

**School District of the City of Muskegon Heights  
Receivership Transition Advisory Board Agenda  
Wednesday, December 19, 2018, 4:00 PM**

2603 Leahy St  
Muskegon Heights, MI 49444

**I. CALL TO ORDER**

- A. Roll Call
- B. Approval of RTAB Meeting Minutes
  - i. November 21, 2018 (attachment #1)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. Monthly Reports (attachment #2)
  - i. Liabilities report (attachment #3)
  - ii. Cash flow projections (attachment #4)
  - iii. Comparison of budgeted revenue and expenditure to actual (attachment #5)
- B. Approve 2019 RTAB Schedule (attachment #6)
- C. News and Updates
  - i. System Board Appointment Letter (attachment #7)

**IV. PUBLIC COMMENT**

**V. ADJOURNMENT**

**School District of the City of Muskegon Heights**  
**Receivership Transition Advisory Board Meeting**

Wednesday, November 21, 2018  
Conference Room  
2603 Leahy St.  
Muskegon Heights, MI 49444

**MINUTES**

**I. Call to Order**

Chair Michael Wrobel called the meeting to order at 4:05p.m.

**A. Roll Call**

Members Present – 5

John Schrier  
Clinton Todd (via phone)  
Michael Wrobel

Members Absent – 0

Patrice Johnson  
Dale Nesbary

One RTAB member participated via phone as provided in Article IV, Section 5 of Board Resolution 2016-2. A quorum was present.

**B. Approval of Minutes**

Motion by Mr. Schrier to approve the draft minutes of the October 29, 2018 meeting as presented. Motion moved and seconded by Mr. Todd. The RTAB approved the minutes.

**II. Old Business**

None

**III. New Business**

**A. News and Updates**

Chair Wrobel provided a brief update on items brought up in public comment for the previous meeting. Certified teachers for the System include 7/12 teachers at Edgewood, 6/16 at Martin Luther King, 4/7 at the middle school, and 10/12 at the high school. Student count is down for the System; a December budget amendment is anticipated.

## **B. Monthly Reports**

### **i. Liabilities Report**

Mr. Lewis reported interest payments were made on the 2016 refunding bonds. Payments on the emergency loans will occur in December.

### **ii. Cash Flow Projections**

Mr. Lewis reported the \$140k in taxes due back to the city resulting from tax corrections are not included in the beginning balance of the report. Next month is projected to be the tightest of the year.

No tax revenues have been received as of the report date. Mr. Lewis reported he intends to call the City after the holiday for an update.

Chair Wrobel asked whether there are any concerns with emergency loan payments coming up. Mr. Lewis reported that despite the \$140k being taken out of the cash flow projection, it remains in the bank account while the City decides how to handle the amount.

### **iii. Comparison of Budgeted Revenue and Expenditure to Actual**

Mr. Lewis reported the FY18 audit was completed with no findings and an ending general fund balance of \$29,385. Some FID edits were required with a prior year adjustment being made.

Chair Wrobel asked about the Land and Building Repairs/Maintenance expenditure line. Mr. Lewis noted that the district expects to save some money this year due to the maintenance position being absent.

## **IV. Public Comment**

None

## **V. Adjournment**

There being no further business, Chair Wrobel adjourned the meeting at 4:11 p.m.

DRAFT



# Muskegon Heights Public Schools

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2603 Leahy Street • Muskegon Heights, MI 49444 • Phone 231-830-3221 Fax  
231-830-3560

Date: December 11, 2018

To: Receivership Transition Advisory Board (RTAB)  
Muskegon Heights Public Schools Board of Education

From: John Lewis, Assistant Superintendent

Re: Board Meeting Packet for December 19, 2018

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Attached, please find the Muskegon Heights Public Schools 2018/19 Budget to Actual Revenue and Expenditure Report, Cash Flow Statement, and Liabilities Report for your review.

## **Budget to Actual Revenue and Expenditure Report**

Attached you will find the budget to actual report for 2018/19 as of December 11, 2018.

We have finally received operating tax disbursements for the current fiscal year (\$379K). I have also talked briefly with the city finance director and inquired about the \$140K adjustment to operating taxes from last year, but they have yet to make a determination on how to address it. We may be a few months off from finalizing that figure.

Expenses continue to be incurred at expected levels for this time of year. We will have two sizeable outgoing transfers for December. One for interest on the emergency loans and the other for the district QZAB bond. The district sees no issue in meeting these obligations.

## **Cash Flow Statement**

Cash flow continues to remain stable for the coming year. As mentioned in the previous section, we will have fairly substantial outflows this month, but also have sufficient cash on hand to meet these requirements

## **Liabilities Report**

There are no changes to the district's outstanding liabilities to report at this time.

## Attachment #3

Fund	Rate	Description	Issuance Date	Original Amount	Term Length	Principal	Interest	Total Amount	Projected Maturity Date	As of Date
GF		Payable to MDE - At-Risk Payback			Short			\$ 371,436	N/A	11/30/2018
GF	2.45%	Restructured Emergency Loan #1 - 2018	5/23/2018	\$ 6,990,000	Long	\$ 6,990,000	\$ 2,436,301	\$ 9,426,301	6/15/2042	11/30/2018
GF	2.35%	Restructured Emergency Loan #2 - 2018	5/23/2018	\$ 3,165,000	Long	\$ 3,165,000	\$ 1,164,132	\$ 4,329,132	6/15/2042	11/30/2018
GF	3.45%	Restructured Emergency Loan #3 - 2018	5/23/2018	\$ 1,400,000	Long	\$ 1,400,000	\$ 635,824	\$ 2,035,824	6/15/2043	11/30/2018
GF	2.70%	2017/18 Emergency Loan #4 - 2018	5/23/2018	\$ 2,449,000	Long	\$ 2,449,000	\$ 1,785,617	\$ 4,234,617	6/15/2047	11/30/2018
GF	NA	2007 Energy Conservation Improvement Bonds	12/19/2007		Long	\$ 3,149,000	\$ -	\$ 3,149,000	12/19/2022	11/30/2018
DF	5.00%	2016 Refunding Bonds, Series A	3/29/2016		Long	\$ 12,845,000	\$ 3,632,047	\$ 16,477,047	5/1/2029	11/30/2018
DF	1.74%-2.61%	2016 Refunding Bonds, Series B	3/26/2016		Long	\$ 4,225,000	\$ 46,044	\$ 4,271,044	5/1/2021	11/30/2018
DF	3.41%	School Bond Loan Fund	Annual		Long	\$ 2,212	\$ 163	\$ 2,375	5/1/2035*	11/30/2018
DF	3.41%	School Loan Revolving Fund	Annual		Long	\$ 2,048,249	\$ 42,681	\$ 2,090,930	5/1/2035*	11/30/2018
				\$ 14,004,000		\$ 36,273,461	\$ 9,742,810	\$ 46,387,706		

Note: GF - General Fund (18 mill levy); DF - Debt Service Fund (13 mill levy)

\*Indicates Mandatory Repayment Date

**Liability**

**Usage Explanation:**

- EL #1 Majority of proceeds used to retire SAN received in August 2011. Remainder used for final payrolls and other prior year expenses
  - EL #2 Legacy costs
  - EL #3 Legacy costs
  - EL #4 Proceeds used to retire ORS and UIA debt
- Total Emergency Loans issued: \$14,004,000

