)



2022-23 District Expenses

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Operating Expenditures		
Instructional Expenditures (1xx,293)	\$27,379,397	57.84 %
Pupil Support Services (21x)	\$3,362,010	7.10 %
Instructional Staff Support Services (22x)	\$2,157,769	4.56 %
General Administration (23x)	\$641,553	1.36 %
School Administration (24x)	\$2,286,335	4.83 %
Business Services (25x)	\$680,994	1.44 %
Operations and Maintenance (26x)	\$4,376,202	9.24 %
Transportation (27x)	\$2,378,134	5.02 %
Central & Other Support Services (28x, 291,292,295,296,298,299)	\$1,647,337	3.48 %
Total Current Operating Expenditures	\$44,909,731	94.95 %

Remaining Expenditures		
Community Services (3xx)	\$32,408	0.07 %
Facilities Acquisitions (45x), Debt Service (51x) and Capital Outlay	\$2,356,327	4.98 %
Subgrantee/Flow-Through Distributions (41x-44x)	\$38,932	0.08 %
Other Transactions (49x)	\$3,117	0.01 %
Fund Modification (6xx)	\$0	0.00 %
Total General Fund Expenditures	\$47,340,515	100.00 %

Who Decides Questions?

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- Athletic Field Marking Paint
- Custodial Overtime for Weekend Events
- Repairs to Kitchen Equipment
- New Football Scoreboard Installation

Looking Back to Plan Ahead

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2013-14				2011-12			
Pool Heater Repair			\$6,734	HS Barthroom Partitions			\$8,615
Pool Pack Unit Repairs			\$16,642	KRC - HS Waterless Urinals			\$5,058
Tennis Court Resurfacing			\$29,997	Dolpin Wave Pool Cleaner			\$3,000
Sherman Boiler Repair			\$23,691	Pool Equipment Repairs			\$18,153
Paving Repairs			\$5,709	HS Library Door Security			\$5,125
A/C Repairs - Patterson			\$5,200	HS Tile Hallways			\$21,315
Soccer Field Lighting			\$5,000	HS Security Camera Upgrade			\$43,801
Soccer Field Sound			\$1,040	RP Chiller Replacement			\$186,207
TOTAL 2013-14			\$94,013	RP Gym Lighting Replacement			\$14,092
				TOTAL 2011-12			\$305,366
2012-13				2010-11			
Davisburg Library Carpet			\$8,815	Resurfacing HS Track			\$51,000
HS Tile Hallways			\$19,450	Main HS Hallway Tile Replacement			\$29,850
HS Stadium Sound System			\$6,380	HS Bleacher Repairs			\$5,880
HS Front Sign Replacement			\$25,825	HS Generator Repairs			\$9,025
Holly Elem Septic Lift Stattion			\$23,235	Chiller Replacement Eng Fees			\$23,788
Holly Elem Heat Pump			\$5,490	Fire Suppression System - RP			\$16,350
Security System Door Lock			\$19,975	TOTAL 2010-11			\$135,893
Patterson Environmental Controls			\$8,945				
KRC Parking Lot Lighting			\$12,500				
TOTAL 2012-13			\$130,615	GRAND TOTAL			\$665,887



	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
2016 RAM 5500 Dump Truck	4	5	6	7	8	9
2004 Chevy Silverado Pick-Up	RETIR ED					
2005 Chevy Silverado Pick-Up	15	16	RETIRED			
2009 Ford F-250 Super Duty	11	12	13	14	15	16
2020 RAM 2500 Pick-Up	NEW	1	2	3	4	5
2021 RAM 2500 Pick-Up		Jun-21	1	2	3	4
2022 RAM 2500 Pick-Up			Jun-22	1	2	3
2015 GMC Cutaway Van	5	6	7	8	9	10
2021 Cutaway Van - Food Service		Jun-21	1	2	3	4
2018 RAM 3500 Pick-Up	2	3	4	5	6	7
1994 Tractor - Retired						
2021 New Holland Tractor/Back Hoe/Broom			Jul-21	2	3	4
1999 Townmaster Trailer - Maint	21	RETIRED				
2004 Townmaster Trailer - Maint	16	17	18	19	20	21
2021 BIG TEX Trailer - Maint		1	2	3	4	5
2010 Cargo Express Trailer- Band	10	11	12	13	14	14
2019 Ford Trans Van	NEW	2	3	4	5	6
2019 Ford Trans Van	NEW	2	3	4	5	6
2021 Ford Trans Van		Jun-21	1	2	3	4
2008 Hustler 60" Mower	10	11	12	13	14	15
2018 X-Mark 60" Mower	1	2	3	4	5	6



