

**VICKSBURG COMMUNITY SCHOOLS
BOARD OF EDUCATION
July 11, 2011
VAB – 7:00 p.m.**

MINUTES - Open Session

Members Present: Wil Emmert, Rudy Callen, Tom Danielson, Tina Forsyth, Carol Lohman, and Virgil Knowles

Secretary Karen Hill

Members Absent: David Schriemer

Administrators Present: Supt. Charles Glaes, Asst. Supt. Stephen Goss

Guests Present: Steve Thomas, Brad Geesaman

I. CALL TO ORDER

- A. Approval of Virgil Knowles as Temporary Chairperson to convene this Organizational Meeting through Action Item I.A.: Election of Officers: A motion was made by Forsyth and supported by Emmert for approval of Virgil Knowles as Temporary Chairperson to convene this Organizational Meeting through Action Item I.A.: Election of Officers. Motion carried unanimously.

II. SUPERINTENDENT'S REPORT

- A. Legislative and Legal Update: Supt. Glaes reported that the Legislature has passed a package of four Teacher Tenure reform bills. Bills 4625-4628 will require evaluations based on student achievement. Supt Glaes, Asst. Supt Goss, and President Knowles will be meeting with Representative Margaret O'Brien to discuss the impact of proposed legislation on the District.

III. REPORTS AND PUBLIC INQUIRY

A. Financial Report - Steve Goss:

1. Budget Progress Report for Month Ending June 30, 2011: Asst. Supt. Goss reviewed the budget progress report for June 2011 showing total revenues of \$17,859,700; total expenditures of \$20,632,123; and deficiency of revenues over expenditures of -\$2,772,423. Mr. Goss stressed that these figures are prior to year-end adjustments.

B. Instructional Report - Charles Glaes:

1. Elementary Balanced Mathematics Curriculum: John O'Toole requested approval from the Board for Elementary Balanced Mathematics Curriculum, which aligns with the State's Common Core State Standards (CCSS) for Mathematics.

- C. Audience: VEA President Brad Geesaman stated that a TA had been reached and expressed appreciation for the Administration and Board working with the VEA. Mr. Geesaman also stated that the staff living in the community is willing to help with a sinking fund or bond to offset budget cuts.

IV. BOARD ACTION REQUIRED

A. Approval of the Following Minutes:

1. June 13, 2011 - Regular Meeting Minutes - Open Session: A motion was made by Emmert and supported by Callen for approval of regular meeting minutes – open session dated June 13, 2011. Motion carried unanimously.
2. June 13, 2011 - Regular Meeting Minutes - Closed Session: A motion was made by Emmert and supported by Danielson for approval of regular meeting minutes – closed session dated June 13, 2011. Motion carried unanimously.

3. June 28, 2011 - Special Meeting - Open Session: A motion was made by Lohman and supported by Emmert for approval of regular meeting minutes – open session dated June 28, 2011. Motion carried unanimously.
 4. June 28, 2011 - Special Meeting - Closed Session: A motion was made by Emmert and supported by Forsyth for approval of special meeting minutes – closed session dated June 28, 2011. Motion carried unanimously.
- B. Approval of the Following General Fund Invoices - ROLL CALL VOTE:
1. June 8, 2011 - \$76,612.29: A motion was made by Forsyth and supported by Danielson to approve payment of invoices dated June 8, 2011 totaling \$76,612.29.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
 2. June 27, 2011 = \$130,389.45: A motion was made by Danielson and supported by Forsyth to approve payment of invoices dated June 27, 2011 totaling \$130,389.45.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
 3. June 30, 2011 = \$239,657.05: A motion was made by Emmert and supported by Forsyth to approve payment of invoices dated June 30, 2011 totaling \$239,657.05.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
- C. Organization of 2011-12 School Board:
1. Election of Officers:
 - a. President: A motion was made by Lohman and supported by Forsyth to elect Virgil (Skip) Knowles as President. Motion carried unanimously.
 - b. Vice President: A motion was made by Danielson and supported by Forsyth to election Carol Lohman as Vice President. Motion carried unanimously.
 2. Appointment of Officers: A motion was made by Forsyth and supported by Emmert to appoint Karen Hill as Secretary and Steve Goss as Treasurer. Motion carried unanimously.
 - a. Secretary - Karen Hill
 - b. Treasurer - Steve Goss
- D. Set Time, Place and Dates of Regular Board of Education Meetings for 2011-12: A motion was made by Forsyth and supported by Emmert to set time, place and dates of regular Board of Education Meetings for 2011-12. Motion carried unanimously.
1. Time: 7:00 am
 2. Place: Vicksburg Administration Building (unless otherwise stated)
 3. Dates: (see attached)
- E. 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 was made by Danielson and supported by Forsyth to 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. Motion carried unanimously.