Projected Monthly Cash Flow - One Year Projection

Date  
12/11/2018

Attachment #4

School District  
Muskegon Heights Public Schools

	December 18	January 19	February 19	March 19	April 19	May 19	June 19	July 19	August 19	September 19	October 19	November 19
<b>Beginning Balance</b>	\$ 730,045	\$ 336,837	\$ 513,447	\$ 596,087	\$ 773,029	\$ 770,479	\$ 987,233	\$ 617,348	\$ 561,498	\$ 797,839	\$ 813,189	\$ 806,039
<b>Estimated Receipts</b>												
<b>Taxes</b>		\$ 180,000	\$ 87,000	\$ 180,000		\$ 223,892			\$ 240,000	\$ 40,000		\$ 50,000
<b>Taxes - Tech Millage</b>			\$ 27,000	\$ 25,000			\$ 21,187			\$ 15,000	\$ 15,000	\$ 15,000
<b>Authorizer Fees</b>	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500		\$ 15,500	\$ 15,500
<b>ELN Proceeds</b>												
<b>Other Revenue</b>	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total Available Funds</b>	\$ 746,545	\$ 533,337	\$ 643,947	\$ 817,587	\$ 789,529	\$ 1,010,871	\$ 1,024,920	\$ 633,848	\$ 817,998	\$ 853,839	\$ 844,689	\$ 887,539
<b>Less Estimated Expenditures:</b>												
<b>Payrolls</b>	\$ 14,070	\$ 14,070	\$ 15,579	\$ 14,070	\$ 14,070	\$ 18,658	\$ 14,070	\$ 14,070	\$ 15,579	\$ 14,070	\$ 14,070	\$ 15,579
<b>Other Expenditures</b>	\$ 10,337	\$ 5,820	\$ 5,280	\$ 5,488	\$ 4,980	\$ 4,980	\$ 4,780	\$ 58,280	\$ 4,580	\$ 11,580	\$ 9,580	\$ 4,680
<b>Emergency Loan Payment</b>	\$ 203,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 367,535	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Tech Millage to PSA</b>	\$ -	\$ -	\$ 27,000	\$ 25,000	\$ -	\$ -	\$ 21,187	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
<b>Other Liens/Loans (Totals)</b>	\$ 182,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Estimated Ending Balance</b>	\$ 336,837	\$ 513,447	\$ 596,087	\$ 773,029	\$ 770,479	\$ 987,233	\$ 617,348	\$ 561,498	\$ 797,839	\$ 813,189	\$ 806,039	\$ 852,279

Expenses by Month

	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Totals
Payrolls (including contracted staff)	\$ 14,070	\$ 14,070	\$ 15,579	\$ 14,070	\$ 14,070	\$ 18,658	\$ 14,070	\$ 14,070	\$ 15,579	\$ 14,070	\$ 14,070	\$ 15,579	\$ 177,957
Consumers - electric	\$ 500	\$ 500	\$ 500	\$ 510	\$ 500	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 700	\$ 8,010
DTE - natural gas	\$ 1,000	\$ 1,000	\$ 1,800	\$ 1,998	\$ 1,500	\$ 1,200	\$ 1,000	\$ 500	\$ 800	\$ 800	\$ 800	\$ 1,000	\$ 13,398
Waste & Water utility	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 2,640
Audit Fees										\$ 7,000	\$ 5,000		\$ 12,000
Legal Fees	\$ 3,267	\$ 2,500	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 1,160	\$ 17,367
Property Insurance								\$ 54,000					\$ 54,000
MAISD Tech Fee	\$ 3,750												\$ 3,750
Epicenter													\$ -
Bank Fees	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 7,200
Misc.	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
EL Loan Payments	\$ 203,209						\$ 367,535						\$ 570,744
Tech Millage Flowthrough	\$ -	\$ -	\$ 27,000	\$ 25,000	\$ -	\$ -	\$ 21,187	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 118,187
QZAB Energy Bonds	\$ 182,092												\$ 182,092
<b>Totals</b>	<b>\$ 409,709</b>	<b>\$ 19,890</b>	<b>\$ 47,859</b>	<b>\$ 44,558</b>	<b>\$ 19,050</b>	<b>\$ 23,638</b>	<b>\$ 407,572</b>	<b>\$ 72,350</b>	<b>\$ 20,159</b>	<b>\$ 40,650</b>	<b>\$ 38,650</b>	<b>\$ 35,259</b>	<b>\$ 1,179,345</b>



**Muskegon Heights Public Schools**  
 Revenues, Expenditures, and Fund Balance  
 GENERAL FUND  
 2018-19  
 12/11/2018

	Budget 2018-19	Actuals to Date	Under/(Over) to Date
<b>Beginning Fund Balance</b>	<b>\$ 29,385</b>	<b>\$ 29,385</b>	
<b>Revenue</b>			
Property taxes	\$ 1,181,020	\$ 433,334	\$ 747,686
Oversight fees	\$ 176,310	\$ 31,948	\$ 144,362
Transfers and Other	\$ 9,500	\$ 3,520	\$ 5,980
<b>Total Revenue</b>	<b>\$ 1,366,830</b>	<b>\$ 468,802</b>	
<b>Expenditures</b>			
Data Technology	\$ 4,520	\$ 124	\$ 4,396
Board of Education	\$ 30,170	\$ 20,845	\$ 9,326
Executive Administration	\$ 68,770	\$ 22,256	\$ 46,514
Business Services	\$ 101,960	\$ 41,591	\$ 60,369
Interest and Fees Expense	\$ 6,400	\$ 2,345	\$ 4,055
Unpaid Auction and Delinquent Tax Fees	\$ 50,670	\$ -	\$ 50,670
Building Services	\$ 98,170	\$ 68,606	\$ 29,564
District Technology	\$ 920	\$ 299	\$ 621
Emergency Loan Payments	\$ 570,750	\$ -	\$ 570,750
Transfers and Other	\$ 305,730	\$ 47,458	\$ 258,272
<b>Total Expenditures</b>	<b>\$ 1,238,060</b>	<b>\$ 203,522</b>	
<b>Revenues Less Expenditures</b>	<b>\$ 128,770</b>	<b>\$ 265,280</b>	
<b>Projected Ending Fund Balance</b>	<b>\$ 158,155</b>	<b>\$ 294,665</b>	

REVENUES	DESCRIPTION	AMOUNT
11-0111-0000-000-0000-000000-000000-	PROPERTY TAXES CURRENT	-379,026.44
11-0111-0000-100-0000-000000-000000-	OTHER TAXES	0.00
11-0121-0000-000-0000-000000-000000-	TECH MILLAGE FLOWTHROUGH	-47,383.16
11-0124-0000-000-0000-000000-000000-	PENALTY & INT ON DEL TAXES	0.00
11-0151-0000-000-0000-000000-000000-	EARNINGS ON INVEST & DEPOSITS	0.00
11-0191-0000-000-0000-000000-000000-	RENTALS	-3,400.00
11-0199-0000-000-0000-000000-000000-	MISCELLANEOUS	-120.00
11-0321-0000-000-0000-000000-000000-	PPT REIMBURSEMENT	-6,924.60
11-0519-0000-001-0000-000000-000000-	3% AUTHORIZER FEE - MHPSA	-31,947.96
11-0519-0000-100-0000-000000-000000-	SHARED BUSINESS SVCS	0.00
11-0591-0000-000-0000-000000-000000-	PROCEEDS FROM ISSUANCE OF BOND	0.00
		-468,802.16