GENERAL FUND LONG TERM DEBT ON VEHICLES						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Chromebooks	\$45,858	\$45,858	\$-	\$-	\$-	\$-
2016 RAM 5500 Dump Truck	\$15,387	\$15,387	\$15,387	\$-	\$-	\$-
2021 RAM Pick-Up	\$-	Pay in cash from General Fund				
2021 Ford Trans Van	\$-	Pay in cash from General Fund				
2022 RAM 3500 Pick-Up	\$-	\$-	\$-	\$12,000	\$12,000	\$12,000
2022 Tractor/Back Hoe	<u>\$-</u>	<u>\$-</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>
TOTAL PAYMENTS	\$61,245	\$61,245	\$30,387	\$27,000	\$27,000	\$27,000
FOOD SERVICE LONG TERM DEBT ON VEHICLES						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
2015 GMC Savana Cutaway Van	\$7,926	\$7,926	\$-	\$-	\$-	\$-
2021 GMC Savana Cutaway Van	\$-	Pay in cash from Food Service Fund				

Planning for The Future

58

- **History of Building Ages – Construction**
 - “NEW” High School – Opened Fall 1999
 - Rose Pioneer Elementary – Fall 1997
 - Last Bond Issue – 2006
 - Facility Assessment – Life Expectancy
 - November 2018 Approval - \$38M
 - May 2022 Approval - \$97M
 - Planning Next Request – 2026

Planning for the Future

59

1	2	3	4	5	6	7	8	9	10
2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22

Property

Values

	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
700,000,000	700,000,000	714,000,000	728,280,000	742,845,600	757,702,512	772,856,562	788,313,693	804,079,967	820,161,567

of Mills

1.00	\$ 700,000	\$ 700,000	\$ 714,000	\$ 728,280	\$ 742,846	\$ 757,703	\$ 772,857	\$ 788,314	\$ 804,080	\$ 820,162
0.95	\$ 665,000	\$ 665,000	\$ 678,300	\$ 691,866	\$ 705,703	\$ 719,817	\$ 734,214	\$ 748,898	\$ 763,876	\$ 779,153
0.90	\$ 630,000	\$ 630,000	\$ 642,600	\$ 655,452	\$ 668,561	\$ 681,932	\$ 695,571	\$ 709,482	\$ 723,672	\$ 738,145

