

**Mason Public Schools
Finance & Property Meeting
Tuesday, Sept 6 at 4:00pm**

A Finance & Property meeting of the Mason Board of Education was held at the Harvey Educational Center on Tuesday, September 6, 2016. The meeting was called to order at 4:00 p.m.

Present: Kurt Creamer, Ralph Beebe, Julie Rogers, Cheryl S. Wald, Ron Drzewicki

Also Present: Cindy Hyaduck, Kevin Doty, Rick Brooks, Micki O'Neil

Communications Services Proposal – Micki O'Neil, Ingham ISD

Micki O'Neil from the ISD proposed a two year services contract for the ISD to provide communication/messaging services to Mason Public Schools. The service would include an initial Communication Plan Development followed by roughly 10 hours per week for 35 weeks of Implementation. Superintendent Drzewicki shared that the procurement of this proposal did not follow #3660 R for competitive bids for services.

Non-Represented Employee Contracts – Rick Brooks

Rick asked about the procedures to report on the Non-Represented Employee Contracts. The committee asked for a report to be included in the Personnel Report in the monthly board book.

Monthly Budget Update

Cheryl presented the budget numbers for July. Revenues and expenses are minimal for the month. Cheryl also discussed some preliminary audit items. She expects costs for Capital Outlays, Textbooks, Utilities & Fuel, and Teacher Aids to come in under budget. We also expect Retirement and FICA expenses to be under budget due to the Effective Rates being lower than the statutory rate that was budgeted. Approximated \$600,000 of expenses under budget for these line items.

Landscape Bids

We reviewed bids from HTA Companies and Outdoor Expressions for landscape services including tree trimming, mulch and plant removal.

Playground Update

Kevin shared a Scope of Work produced by GMB for playground improvements. Bids for the project will be solicited this month.

Strategic Energy Management

Kevin reviewed a program provided by Consumers Energy to identify potential energy/cost savings for the district. The program is free and will start immediately

Adjourned

The meeting adjourned at 5:05 p.m. The next meeting is scheduled for October 3, 2016 at 4:00pm.