EXPENDITURES	DESCRIPTION	AMOUNT	SUM
11-1-225-7410-840-0000-00000-000000-	LICENSING FEES & RENEWALS		
11-1-226-4220-899-0000-00000-000000-	COPY MACHINE	123.60	\$ 123.60
11-1-231-3170-000-0000-00000-000000-	LEGAL SERVICES	7,979.50	
11-1-231-3180-000-0000-00000-000000-	AUDIT SERVICES	12,740.00	
11-1-231-3220-007-0000-00000-000000-	TRAVEL - TRINELL SCOTT	115.00	
11-1-231-7410-000-0000-00000-000000-	DUES & FEES	10.00	\$ 20,844.50
11-1-232-3150-000-0000-00000-000000-	CONTRACTED SERVICES	22,256.40	
11-1-232-3210-000-0000-00000-000000-	COST OF TRAVEL (MILEAGE)		
11-1-232-3430-000-0000-00000-000000-	MAILING		
11-1-232-7910-000-0000-00000-000000-	MISCELLANEOUS		\$ 22,256.40
11-1-252-1620-033-0000-00000-000000-	ACCOUNTING SPECIALIST	25,384.59	
11-1-252-2130-000-0000-00000-000000-	HOSPITALIZATION	7,369.46	
11-1-252-2820-033-0000-00000-000000-	CONTRIB TO ST&LOC RETIRE FUNDS	6,199.61	
11-1-252-2830-033-0000-00000-000000-	EMPLOYER SOCIAL SECURITY	1,941.94	
11-1-252-2840-033-0000-00000-000000-	WORKMAN'S COMPENSATION	0.77	
11-1-252-3150-030-0000-00000-000000-	CONTRACTED SERVICES		
11-1-252-3220-030-0000-00000-000000-	TRAVEL & CONFERENCE		
11-1-252-5910-030-0000-00000-000000-	OFFICE SUPPLIES	694.31	\$ 41,590.68
11-1-252-7410-000-0000-00000-000000-	INTEREST & FEES EXPENSE	2,344.66	\$ 2,344.66
11-1-259-7610-000-0000-00000-000000-	TAXES ABATED & WRITTEN OFF		\$ -
11-1-261-3190-100-0000-00000-000000-	CONTRACTED SERVICES	3,336.78	
11-1-261-3410-000-0000-00000-000000-	TELEPHONE CHARGES	173.65	
11-1-261-3830-000-0000-00000-000000-	WATER & SEWAGE	350.82	
11-1-261-3840-000-0000-00000-000000-	WASTE & TRASH DISPOSAL	320.00	
11-1-261-3910-000-0000-00000-000000-	INSURANCE	54,814.00	
11-1-261-4110-000-0000-00000-000000-	LAND AND BLDGS-REPAIRS & MAINT		
11-1-261-5510-000-0000-00000-000000-	HEATING FUEL	5,698.97	
11-1-261-5520-000-0000-00000-000000-	ELECTRICITY	3,911.84	\$ 68,606.06
11-1-284-3410-000-0000-00000-000000-	CELL PHONE CHARGES	298.60	\$ 298.60
11-1-411-8910-000-0000-00000-000000-	TRANSFERS TO MHPSA	47,457.99	
11-1-511-7110-994-0000-00000-000000-	PRINCIPAL PMT - EMERGENCY LOAN		
11-1-511-7230-994-0000-00000-000000-	INTEREST PMT - EMERGENCY LOANS		\$ -
11-1-634-8110-000-0000-00000-000000-	QZAB TRANSFER - DEBT RETIREMEN		\$ 47,457.99
		\$ 203,522.49	\$ 203,522.49

**Muskegon Heights Public Schools**  
 Revenues, Expenditures, and Fund Balance  
 DEBT SERVICE - 2016 REFUNDING BONDS  
 2018-19  
 12/11/2018

	Actuals to Date
<b>Beginning Fund Balance</b>	<b>\$ 148,927</b>
<b>Revenue</b>	
Tax Revenues	\$ 458,116
SBLF/SLRF (State Bond Loan Programs)	\$ -
<b>Total Revenue</b>	<b>\$ 458,116</b>
<b>Expenditures</b>	
Tax Chargebacks & Auction Property	\$ -
Principal Payments	\$ -
Interest Payments	\$ 369,790
<b>Total Expenditures</b>	<b>\$ 369,790</b>
<b>Revenues Less Expenditures</b>	<b>\$ 88,326</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 237,253</b>

<b>Account</b>	<b>Description</b>	<b>Amount</b>
32-0111-0000-000-0000-000000-000000-	PROPERTY TAX LEVY	-366,546.45
32-0111-0000-100-0000-000000-000000-	OTHER TAXES-HSBF	0.00
32-0124-0000-000-0000-000000-000000-	PENALTY & INT ON DEL TAXES	0.00
32-0151-0000-000-0000-000000-000000-	EARNINGS ON INVESTMENTS-HSBF	-109.87
32-0321-0000-000-0000-000000-000000-	PPT REIMBURSEMENT	-91,459.55
32-0591-0000-000-0000-000000-000000-	BOND PROCEEDS	0.00
32-0595-0000-000-0000-000000-000000-	STATE LOAN PROGRAM-HSBF	0.00
32-0596-0000-000-0000-000000-000000-	PROCEEDS FROM REFINANCING DEBT	0.00
32-0596-0000-001-0000-000000-000000-	PREMIUM ON REFUNDING BONDS	0.00
32-0599-9000-000-0000-000000-000000-	DUE TO/FROM	0.00
32-0631-0000-000-0000-000000-000000-	TRANSFER IN	0.00
		-458,115.87

<b>Account</b>	<b>Description</b>	<b>Amount</b>
32-1-252-3180-000-0000-000000-000000-	AUDIT SERVICES	0.00
32-1-252-7410-000-0000-000000-000000-	PAYING AGENT FEES	0.00
32-1-259-3610-000-0000-000000-000000-	PRINTING	0.00
32-1-259-7610-000-0000-000000-000000-	TAXES ABATED & WRITTEN OFF	0.00
32-1-511-7110-000-0000-000000-000000-	PRINCIPAL - 2006 REF BDS	0.00
32-1-511-7230-000-0000-000000-000000-	INTEREST-HSBF	369,790.00
32-1-511-7310-000-0000-000000-000000-	OTHER BOND ISSUANCE COSTS	0.00
32-1-511-7330-000-0000-000000-000000-	BOND DISCOUNT	0.00
32-1-511-7410-000-0000-000000-000000-	PAYING AGENT FEES-HSBF	0.00
32-1-512-7320-000-0000-000000-000000-	PAYMENTS TO BOND ESCROW AGENT	0.00
		369,790.00

**Muskegon Heights Public Schools**  
 Revenues, Expenditures, and Fund Balance  
 QZAB Fund  
 2018-19  
 12/11/2018

	Actuals to Date
<b>Beginning Fund Balance</b>	<b>\$ 2,016,299</b>
<b>Revenue</b>	
Earnings on Investment	\$ 10,089
Transfers In	\$ -
<b>Total Revenue</b>	<b>\$ 10,089</b>
<b>Expenditures</b>	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>
<b>Revenues Less Expenditures</b>	<b>\$ 10,089</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 2,026,388</b>

<b>Account</b>	<b>Description</b>	<b>Amount</b>
34-0151-0000-000-0000-000000-000000-	EARNINGS ON INVESTMENTS	-10,089.20
34-0611-0000-000-0000-000000-000000-	QZAB TRANSFER	0.00



**School District of the City of Muskegon Heights**  
**Receivership Transition Advisory Board**  
2603 Leahy St., Muskegon Heights, MI 49444  
**2019 Notice of Regular Meetings**

The School District of the City of Muskegon Heights Receivership Transition Advisory Board will hold its regular meetings during the calendar year ending December 31, 2019 on the third (3<sup>rd</sup>) Wednesday of each month at 4:00pm.

January 16, 2019

February 20, 2019

March 20, 2019

April 17, 2019

May 15, 2019

June 19, 2019

July 17, 2019

August 21, 2019

September 18, 2019

October 16, 2019

November 20, 2019

December 18, 2019

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the School District of the City of Muskegon Heights Receivership Transition Advisory Board should contact Jake Brower at (517) 335-8145 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC 12131 to 12134.

A copy of the proposed minutes of the meeting will be available for public inspection at the Treasury Website within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the Treasury Website within 5 business days after approval by the Board.

The Board may hold special meetings in addition to the regular meetings above. Special meetings are also open to the public and separate notice will be posted in advance of special meetings.



## Muskegon Heights Public School Academy System

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2441 Sanford, Muskegon Heights, MI 49444  
Phone 231-830-3703 • Fax 231-830-3755 • mhtigers.org  
Rané Garcia, Superintendent

December 12, 2018

Dear Mr. Wrobel:

The Board of Directors of the Muskegon Heights Public School Academy System (“System Board”) is requesting assistance from the Receivership Transition Advisory Board (“RTAB”) in order to enable the System Board to properly fulfill its governance responsibilities.

The System Board is specifically requesting the RTAB appoint a member to the System Board. It is our understanding that pursuant to Order 2016-8, issued by Steven M. Schiller, the RTAB is authorized to take action to appoint a member to the System Board, “If the District Board and System Board are unable to agree on a subsequent System Board nominee for appointment...then the Advisory Board shall appoint the subsequent System Board member.”

Based on the following facts and the recent tenor of District Board members, it is the System Board’s position that “the District Board and the System Board are unable to agree.”