Total \$\$ over 10 Years

1.00	\$ 7,528,240
0.95	\$ 7,151,828
0.90	\$ 6,775,416

Planning for the Future

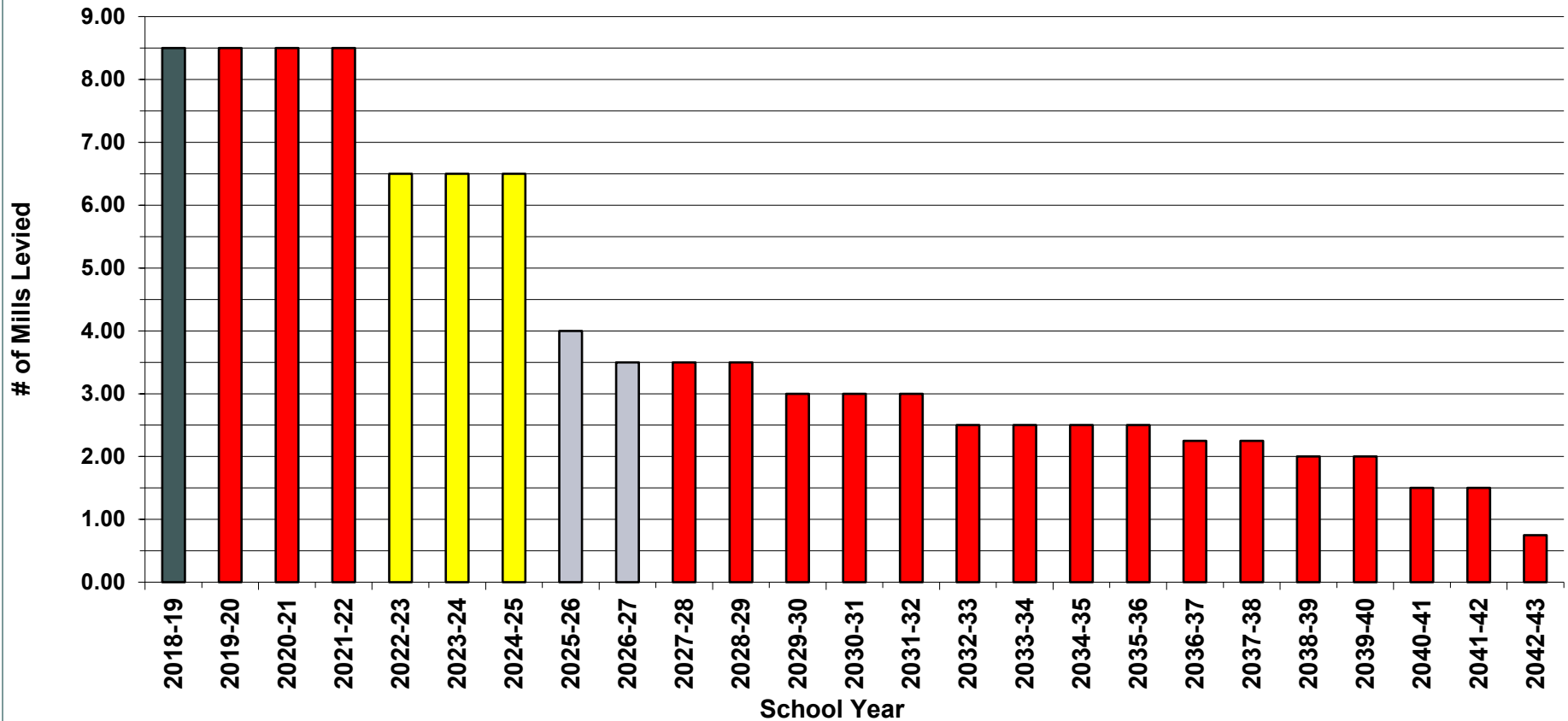
60

	2013-14	2014-15	2015-16	2016-17	2017-18
Playground Structures	260,000	260,000			
Security Infrastructure	75,000	75,000	75,000		
Energy Conservation					
- Window Replacement	150,000	150,000	300,000	200,000	
Flooring Replacement					250,000
- Rose Pioneer					
Site Improvements	350,000	100,000	125,000	200,000	150,000
- Parking Lots					
Roofing Projects			400,000	500,000	425,000
Gymnasium Upgrade		200,000			
Track/Tennis Court Projects	50,000	100,000			75,000
ANNUAL PROJECT TOTALS	885,000	885,000	900,000	900,000	900,000

Planning for the Future

61

HOLLY AREA SCHOOL DISTRICT Projected Debt Millage



Accounting

62

- **Type of Funds**

- **General** – Related to the operations of the school district
- **School Service** – To account for activities such as Food Service, Child Care and Student Activities
- **Capital Projects** – Receipt and disbursement of monies used for the acquisition of capital assets, including equipment (Bond and Sinking Funds)

How Do We Do It?

63

- **Account Number – Bulletin 1022**
 - **11–X–222–3333–444–5555–66666–7777**
 - Mandatory State Guideline
 - Uniform Classification and Recording of Transactions
 - Used by Local and Intermediate Districts

- **Finance System Software**
 - How to Print Reports
 - How to Look Up Activity

Account Number-Coding

64

- **Third Dimension**–(Four Positions)
- **Object/Activity– First Position**
 - 1 – Salaries
 - 2 – Employees Benefits
 - 3 & 4 – Purchased Services
 - 5 – Supplies and Materials
 - 6 – Capital Outlay
 - 7 – Other Expenses
 - 8 – Other Transactions

Account Number-Coding

65

- **260 – Operation and Maintenance of Plant**

Consists of those activities concerned with keeping the physical plant open, comfortable and safe for use, and keeping the grounds, buildings and equipment in an effective working condition and state of repair

