

**VICKSBURG COMMUNITY SCHOOLS
BOARD OF EDUCATION
July 11, 2022 – 7:00 PM
Vicksburg Admin Building
Vicksburg, MI**

MINUTES

Members Present: Jennifer Buikema, Tina Forsyth, Carol Lohman, David Schriemer, Dan Grabowski, Stephanie Willoughby, and Virgil Knowles

Members Absent: None

Board Secretary Amy Manchester

Admins Present: Keevin O'Neill, Steve Goss, Gail VanDaff, Don Puckett

Guests Present: Lisa Coe, Kelly MacDonell

President Knowles called the meeting to order at 7:01 pm.

- I. SUPERINTENDENT'S REPORT
 - A. Staff Update

Supt. O'Neill reported hiring is going well considering the lack of applicants across the state. Only a few positions remain to be filled at this time.
 - B. Kindergarten Enrollment

Supt. O'Neill gave an update on current enrollment. There appears to be a small increase from last year, but numbers are fluid at this time.
 - C. Legislative Update

Supt. O'Neill stated that the state budget has been signed. There have been a few new bills introduced that would allow retirees to return to the workforce sooner.
- II. REPORTS AND PUBLIC INQUIRY
 - A. Budget and Finance Report

Asst. Supt. Goss presented the budget progress report for June 2022 showing total revenues of \$27,164,718; total expenditures of \$28,271,595 and deficiency of revenues over expenditures of \$(1,106,877).
He also reported that there are sources for additional funding for At Risk students next school year and also funds for mental health support, special education, and school safety. This could potentially generate an additional \$2,000,000 in revenue for the district.
 - B. Bond/Construction Update

Asst. Supt. Goss explained the format of the investment report for the construction funds.
 - C. Outdoor Education Center (OEC) Annual Report

Kelly Christiansen will be presenting the OEC annual report at the September Board of Education Meeting.
- III. AUDIENCE

No one wished to address the Board on a non-agenda item.
- IV. BOARD ACTION REQUIRED
 - A. Approval of the June 13, 2022, Board Meeting Minutes

A motion for approval was made by Forsyth and supported by Lohman.
Motion carried unanimously.

- B. Approval of General Fund Invoices Totaling \$338,624.68 - ROLL CALL VOTE: A motion for approval was made by Schriemer and supported by Forsyth.
Motion carried unanimously by roll-call vote.
- C. Approval of Purchase Card Disbursements for May 2022 Totaling \$111,894.35 - ROLL CALL VOTE: A motion for approval was made by Buikema and supported by Forsyth.
Motion carried unanimously by roll-call vote.
- D. Authorize and Direct Board Secretary to Post the Regular Meeting Schedule of the Board of Education at the Administration Building and Complete Affidavit of Posting: A motion for approval was made by Grabowski and supported by Buikema.
Motion carried unanimously by roll-call vote.
- E. Approval to Accept Student Enrollments through Section 105C of Public Act 94 for the first semester of the 2022-23 School Year: A motion for approval was made by Lohman and supported by Forsyth.
Motion carried unanimously.
- F. Approval of the Following Teacher Contracts Upon Results of State and Federal Record and Unprofessional Conduct Checks: A motion for approval was made by Buikema and supported by Schriemer.
Motion carried unanimously.
 - 1. Jill Braman - 1st Grade at SL, BA Step 7
 - 2. Nicole Bruggema - Math at VHS, MA Step 1
 - 3. Alexa Neumann - Eng/ESL at VMS, MA Step 6
 - 4. Kelly Sanchez - 3rd Grade at SL, MA Step 10
 - 5. Tabitha Sears - 2nd Grade at SL, BA Step 1
 - 6. Kristen Shook - Elementary Media Specialist, MA Step 19
 - 7. Brenda Warner - 1st Grade at SL, MA Step 8
 - 8. Joseph Wing - Secondary Media Specialist, MA Step 20
 - 9. Samantha Witters - 5th Grade at SL, BA Step 1
- G. Designate Depository of Funds to Employee Bank of Choice: A motion of approval was made by Buikema and supported by Grabowski.
Motion carried unanimously.
- H. Designate Investment Depositories - ROLL CALL VOTE: A motion for approval was made by Forsyth and supported by Willoughby.
Motion carried unanimously by roll-call vote.
 - 1. MILAF
 - 2. PNC
 - 3. Fifth Third Bank
 - 4. Arbor Credit Union
 - 5. Kalamazoo County State Bank
 - 6. Huntington Banks
 - 7. Mercantile Bank (formerly Keystone Bank)
 - 8. Michigan CLASS
 - 9. Chemical Bank
- I. Designate Authorized Signatures for Checking and Savings: A motion for approval of items 1-7b.(18) was made by Forsyth and supported by Willoughby.
Motion carried unanimously.
 - 1. General Fund Treasury, General Fund, Building & Site Funds, Debt Retirement Accounts (two signatures - may be facsimiles)