- The System Board nominated Ms. Carmella Ealom on June 18, 2018 for reappointment in advance of her term ending July 9, 2018. Ms. Ealom had served the System Board well. She is an active member of the community and served since the inception of the Muskegon Heights Public School Academy System.
- Rather than accept and act on the System Board’s nomination of Ms. Ealom, the District Board met on July 3, 2018 and voted to reject the reappointment of Ms. Ealom.
- On October 15, 2018, System Board member, Kathy Moore unexpectedly resigned, resulting in only three board members remaining on the System Board. Ms. Moore’s term was set to expire March 17, 2019.
- On November 19, 2018, the System Board approved two nominees, Mr. Christopher Dean and Ms. Celestine Parker, to the District Board for consideration and appointment.
- The District Board has not acted on these nominees and has communicated via a letter from their attorney dated November 30, 2018, that they are not planning to act on these nominations and that they have cancelled their December Board meeting.
- Additionally, the letter stated that the District Board does not intend to act on these appointments until the proposed contract amendment presented by the State of Michigan has been resolved.
- While you have previously seen the nomination of Mr. Dean, it may be helpful to have some background on Ms. Celestine Parker (no relation to current System Board member Stephen

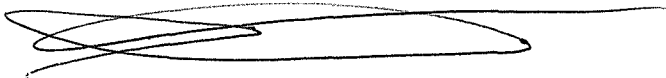
Parker). Ms. Parker is a Muskegon Heights community member and brings a strong educational perspective to the System Board having formerly served as a teacher, school and central office administrator for the Muskegon Heights Public School District.

With the District Board failing to take action to appoint any of the three nominees properly proposed by the System Board, the System Board is now only one board member away from not having enough members to form a quorum and properly govern the System.

Thus, we feel we have no alternative but to request the RTAB use its authority to bring the System Board back to its full five (5) member capacity by appointing Mr. Dean and Ms. Parker to serve on the System Board at your meeting scheduled for December 19, 2018.

Should you or other members of the RTAB have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Garland Kilgore", written over a horizontal line.

Garland Kilgore, President  
Board of Directors  
Muskegon Heights Public School Academy System



# Muskegon Heights Public Schools

2603 Leahy Street • Muskegon Heights, MI 49444 • Phone 231-830-3221 Fax 231-830-3560

## Public School Academy Board Application

### PSA Applicant and Board Director Application

The Muskegon Heights Public Schools appreciates your interest to serve as a Muskegon Heights Public School Academy System Board Member.

If you are approved to serve as an Muskegon Heights Public School Academy System Board Member, your role is to set policy, maintain the school's vision and/or mission, promote educational excellence through advocacy, visionary leadership, and high quality services to Muskegon Heights Public Schools authorized public schools as well as to ensure that the school complies with its charter and applicable law.

All Muskegon Heights Public School Academy System board members are expected by Muskegon Heights Public Schools to participate in board training offered by the MASB. Upon approval by the Muskegon Heights Public Schools Board Members, a board packet will be given to each newly appointed board member.

Muskegon Heights Public School Academy System Board Members are public officials appointed by the Muskegon Heights Public Schools Board Members. All potential Muskegon Heights Public School Academy System Board Members are required to complete this application fully; please do not leave any blanks. All supporting documentation must be attached at the time of application.

The Muskegon Heights Public Schools Board Members requires each Muskegon Heights Public School Academy System Board nominee to undergo a person background check. Applications will **not** be processed, nor will a name be submitted to the Muskegon Heights Public Schools Board Members, without the results from the personal background check. For background check instructions, please see page 8.

**To complete this form, you may type your information directly into the fields using your computer, and then print a paper copy of the completed application. Or, you can print a blank paper copy first and fill in the fields by hand. In either case, sign the completed paper copy and send it to the Muskegon Heights Public School Academy System Office by mail or fax, using the information below. For your protection, do not email the completed PDF as an attachment using unsecured email. Additionally, if you choose e-mail the PDF and it does not include hand-written signatures where applicable, the office will be unable to process your application. If you would prefer to submit your application electronically please visit the Muskegon Heights Public School Academy System website at [www.mhtigers.org](http://www.mhtigers.org) to access the on-line application.**

Please print off and mail your completed application to:

Muskegon Heights Public School Academy System  
Administration Office  
2441 Sanford Street  
Muskegon Heights, MI 49444  
Telephone: (231) 830-3703  
Facsimile: (231) 830-3755

You may also call our main office at (231) 830-3703 to receive an application by mail

**Personal Information**

Please neatly print or type the following information:

I hereby request appointment to the Musk Hts Public School Academy System board of directors  
Academy Name

Name: Celestine Parker  
First Middle Last

Date of Birth: [Redacted]  
Home Address: [Redacted] Musk  
Street County

Musk Heights mi 49444  
City State Zip

Employer: \_\_\_\_\_ Position/Job Title Retired

Employer Address: \_\_\_\_\_  
Street Number

\_\_\_\_\_ City State Zip

Home Number: [Redacted] Work Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Spouse's Name \_\_\_\_\_  
First Middle Last

Are you a United States Citizen? Yes  No  Are you a Michigan resident? Yes  No

Do you have children? If so, what are their ages? NO

**Education History**

High School musk Hts City/State Musk Hts.

Graduation Date June 1968  
Month/Year

Undergraduate Institutions (B.A.; B.S.; B.B.A.; etc.)

Institution Name Western Michigan Univ Graduation Date 4-72  
Month/Year

Major \_\_\_\_\_ Minor Eng, Elem Ed, Soc. studies

Concentration/Degree \_\_\_\_\_

Institution Name Michigan St Graduation Date 4-80  
Month/Year

Major masters in Reading Minor \_\_\_\_\_

Concentration/Degree Post Graduate Ed. Leadership

Post-Graduate and Professional Institutions (M.A.; M.S.; M.B.A., M.Ed.; Ph.D., J.D., M.D., etc.)

Institution Name Michigan State Graduation Date: \_\_\_\_\_  
Month/Year

Concentration/Degree \_\_\_\_\_  
Institution Name \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Month/Year

Concentration/Degree \_\_\_\_\_  
Institution Name \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Month/Year

Concentration/Degree \_\_\_\_\_

**Employment Experience**

Please list your employment experience for the past 10 years. Please use an additional sheet if necessary

Employer MHPS Dates of Employment: April 1972  
Month/Year

Job Title Elem Teacher

Employer Musk Hts Dates of Employment: \_\_\_\_\_  
Month/Year

Job Title Comp Ed Teacher Reading Specialist

Employer \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Month/Year

Job Title Curriculum Director

Employer MHPS Dates of Employment: \_\_\_\_\_  
Month/Year

Job Title Principal

Employer MHPS Dates of Employment: \_\_\_\_\_  
Month/Year

Job Title Principal of Early Childhood academy

Employer \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Month/Year

Job Title \_\_\_\_\_

Do you hold any professional licenses? If so, please describe the licenses including the license numbers:

no

What special skills could you bring to the public school academy board?

participation in board proceeding as an administrator

**Additional Qualifications**

*Please answer the following five (5) questions if applicable. Please use a separate sheet if necessary.*

1. <u>Government Experiences</u> : List any experience in, or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, current or previous appointments, honorary, or other part-time service or position), with dates of services.
2. <u>Elective Public Office</u> : List all elective public offices sought and held with dates of service.
3. <u>Honors and Awards</u> : List all scholarships, fellowships, honorary degrees, honorary society memberships, and other special recognition for outstanding service or achievement.
4. <u>Volunteer Experiences</u> : List all experience with volunteer organizations and positions held.
5. <u>Miscellaneous</u> : List any additional points, including special skills that qualify you for this position.