261 – Operations

266 - Security

Account Number-Coding

66

- **1640 – Custodian**

An assignment to a staff member to perform school plant housekeeping, servicing and security services consisting of such activities as cleaning, operating, heating, ventilation and air conditioning systems; guarding and caring for school property; and servicing building equipment

Account Number-Coding

67

- **Payroll Related Costs**

- Basic Retirement Rate – 31.34%
 - October 1 – September 30
- Social Security/Medicare Rate - 7.65%
- Workers Compensation
- Unemployment

Benchmarking

68

- **Definition**

- Comparing activities, standards, level of performance and other factors to those of another company

- **Standard Facility Benchmarks**

- MSBO
- American School & University
- County

Benchmarking – Getting Started

69

- Data Collection
 - Work Order Systems
 - Track – Completed vs. Backlog
 - Reports
 - Preventive/Corrective/Status
- Computerized Maintenance Management Software
- Long Term Facility Planning
- Utility Tracker Software

Determining & Using Benchmarks

70

- Areas to Benchmark
 - Staffing Decisions
 - Outsourcing Decisions
 - Product or Utility Usage
- Areas for Improvement
- Comparing Apples to Apples

Types of Benchmarks

71

Building Square Feet	Utilities	Personnel/Supplies
Facility Acreage	PHONES	TOTAL CUSTODIAL COSTS
Student Population	<i>Cost per Student</i>	<i>Custodial cost per student</i>
Total Facilities Staff	<i>Cost per Sq.Ft.</i>	<i>Custodial cost per Sq.Ft.</i>
<i>Total Students per Staff</i>	WATER & SEWER	Total Staff
<i>Total Sq.Ft. per Staff</i>	<i>Cost per Student</i>	<i>Students per Cust Staff</i>
	<i>Cost per Sq.Ft.</i>	<i>Sq.Ft. per Cust Staff</i>
	NATURAL GAS	
TOTAL FACILITY COSTS	<i>Nat Gas Cost per Student</i>	TOTAL GROUNDS COSTS
<i>Cost per Student</i>	<i>Nat Gas Cost per Sq.Ft.</i>	<i>Grounds Cost per Student</i>
<i>Cost per Sq.Ft.</i>	ELECTRICAL	<i>Grounds Cost per Acre</i>
	<i>Electrical Cost per Student</i>	Total Staff
<i>General Fund Expenditures</i>	<i>Electrical Cost per Sq.Ft.</i>	<i>Students per Grounds Staff</i>
<i>Facility as a % of G.F.*</i>	TOTAL UTILITIES	<i>Acres per Grounds Staff</i>
	<i>Cost Utilities per Student</i>	
	<i>Cost Utilities per Sq.Ft.</i>	

Where to Find Bulletins 1011 and 1014

72

- Go to: www.michigan.gov/mde
- Top Bar: Services
 - Drop Down: Financial Management
 - Right Window: State Aid & School Finance
- State Aid & School Finance
 - Scroll Down – Middle of the Page
 - Publications