- a. Board President
 - b. Superintendent
 - c. Asst. Superintendent
 - d. Controller
2. Payroll (one signature - may be facsimile)
 - a. Superintendent
 - b. Board President
 - c. Controller
 3. School Service and Trust & Agency (one signature - may be facsimile)
 - a. Superintendent
 - b. Asst. Superintendent/Board Treasurer
 - c. Controller
 4. Vicksburg High School Athletic Checkbook (One signature)
 - a. High School Principal
 - b. HS Assistant Principal
 - c. Assistant Superintendent
 - d. Controller
 5. Vicksburg Middle School Athletic Checkbook (One signature)
 - a. MS Principal
 - b. MS Assistant Principal
 - c. Assistant Superintendent
 - d. Controller
 6. Basic Flex Spending (One signature)
 - a. Assistant Superintendent
 - b. Controller
 - c. Superintendent
 7. Designate Authorized Signatures for Entry to Safe Deposit Box
 - a. Entry to Safe Deposit Box
 - (1) Superintendent
 - (2) Asst. Superintendent/Board Treasurer
 - (3) Exec. Asst. to Supt./General Office Mgr./Board Secretary
 - (4) Controller
 - b. Purchase Cards (limits listed below with authority granted to Asst. Supt. to temporarily increase limits for specific purchases)
 - (1) Asst. Superintendent (\$100,000)
 - (2) Superintendent (\$5,000)
 - (3) Controller (\$100,000)
 - (4) Director of Curriculum and Instruction (\$5,000)
 - (5) Director of Technology Services (\$2,500)
 - (6) High School Principal (\$5,000)
 - (7) High School Asst. Principal (\$5,000)
 - (8) Middle School Principal (\$5,000)
 - (9) Middle School Assistant Principal (\$5,000)
 - (10) Indian Lake Principal (\$2,500)
 - (11) Sunset Lake Principal (\$2,500)
 - (12) Tobey Principal (\$2,500)
 - (13) Maintenance Supervisor (\$2,500)
 - (14) Director of Food Service (\$2,500)
 - (15) Director of Community Ed (\$2,500)

- (16) Director of Transportation (\$2,500)
- (17) Director of Athletics (\$2,500)
- (18) VPHS Principal (\$2,500)

- J. Approval of the Following Retainer Service Providers for 2022-23: A motion for approval was made by Lohman and supported by Forsyth.
Motion carried unanimously.
 - 1. Auditors: Plante Moran
 - 2. Legal: Thrun Law Firm
- K. 1st Reading Approval of VCS Policies 6110, 6114, and 6325 - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Willoughby.
Motion carried unanimously by roll-call vote.

There being no further business to come before the Board, President Knowles adjourned the meeting at 7:34 pm.

President Virgil Knowles
August 8, 2022

Secretary Amy Manchester