### Conflicts of Interest

*Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.*

1. Do you know if any person or group who might take overt or covert steps to attack, even unfairly, your appointment? If yes, please identify and explain the basis for the potential.	1. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Do you or your spouse have a contractual agreement with the Academy?	2. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Do you or your spouse have any ownership interest in any management company contracting with the Academy?	3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Have you or your spouse guaranteed any loans for the Academy?	4. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Will you or your spouse be leasing or selling any real property to the Academy?	5. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Will you or your spouse be employed at the Academy (either as an employee of the Academy or as an employee of a management company contracted by the Academy)?	6. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Do you or your spouse sell any supplies, materials, equipment or other personal property to the Academy?	7. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Have you or your spouse provided any start-up funds to the Academy? If so, how much?	8. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Do you or your spouse, or other close family members have ownership, interest, whether directly or indirectly, in any corporation, partnership, association, or other legal entity which will enter into a contract with the Academy?	9. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Do you currently serve as a public official?	10. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Is there any other matter in which you are involved which is or may be incompatible or in conflict with the discharge of the duties of the position to which you seek to be appointed or which may impair or tend to impair your independence of judgment or action in the performance of the duties of that position?	11. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



**Ethical Matters**

*Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.*

<p>1. <u>Citations</u>. Have you ever been cited for a breach of ethics for unprofessional conduct by, or been named in, a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group?</p>	<p>1. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2. <u>Convictions</u>: Have you ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the Michigan offenses of operating under the influence of liquor, operating while impaired, reckless driving, or the equivalent offenses in other states).</p>	<p>2. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3. <u>Current Charges</u>: Are you now under charges for any violation law?</p>	<p>3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. <u>U.S. Military Convictions</u>: Have you ever been convicted by any military court?</p>	<p>4. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. <u>Imprisonment</u>: Have you ever been imprisoned, been on probation, or been on parole</p>	<p>5. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>6. <u>Agency Proceedings: Civil Litigation</u>: Are you presently, or have you ever been a party in interest in any administrative agency proceedings or civil litigation which is related in any way to the position to which you seek to be appointed?</p>	<p>6. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>7. <u>Agency Proceedings and Civil Litigation of Affiliates and Family</u>: Has any business in which you, your spouse, close family members or business associate are or were an officer, director, or partner been a party to any administrative agency proceedings or civil litigation relevant to the position to which you seek to be appointed? (With respect to this question, you need only consider proceedings and litigation that occurred while you, your spouse, close family member or business associate were an officer of that business.)</p>	<p>7. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>8. <u>Other</u>: Is there any other any additional information, favorable or unfavorable, which you feel should be considered in connection with your appointment?</p>	<p>8. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

**References (required)**

*Please submit three (3) character references. References must have no familial relation to you, i.e. no blood relatives or relatives by marriage.*

Name Violet Johnson Relationship to you \_\_\_\_\_

Telephone [REDACTED] How long have you known this person? 30 yrs.

Name Tayna Moffett Relationship to you \_\_\_\_\_

Telephone [REDACTED] How long have you known this person? 20 yrs

Name Cerjuana Reasonover Relationship to you \_\_\_\_\_

Telephone [REDACTED] How long have you known this person 37 yrs

**Application Verification**

I recognize that all information submitted with this application or gathered by Muskegon Heights Public School Academy as a result of this application becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold Muskegon Heights Public School Academy, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this application process.

I Celestine Parker certify that the information provided in this statement is, to the best of my knowledge, true and accurate.

Signature Celestine Parker Date Nov 13, 2018

**PLEASE NOTE: Public School Academy Board Applications  
Are subject to public disclosure under the Michigan Freedom of Information Act.**

**Personal Background Check Consent**

A criminal records check must be conducted as a condition for appointment as a public official serving on the board of a public school academy authorized by Muskegon Heights Public Schools. This consent does not authorize nor will Muskegon Heights Public Schools conduct a consumer credit check.

Information requested on this page will be used to conduct a criminal records check and will not be used to determine qualifications as a proposed public school academy board member. This page will be removed prior to review of the information contained in the application.

Please print or type the following information:

1. Print or type your full name: Celestine Parker  
First Middle Last (Jr, III, etc.)

2. Maiden Name/Previously Used Names: \_\_\_\_\_

3. Current address: \_\_\_\_\_  
Muskegon Hts., Mi 49444

4. Former address: \_\_\_\_\_  
Muskegon Heights, Mi

5. Date of Birth: \_\_\_\_\_  
: Month Day Year

6. Driver's License Number: \_\_\_\_\_ 7. Gender:  Male  Female

8. Race:  White/Caucasian  Black/African American  Hispanic/Latino (a)  
 Asian/Pacific Islander  American Indian/Alaskan Native  
 Other (please specify)

By signing this document I acknowledge receipt of this disclosure and authorize Muskegon Heights Public Schools to obtain a copy of my criminal records report.

I consent to the release of information concerning my criminal record, subject to any restrictions that I have included, to Muskegon Heights Public Schools, its Muskegon Heights Public School Academy. I specifically authorize Muskegon Heights Public School Academy to conduct a criminal records check on me with the applicable local, state and federal law enforcement agencies.

I will hold Muskegon Heights Public School Academy, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonable believes is true based upon my representations or resulting from the criminal records check consent process.

By my signature I assert and certify that the information provided is, to the best of my knowledge, true and complete.

Signature Celestine Parker Date Nov 13, 2018



# Muskegon Heights Public Schools

2603 Leahy Street • Muskegon Heights, MI 49444 • Phone 231-830-3221 Fax 231-830-3560

## Public School Academy Board Application

PSA Applicant and Board Director Application

The Muskegon Heights Public Schools appreciates your interest to serve as a Muskegon Heights Public School Academy System Board Member.

If you are approved to serve on an Muskegon Heights Public School Academy System Board Member, your role is to set policy, maintain the school's vision and/or mission, promote educational excellence through advocacy, visionary leadership, and high quality services to Muskegon Heights Public Schools authorized public schools as well as to ensure that the school complies with its charter and applicable law.

All Muskegon Heights Public School Academy System board members are expected by Muskegon Heights Public Schools to participate in board training offered by the MASB. Upon approval by the Muskegon Heights Public Schools Board Members, a board packet will be given to each newly appointed board member.

Muskegon Heights Public School Academy System Board Members are public officials appointed by the Muskegon Heights Public Schools Board Members. All potential Muskegon Heights Public School Academy System Board Members are required to complete this application fully; please do not leave any blanks. All supporting documentation must be attached at the time of application.

The Muskegon Heights Public Schools Board Members requires each Muskegon Heights Public School Academy System Board nominee to undergo a person background check. Applications will **not** be processed, nor will a name be submitted to the Muskegon Heights Public Schools Board Members, without the results from the personal background check. For background check instructions, please see page 8.

**To complete this form, you may type your information directly into the fields using your computer, and then print a paper copy of the completed application. Or, you can print a blank paper copy first and fill in the fields by hand. In either case, sign the completed paper copy and send it to the Muskegon Heights Public School Academy System Office by mail or fax, using the information below. For your protection, do not email the completed PDF as an attachment using unsecured email. Additionally, if you choose e-mail the PDF and it does not include hand-written signatures where applicable, the office will be unable to process your application. If you would prefer to submit your application electronically please visit the Muskegon Heights Public School Academy System website at [www.mhtigers.org](http://www.mhtigers.org) to access the on-line application.**

**Please print off and mail your completed application to:**

**Muskegon Heights Public School Academy System  
Administration Office  
2441 Sanford Street  
Muskegon Heights, MI 49444  
Telephone: (231) 830-3703  
Facsimile: (231) 830-3755**

**You may also call our main office at (231) 830-3703 to receive an application by mail**

**Personal Information**

Please neatly print or type the following information:

I hereby request appointment to the Muskegon Heights Public Schools Academy board of directors  
Academy Name

Name: Christopher James Dean  
First Middle Last

Date of Birth: [Redacted]

Home Address: [Redacted] Muskegon  
Street County

Norton Shores MI 49444  
City State Zip

Employer: Muskegon Heights Fire Department Position/Job Title Fire Chief

Employer Address: 2715 Baker Street  
Street Number

Muskegon Heights MI 49444  
City State Zip

Home Number: [Redacted] Work Number: [Redacted]

Fax Number: [Redacted] E-mail Address: [Redacted]

Spouse's Name n/a  
First Middle Last

Are you a United States Citizen? Yes  No  Are you a Michigan resident? Yes  No   
Do you have children? If so, what are their ages? Yes 21 and 15 Years Old