2021-22

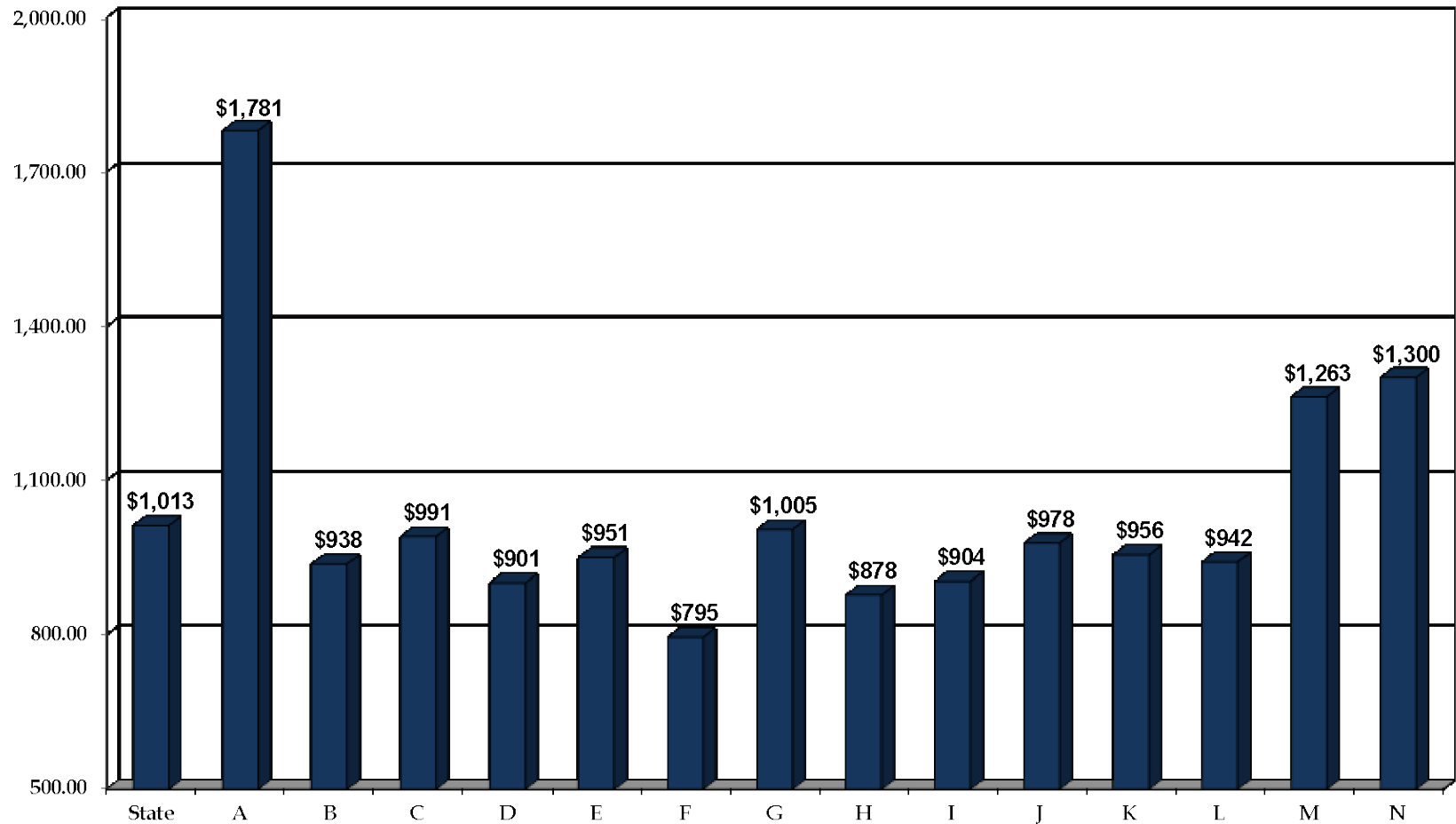
BULLETIN 1011

**Analysis of Michigan Public School Districts
Revenues and Expenditures**

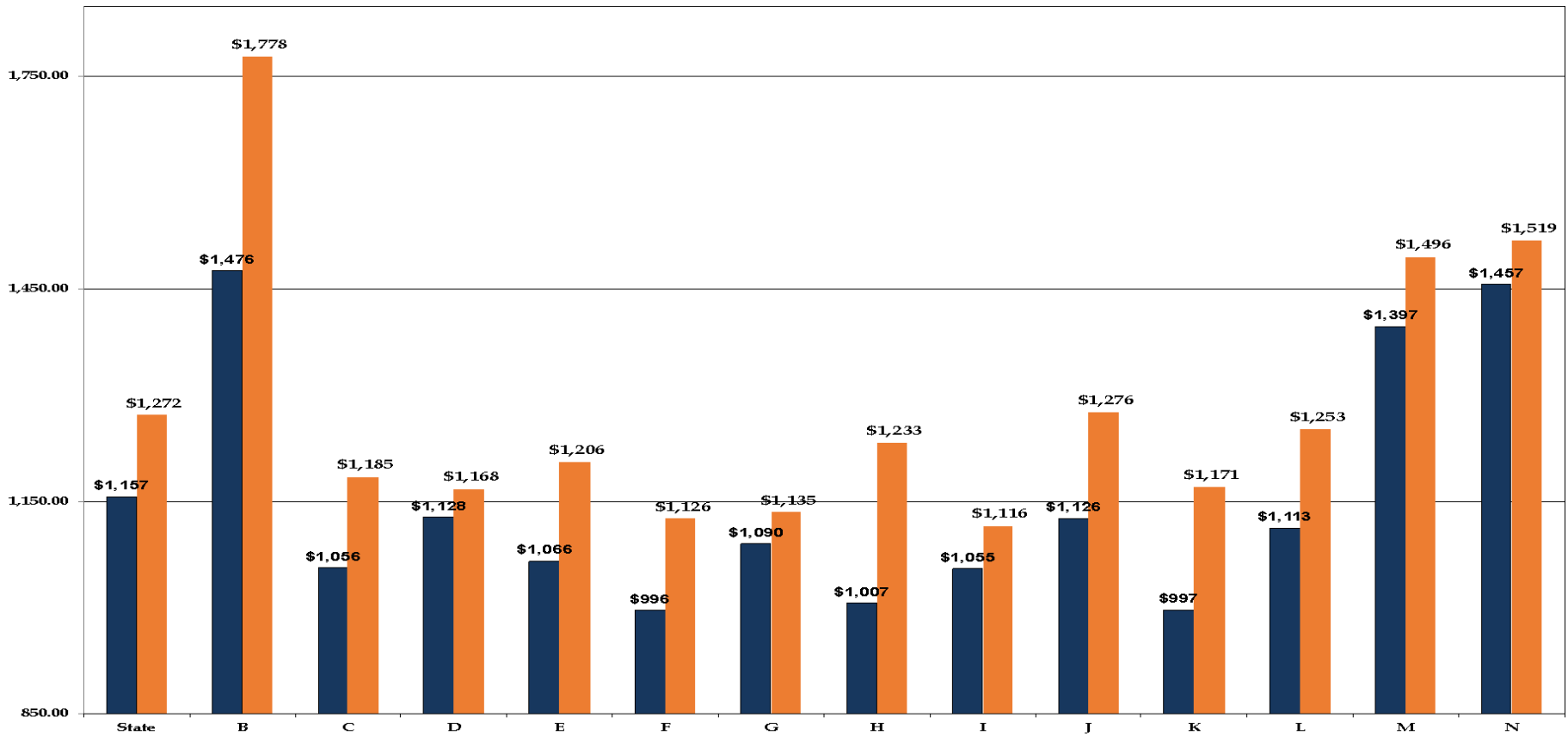
2021-22

Group Code	Classification of School District Based on Membership	Number of Districts	Number of Students	Average Per Pupil Revenues	Average Per Pupil Expenditures
B	20,000 to 49,999	3	93,456	\$14,450	\$17,937
C	10,000 to 19,999	10	140,481	\$13,046	\$14,241
D	5,000 to 9,999	42	296,379	\$12,626	\$13,269
E	4,500 to 4,999	12	57,376	\$12,495	\$13,566
F	4,000 to 4,499	10	42,362	\$12,219	\$12,966
G	3,500 to 3,999	23	84,581	\$12,477	\$12,770
H	3,000 to 3,499	21	67,317	\$13,434	\$14,195
I	2,500 to 2,999	40	109,100	\$12,320	\$12,473
J	2,000 to 2,499	38	85,515	\$12,563	\$12,926
K	1,500 to 1,499	56	96,364	\$12,164	\$12,377
L	1,000 to 1,499	92	113,871	\$12,403	\$12,457
M	500 to 999	206	148,142	\$12,855	\$12,946
N	Below 500	269	63,864	\$14,100	\$13,974
Totals		822	1,398,808	\$12,816	\$13,483