**Education History**

High School Muskegon High School City/State Muskegon, MI

Graduation Date 06/1993  
Month/Year

*Undergraduate Institutions (B.A.; B.S.; B.B.A.; etc.)*

Institution Name Muskegon Community College Graduation Date N/A  
Month/Year

Major Criminal Justice Minor \_\_\_\_\_

Concentration/Degree \_\_\_\_\_

Institution Name Grand Rapids Community College Graduation Date N/A  
Month/Year

Major Fire Science Minor \_\_\_\_\_

Concentration/Degree \_\_\_\_\_

*Post-Graduate and Professional Institutions (M.A.; M.S.; M.B.A., M.Ed.; Ph.D., J.D., M.D., etc.)*

Institution Name _____	Graduation Date: _____ Month/Year
Concentration/Degree _____	
Institution Name _____	Graduation Date: _____ Month/Year
Concentration/Degree _____	
Institution Name _____	Graduation Date: _____ Month/Year
Concentration/Degree _____	

**Employment Experience**

*Please list your employment experience for the past 10 years. Please use an additional sheet if necessary*

Employer	<u>Muskegon Heights Fire Department</u>	Dates of Employment: <u>03/96 to Current</u> Month/Year
Job Title	<u>Fire Chief</u>	
Employer	<u>Muskegon County Hazmat</u>	Dates of Employment: <u>12/97 to Current</u> Month/Year
Job Title	<u>Hazardous Materials Specialist</u>	
Employer	<u>Self Employed</u>	Dates of Employment: <u>10/00 to Current</u> Month/Year
Job Title	<u>Instructor (Firefighter Training /Hazardous Materials training)</u>	
Employer	_____	Dates of Employment: _____ Month/Year
Job Title	_____	
Employer	_____	Dates of Employment: _____ Month/Year
Job Title	_____	
Employer	_____	Dates of Employment: _____ Month/Year
Job Title	_____	

Do you hold any professional licenses? If so, please describe the licenses including the license numbers:

Michigan Medical First Responder License, Michigan Fire Inspector I

What special skills could you bring to the public school academy board?

I bring knowledge of organizational management as well as knowledge in vocational training.

My knowledge of the community and ability to work with others I believe will help also.

**Additional Qualifications**

*Please answer the following five (5) questions if applicable. Please use a separate sheet if necessary.*

1. <b><u>Government Experiences:</u></b> List any experience in, or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, current or previous appointments, honorary, or other part-time service or position), with dates of services.
Employed by the City of Muskegon Heights for over 22 Years.
Instructor with the Michigan State Police Haz-Mat training Center 2000
2. <b><u>Elective Public Office:</u></b> List all elective public offices sought and held with dates of service.
3. <b><u>Honors and Awards:</u></b> List all scholarships, fellowships, honorary degrees, honorary society memberships, and other special recognition for outstanding service or achievement.
Bureau of Alcohol Tobacco Firearms and Explosives Honor award 2014
10+ various public safety awards.
4. <b><u>Volunteer Experiences:</u></b> List all experience with volunteer organizations and positions held.
I have served on the board of directors for the following organizations: Muskegon Area Promise ,
Boys and Girls Club Muskegon Lakeshore, Muskegon area Fire Chiefs, Mission for Area People,
Michigan Fire Service Instructors Association, Michigan MABAS Special Operations Working Group
5. <b><u>Miscellaneous:</u></b> List any additional points, including special skills that qualify you for this position.
Strong management and leadership skills. Long working relationship with the community.
Experience working on other community boards. Dedication to community service.

**Conflicts of Interest**

*Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.*

1. Do you know if any person or group who might take overt or covert steps to attack, even unfairly, your appointment? If yes, please identify and explain the basis for the potential.	1. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Do you or your spouse have a contractual agreement with the Academy?	2. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Do you or your spouse have any ownership interest in any management company contracting with the Academy?	3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Have you or your spouse guaranteed any loans for the Academy?	4. <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will you or your spouse be leasing or selling any real property to the Academy?	5. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Will you or your spouse be employed at the Academy (either as an employee of the Academy or as an employee of a management company contracted by the Academy)?	6. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Do you or your spouse sell any supplies, materials, equipment or other personal property to the Academy?	7. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Have you or your spouse provided any start-up funds to the Academy? If so, how much?	8. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Do you or your spouse, or other close family members have ownership, interest, whether directly or indirectly, in any corporation, partnership, association, or other legal entity which will enter into a contract with the Academy?	9. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Do you currently serve as a public official?	10. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11. Is there any other matter in which you are involved which is or may be incompatible or in conflict with the discharge of the duties of the position to which you seek to be appointed or which may impair or tend to impair your independence of judgment or action in the performance of the duties of that position?	11. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



**Ethical Matters**

*Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.*

<p>1. <u>Citations</u>. Have you ever been cited for a breach of ethics for unprofessional conduct by, or been named in, a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group?</p>	<p>1. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>2. <u>Convictions</u>: Have you ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the Michigan offenses of operating under the influence of liquor, operating while impaired, reckless driving, or the equivalent offenses in other states).</p>	<p>2. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>3. <u>Current Charges</u>: Are you now under charges for any violation law?</p>	<p>3. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>4. <u>U.S. Military Convictions</u>: Have you ever been convicted by any military court?</p>	<p>4. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>5. <u>Imprisonment</u>: Have you ever been imprisoned, been on probation, or been on parole</p>	<p>5. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>6. <u>Agency Proceedings: Civil Litigation</u>: Are you presently, or have you ever been a party in interest in any administrative agency proceedings or civil litigation which is related in any way to the position to which you seek to be appointed?</p>	<p>6. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>7. <u>Agency Proceedings and Civil Litigation of Affiliates and Family</u>: Has any business in which you, your spouse, close family members or business associate are or were an officer, director, or partner been a party to any administrative agency proceedings or civil litigation relevant to the position to which you seek to be appointed? (With respect to this question, you need only consider proceedings and litigation that occurred while you, your spouse, close family member or business associate were an officer of that business.)</p>	<p>7. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>
<p>8. <u>Other</u>: Is there any other any additional information, favorable or unfavorable, which you feel should be considered in connection with your appointment?</p>	<p>8. <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p>

**References (required)**

*Please submit three (3) character references. References must have no familial relation to you, i.e. no blood relatives or relatives by marriage.*

Name	<u>Fonte Love</u>	Relationship to you	<u>Employee</u>
Telephone	<u>[REDACTED]</u>	How long have you known this person?	<u>20+ Years</u>
Name	<u>Brian Blomstrom</u>	Relationship to you	<u>Friend</u>
Telephone	<u>[REDACTED]</u>	How long have you known this person?	<u>17+ Years</u>
Name	<u>Melinda Hines</u>	Relationship to you	<u>Friend</u>
Telephone	<u>[REDACTED]</u>	How long have you known this person	<u>20+ Years</u>

**Application Verification**

I recognize that all information submitted with this application or gathered by Muskegon Heights Public School Academy as a result of this application becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold Muskegon Heights Public School Academy, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this application process.

I Christopher J. Dean certify that the information provided in this statement is, to the best of my knowledge, true and accurate.

Signature **Christopher Dean** Digitally signed by Christopher Dean  
Date: 2018.04.30 09:12:36 -04'00' Date \_\_\_\_\_

**PLEASE NOTE: Public School Academy Board Applications  
Are subject to public disclosure under the Michigan Freedom of Information Act.**

**Personal Background Check Consent**

A criminal records check must be conducted as a condition for appointment as a public official serving on the board of a public school academy authorized by Muskegon Heights Public Schools. This consent does not authorize nor will Muskegon Heights Public Schools conduct a consumer credit check.

Information requested on this page will be used to conduct a criminal records check and will not be used to determine qualifications as a proposed public school academy board member. This page will be removed prior to review of the information contained in the application.

Please print or type the following information:

1. Print or type your full name: Christopher James Dean  
First Middle Last (Jr, III, etc.)
2. Maiden Name/Previously Used Names: N/A
3. Current address: [REDACTED]  
Norton Shores, MI 49441
4. Former address: [REDACTED]  
Muskegon, MI 49441
5. Date of Birth: [REDACTED]  
: Month Day Year
6. Driver's License Number: [REDACTED]
7. Gender:  Male  Female
8. Race:  White/Caucasian  Black/African American  Hispanic/Latino (a)  
 Asian/Pacific Islander  American Indian/Alaskan Native  
 Other (please specify)

By signing this document I acknowledge receipt of this disclosure and authorize Muskegon Heights Public Schools to obtain a copy of my criminal records report.

I consent to the release of information concerning my criminal record, subject to any restrictions that I have included, to Muskegon Heights Public Schools, its Muskegon Heights Public School Academy. I specifically authorize Muskegon Heights Public School Academy to conduct a criminal records check on me with the applicable local, state and federal law enforcement agencies.

I will hold Muskegon Heights Public School Academy, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonable believes is true based upon my representations or resulting from the criminal records check consent process.

By my signature I assert and certify that the information provided is, to the best of my knowledge, true and complete.

Signature Christopher Dean Digitally signed by Christopher Dean  
Date: 2019.04.20 09:14:00 -0400 Date \_\_\_\_\_

**Fire Investigation Curriculum Vitae for**  
**Christopher J. Dean, CFEI, PEM**  
Fire Chief Muskegon Heights Fire Department

## Professional Experience

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**City of Muskegon Heights**

*Fire Chief*

**21 Years**

*February 2015 to Current*

Management of overall operations and administration of fire department  
Fire and emergency incident response and management

*Fire Chief / Director of Inspections*

*August 2012 to February 2015*

Management of overall operations and administration of fire department  
Management of overall operations of the building inspections  
Fire and emergency incident response and management

*Interim Fire Chief / Director of Inspections*

*March 2012 to August 2012*

Management of overall operations and administration of fire department  
Management of overall operations of the building inspections  
Fire and emergency incident response and management

*Lieutenant*

*Nov 2001 to Mar 2012*

Shift commander  
Fire response and suppression  
Fire investigation  
Medical response  
Fire prevention  
Department administrative duties

*Special Assignment Auto Theft Unit*

*Oct 2004 to Sept 2010*

(In addition to Fire Lieutenant duties)  
Auto theft investigation  
Fraud investigation  
Crime scene investigation and processing  
Courtroom testimony

*Fire Fighter*

*Mar 1996 to Nov 2001*

Fire suppression  
Medical response  
Fire investigation  
Training

{Continued}

**Fire Investigation Curriculum Vitae for**  
**Christopher J. Dean, CFEI, PEM**  
Fire Chief Muskegon Heights Fire Department

<b>Muskegon County Hazardous Materials Team</b> <i>Hazardous Materials Specialist</i>	<b>20 Years</b> <i>Dec 1997 - Current</i>
Command of hazardous materials incidents Hazardous materials incident mitigation Monitoring, sampling and analysis of hazardous materials Reporting of hazardous materials incidents	
<b>Michigan State Police Hazardous Materials Training Center</b> <i>Adjunct Instructor</i>	<b>2 Years</b> Oct 2000 – Oct 2002
Instructing response to hazardous materials incidents	
<b>City of Muskegon</b> <i>Park Ranger (seasonal)</i>	<b>8 Years</b> Jun 1993 – Sept 2001
Supervising park activities Park security Local ordinance enforcement	
<b>Michigan Department of Natural Resources</b> <i>Fire Fighter (seasonal / on call)</i>	<b>15 Years</b> Apr 1994 – Mar 2009
Fire response and suppression Heavy equipment operation	

## Formal Education

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Muskegon Community College, Muskegon MI Criminal Justice      35 Credits	1994 to 2016
Grand Rapids Community College, Grand Rapids MI Fire Science            3 Credits	1998
Kellogg Community College, Kalamazoo MI Fire Science            9 Credits	1993 to 1995
Muskegon High School, Muskegon MI High School Diploma	1990 to 1993

{Continued}

**Fire Investigation Curriculum Vitae for  
Christopher J. Dean, CFEI, PEM  
Fire Chief Muskegon Heights Fire Department**

## **Fire / Haz-Mat Training**

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(Not inclusive of all training taken)

Basic Wildfire*	16hrs	April 1994
Fire Fighter I *	240hrs	August 1995
Fire Fighter II*	160hrs	October 1995
Incident Command	16hrs	December 1996
Wildland S130 / S190*	16hr	March 1997
Incident Response to Haz-Mat EPA 165.15*	40hr	March 1998
Haz-Mat Technician Advanced *	40hr	March 1998
Chemistry of Hazardous Materials I*	23hr	December 1998
Chemistry of Hazardous Materials II*	23hr	December 1998
Hazardous Materials Specialist *	40hr	March 1999
Occupied Structural Firefighting	16hrs	September 1999
Hazardous Materials Incident Management*	40hrs	February 2000
Fire Inspection Principles and Practices	32hrs	April 2001
Managing Co. Tactical Ops Tactics	16hrs	February 2002
Building Construction Noncombustible	16hrs	March 2003
Leadership I	16hrs	March 2003
Health & Safety Officer	16hrs	March 2003
Basic & Advanced Disaster Life Support*	32hrs	September 2008
Clandestine Drug Lab Awareness TrT	8hrs	October 2008
Incident Command System 100 thru 400*	40hrs	December 2008
Instructor Training Certification*	40hrs	March 2009
Art of Reading Smoke	8hrs	October 2009
Enhanced IC Management & Unified Com*	28hrs	November 2009
Incident Command TrT	31hrs	February 2010
Prep for Initial Company Ops	16hrs	March 2011
Strategy & Tactics Initial Co. Operations	16hrs	March 2011
Incident Safety Officer	16hrs	March 2011
WMD/ IED/ Hazmat	8hrs	April 2011
NIMS ICS All Hazard Safety Officer	28hrs	January 2012
Leadership and Mgt. of Surface Transport IC	40hrs	March 2012
Strategic Organizational Issues in Fire and EMS	36hrs	August 2013
Fire Chief 101	8hrs	April 2015
Hazmat Technician Refresher	12hrs	May 2015
Crude Oil by Rail Emergency Response	24hr	August 2015
Principles of Modern Fire Attack SLICE-RS	8hrs	September 2015
Incident Command: Capability, Planning and Resp	24hrs	January 2016

(Copies of certificates available upon request)

TrT = Train the Trainer

\* Tested Training

**Fire Investigation Curriculum Vitae for**  
**Christopher J. Dean, CFEI, PEM**  
 Fire Chief Muskegon Heights Fire Department

**Fire Investigative / Fire Inspections / Law Enforcement Training**

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(Not inclusive of all training taken)

Emergency Response to Terrorism	16hrs	March 1999
WMD Incident Command Operations	40hrs	August 1999
Incident Response to Terrorist Bombings*	36hrs	October 1999
Explosives Recognition	4hrs	February 2001
FBI WMD Crime Scene Awareness	16hrs	February 2001
Arson Detection for First Responder	16hrs	April 2001
Fire Fatality (investigation) *	16hrs	May 2001
Clandestine Drug Lab Awareness	4hrs	May 2001
44 <sup>th</sup> Basic Fire Investigation School*	68hrs	September 2001
Kinesic Interview	24hrs	December 2001
15 <sup>th</sup> Vehicle Fire School*	34hrs	October 2002
10 <sup>th</sup> Arson Follow-Up School*	34hrs	February 2003
25 <sup>th</sup> Fire Investigation II (Advanced) *	34hrs	March 2003
NFPA 921 Seminar	7hrs	November 2003
REID Method of Interview & Interrogation	24hrs	April 2004
Michigan IAAI Arson School*	32hrs	May 2004
Mid West Motor Vehicle Theft Conference	32hrs	May 2005
Fire Pattern Recognition & Identification*	16hrs	August 2005
NFPA 921 Fire & Explosion Investigation	7hrs	November 2005
Michigan IAAI Arson School*	24hrs	May 2006
Motor Vehicle Identification*	36hrs	May 2006
Public Safety WMD Sampling Techniques	24hrs	April 2007
Arson Case Management*	22hrs	May 2007
Post Flashover Fires*	4hrs	December 2008
Digital Photography for the Fire Invest*	4hrs	December 2008
Fire Dynamics – Fire Modeling*	80hrs	August 2009
Effective Investigation and Testimony*	3hrs	September 2009
Burn Surge / IED Workshop and Exercise	8hrs	June 2010
Hands on Electrical Fire/Arson Invest.*	20hrs	September 2010
Scientific Method for Fire Investigation*	3hrs	January 2011
Fundamentals of Interviewing*	4hrs	January 2011
Scientific Method / NFPA 921 Update*	3hrs	January 2011
Michigan IAAI Arson School*	24hrs	May 2011
Fire Investigator & 2011 NFPA921 Update*	4hrs	July 2011
Critical Thinking Solves Cases*	4hrs	July 2011
WMD Sampling Tech and Guidelines Ref*	16hrs	October 2011
Ethics and the Fire Investigator*	3hrs	November 2011
Explosion Dynamics*	4hrs	November 2011
Energy Theft, Meter Tampering	2hrs	June 2012
International Electrical Code	3hrs	June 2012