FY20 - Operation & Maintenance Dollars per Pupil

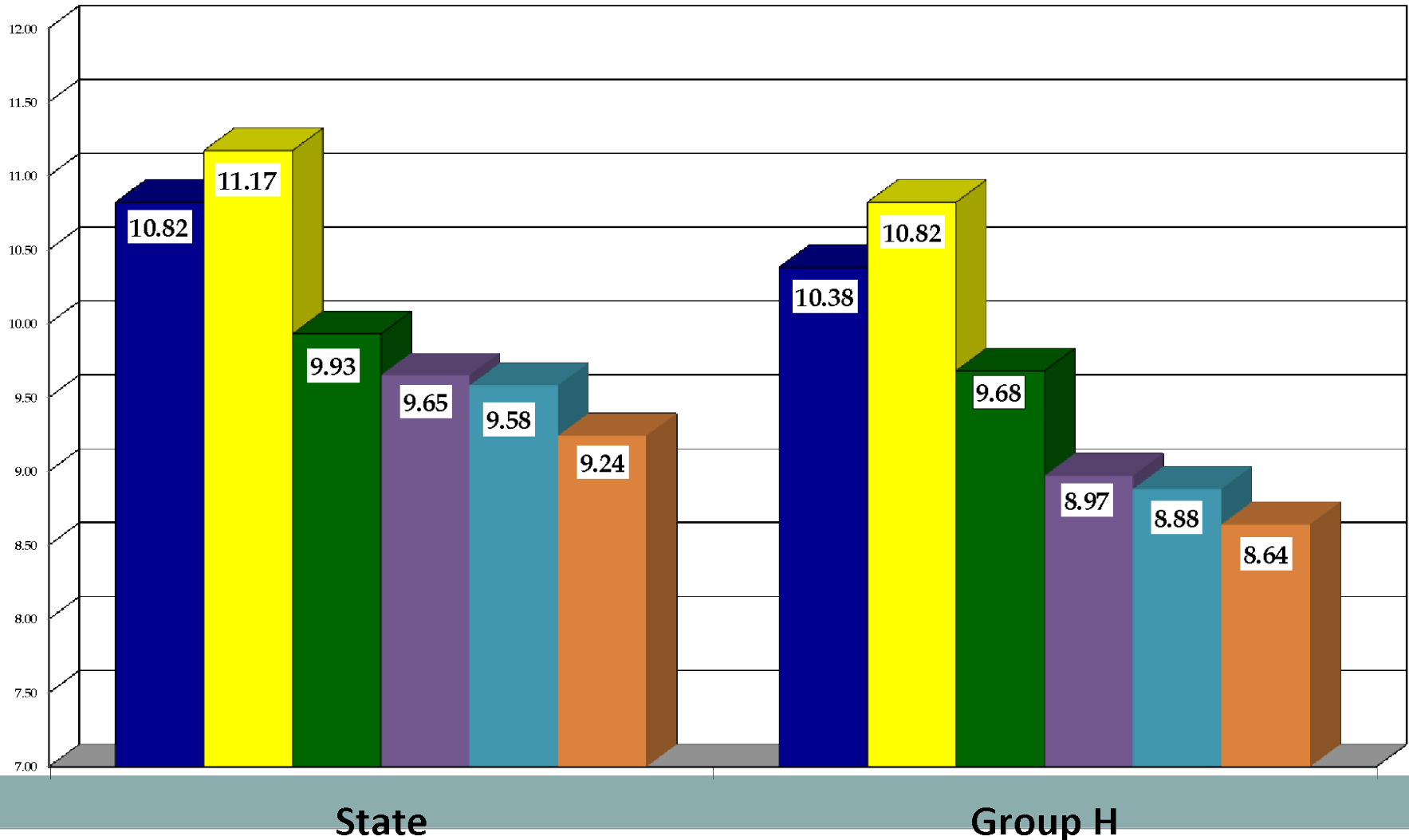


FY21 and FY22 - Operation & Maintenance Dollars per Pupil

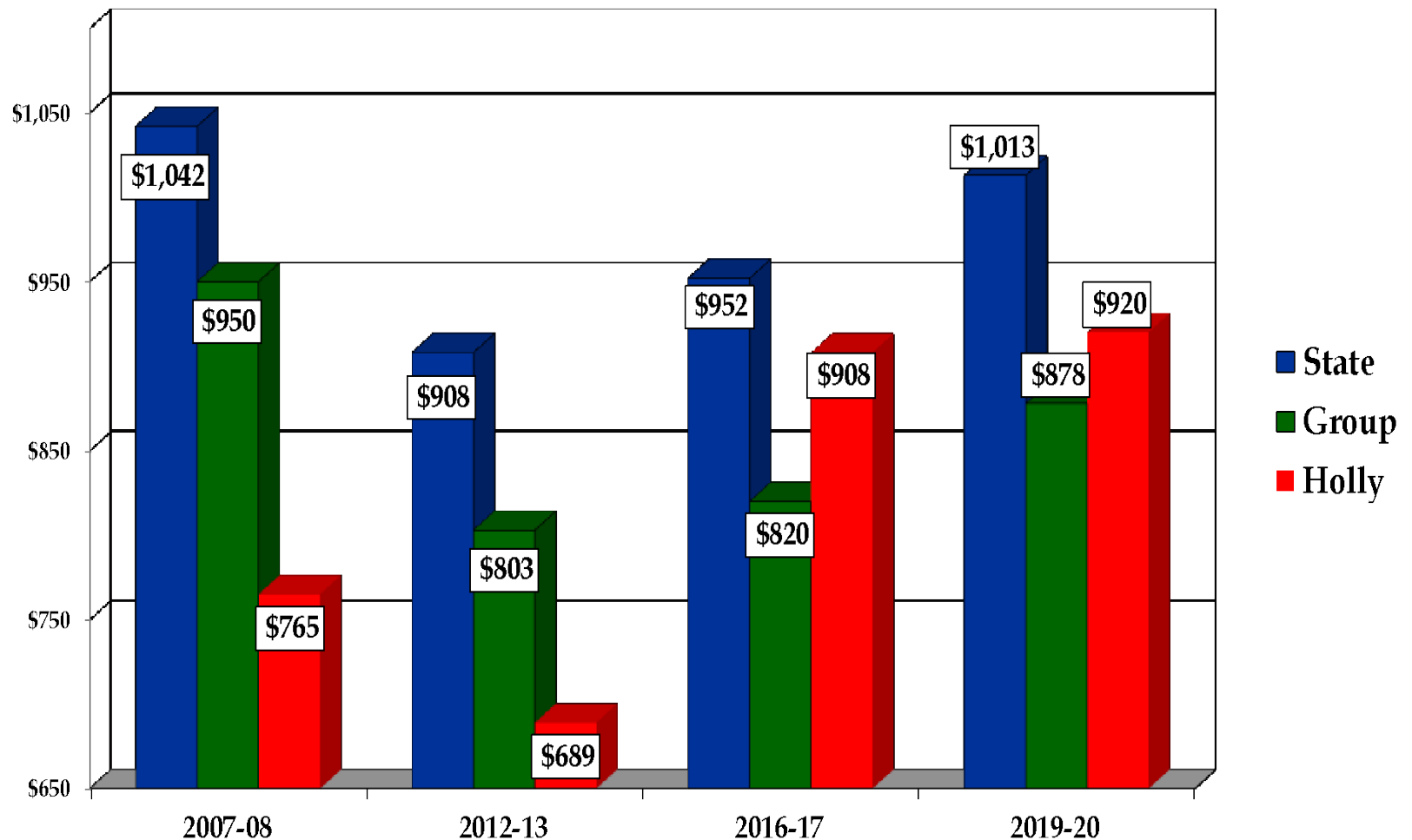


FY05 – FY08 – FY11 – FY13 – FY15 – FY16 Operations and Maintenance

77



Total Operations and Maintenance



Total Cost of Ownership

79

- **Day to Day Operations**
 - Having the Proper Equipment
 - Light Replacement – Energy Costs
 - Multi-Functional Copy Machines
 - Carpet vs. Tile Replacement
 - Track/Tennis/Gym Floor Resurfacing
- **Bond Issues**
 - Products Used – Mechanical Design
 - Parking Lots
 - Landscaping

Developing Partnerships with Vendors

80

- **Have an Emergency Plan**
 - Who do you call?
 - Do you have an architect?
 - Whose is your insurance agent?
 - What happens when the power goes out?
 - MRSA - COVID - GAS LEAK - LOSE POWER

What are the Expectations?

81

- **Set the Bar High**
- **They Need Your Support**
 - With Administrative Staff
 - Superintendent and Board of Education
- **Curb Appeal**

Questions?

82

- Scott Little, MSBO
- Steve Lenar, Holly Area Schools

Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.



Please complete by February 22

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.