**Fire Investigation Curriculum Vitae for**  
**Christopher J. Dean, CFEI, PEM**  
**Fire Chief Muskegon Heights Fire Department**

DNA*	3hrs	July 2012
Intro to Evidence*	4hrs	July 2012
Physical Evidence at the Fire Scene*	4hrs	July 2012
Writing the Initial Origin and Cause Report*	3hrs	July 2012
Evidence Examination*	4hrs	August 2012
First Resp. Fire Investigation Awareness*	8hrs	October 2012
Relationship between NFPA 921 & 1033*	4hrs	December 2012
Documenting the Event*	4hrs	December 2012
NFPA 1033 and Your Career*	4hrs	December 2012
ATF Enclosure Fire School*	36hrs	December 2014
Courtroom Preparation and Testimony for First Re	16hrs	January 2015
Deposition Content and Preparation*	3hrs	February 2015
IAAI Michigan Arson School	16hrs	May 2015
Developing and Implementing Pub Policy*	40hrs	March 2016
MFSIA Fire Investigation	8hrs	October 2016
NFPA Inspector I		
NFPA Plans Examiner		

(Copies of certificates available upon request)

\* = Tested Training

## **Fire Investigation Experience**

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I have investigated over 600 fires since August of 2000. The fires have involved fatalities, residential structures, commercial structures, abandoned structures, passenger vehicles, commercial vehicles, recreational vehicles, boats, and forest / wildland.

I regularly provide technical review and / or peer review to other fire investigators in the Muskegon area on scenes they have examined.

## **Fire Origin and Cause Testimony**

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### Court Testimony

14 <sup>th</sup> Circuit Court Muskegon County	Jury Trial	May 2017
Scott Sessa v. Auto Owners Insurance	14-49582-CK	

United States District Court Western District of Michigan



**Fire Investigation Curriculum Vitae for  
Christopher J. Dean, CFEI, PEM  
Fire Chief Muskegon Heights Fire Department**

United States of America vs Singer	1:11 CR-257
60 <sup>th</sup> District Court, Muskegon County People v. Danitra Pollard	Preliminary Hearing 12-146071-FY
{Continued}	
60 <sup>th</sup> District Court, Muskegon County People v. Samuel Withrow	Preliminary Hearing 11-135208-FY
60 <sup>th</sup> District Court People v. Janis Walker	District Court Bench Trial 09-110345-FY
14 <sup>th</sup> Circuit Court Muskegon County People v. Jason Haggstrom	Sentencing Hearing 08-099708-FY

Deposition Testimony

Sessa v. Auto Owners Insurance Muskegon County	14-49582-CK
Singer V. Farm Bureau Insurance Muskegon County	08-46106-CK
Kling v. Auto Owners Insurance Muskegon County	08-46140-CK

## **Fire Investigation / Fire Inspections Certifications**

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Certified Fire and Explosion Investigator	#8131-6113	Exp: 06/09/2022
National Association of Fire Investigators (Sarasota, FL)		
Certified as a Fire Investigator		
National Board on Fire Service Professionals Qualifications (Quincy, MA)		
Certified Fire Inspector I	# CFI-18-PB-0029	Exp: 01/14/2021
National Fire Protection Association		
Certified Fire Plans Examiner	#CFPE-18-PB-0036	Exp: 02/04/2021

**Fire Investigation Curriculum Vitae for**  
**Christopher J. Dean, CFEI, PEM**  
Fire Chief Muskegon Heights Fire Department

## **Instructor Certification and Experience Statements**

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Certified Fire Instructor II - Michigan Office of Fire Fighter Training – June 2017

Certified Fire Instructor I- Michigan Office of Fire Fighter Training –August 2014

Certified Instructor - United States Department of Homeland Security Center for Domestic Preparedness (FEMA) -March 2009

Certified Instructor - Michigan Office of Fire Fighter Training -December 2000

I have instructed Emergency Response to Hazardous Material, Fire Fighter level I&II, Incident Command and Fire Investigation for over 15years.

I have instructed Fire Investigation and Cause Determination in the Muskegon County Fire Academy from 2010 to 2015

I have instructed Fire Investigation and Cause Determination at the Montcalm County Fire School at Montcalm Community College.

I have instructed Fire Investigation at the Michigan Fire Service Instructors Association Conference

## **Other Certifications and Licenses**

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Professional Emergency Manager Certification  
Michigan State Police, Emergency Management and Homeland Security Division  
-March 2013

Licensed Medical First Responder  
Michigan Department of Community Health  
Exp: December 2020

Certified Incident Safety Officer #404760  
National Board on Fire Service Professionals Qualifications (Quincy, MA)

**Fire Investigation Curriculum Vitae for  
Christopher J. Dean, CFEI, PEM  
Fire Chief Muskegon Heights Fire Department**

## **Professional Memberships / Boards**

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Muskegon Area Fire Chiefs  
Board of Directors Chairman 2012, 2015, 2017  
Fire Investigation Committee Chair 2012- 2015

Michigan Association of Fire Service Instructors  
Member at Large (Trustee) 2013- 2015  
Treasurer 2015 - Current

Michigan Mutual Aid Box Alarm System  
Special Operation Working Group Member 2015 – Current

Michigan Association of Fire Chiefs - Member

Michigan Chapter of International Association of Arson Investigators

International Association of Arson Investigators

National Association of Fire Investigators

National Fire Protection Association Fire Service Section

## **Community Involvement**

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Muskegon Area Promise Zone Authority Board of Directors  
Board Member 2016 – Current

Boys and Girls Club Lakeshore Board of Directors  
Board Member 2014- Current  
Operation Committee Chair 2017 - Current

Mission for Area People Board of Directors  
Board Member 2013- 2016

**Fire Investigation Curriculum Vitae for  
Christopher J. Dean, CFEI, PEM  
Fire Chief Muskegon Heights Fire Department**

**Awards / Honors**

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Commendation City of Muskegon Boat Accident Rescue	August 1996
Kiwanis Public Safety Award Accident Fire Rescue	November 1996
Kiwanis Public Safety Award Motel Fire Rescue	November 1997
Muskegon Heights Fire Department Firefighter of the Year	1998
Muskegon Heights Fire Department Firefighter of the Year	2001
Michigan Chapter IAAI Photo Contest 1 <sup>st</sup> Place Arson	Year 2004
Michigan State Police Haz-Mat Team Challenge 1 <sup>st</sup> Place Team	Year 2004
Michigan State Police Haz-Mat Team Challenge 4 <sup>th</sup> Place Team	Year 2005
Michigan Chapter IAAI Photo Contest 1 <sup>st</sup> Place Accidental	Year 2010
Michigan Chapter IAAI Photo Contest 3 <sup>rd</sup> Place Accidental	Year 2010
Michigan Chapter IAAI Photo Contest 3 <sup>st</sup> Place Arson	Year 2010
Michigan Chapter IAAI Photo Contest 1 <sup>st</sup> Place Arson	Year 2012
Michigan Chapter IAAI Photo Contest 1 <sup>st</sup> Place Training	Year 2012
Michigan Chapter IAAI Photo Contest 2 <sup>nd</sup> Place Accidental	Year 2012
Michigan Arson Prevention Committee Investigator of the ATF Honor Award	Year 2013 Year 2014

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