- F. Designate Depository of Funds to Employee Bank of Choice: A motion was made by Forsyth and supported by Lohman to designate depository of funds to employee bank of choice. Motion carried unanimously.
- G. Designate Investment Depositories: A motion was made by Lohman and supported by Emmert to designate investment depositories. Motion carried unanimously.
1. MILAF
 2. PNC
 3. Fifth Third Bank
 4. Educational Community Credit Union
 5. Kalamazoo County State Bank
 6. Bank of America
 7. Huntington Banks
 8. Portage Commerce Bank
 9. Keystone Community Bank
 10. Michigan CLASS
- H. Designate Authorized Signatures for Checking and Savings: A motion was made by Forsyth and supported by Danielson to designate authorized signatures for checking and savings. Motion carried unanimously.
1. General Fund, Building & Site Fund, Debt Retirement, Facility Improvement Project Funds (two signatures - may be facsimiles)
 - a. Board President
 - b. Superintendent
 - c. Asst. Superintendent
 - d. Business Office Manager
 2. 2005 Athletic Facility Funds (one signature - may be facsimile)
 - a. Asst. Superintendent
 - b. Business Office Manager
 3. Payroll (one signature [Superintendent] - may be facsimile)
 4. School Service, Trust & Agency (one signature - may be facsimile)
 - a. Superintendent
 - b. Asst. Superintendent/Board Treasurer
 - c. Business Office Manager
 - d. Payroll/Assistant Accountant
 5. Designate Authorized Signatures for Entry to Safe Deposit, Night Depository, and Master Card Accounts
 - a. Entry to Safe Deposit Box
 - (1) Superintendent
 - (2) Asst. Superintendent/Board Treasurer
 - (3) Exec. Asst. to Supt./General Office Mgr./Board Secretary
 - (4) Business Office Manager
 - b. Night Depository
 - (1) Superintendent
 - (2) Asst. Superintendent/Board Treasurer
 - (3) Business Office Manager
 - (4) Payroll/Asst. Accountant
 - c. Master Card Accounts (\$2,500 limit)

- (1) VCS Business Office
- d. Purchase Cards (limits listed below)
 - (1) Business Office Manager (\$100,000)
 - (2) Asst. Superintendent (\$100,000)
 - (3) Superintendent (\$5,000)
 - (4) Director of Technology Services (\$2,500)
 - (5) High School Principal (\$5,000)
 - (6) High School Asst. Principal (\$2,500)
 - (7) Middle School Principal (\$5,000)
 - (8) Indian Lake Principal (\$2,500)
 - (9) Sunset Lake Principal (\$2,500)
 - (10) Tobey Principal (\$2,500)
 - (11) Director of Facilities and Operations (\$2,500)
 - (12) Director of Food Service (\$2,500)
 - (13) Director of Adult/Community Ed (\$2,500)
 - (14) Director of Transportation (\$2,500)
- I. Approval of the Following Retainer Service Providers for 2011-12: A motion was made by Danielson and supported by Forsyth for approval of the following retainer service providers for 2011-12. Motion carried unanimously.
 - 1. Auditors: BDO Siedman, LLP
 - 2. Legal: Thrun Law Firm
- J. Approval to Appoint Board Secretary Karen Hill as Election Representative for all Matters Pertaining to Vicksburg Community Schools' Elections: A motion was made by Callen and supported by Forsyth for approval to appoint Board Secretary Karen Hill as Election Representative for all matters pertaining to Vicksburg Community Schools' elections. Motion carried unanimously.
- K. 1st Reading Approval of Elementary Balanced Mathematics Curriculum at a First Year Cost of \$14,434.50 and a Yearly Cost of \$12,562.40 - ROLL CALL VOTE: A motion was made by Callen and supported by Emmert for 1st reading approval of elementary Balanced Mathematics Curriculum at a first year cost of \$14,434.50 and a yearly cost of \$12,562.40.
 Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles
 Nays: None
 Absent: Schriemer
 Abstain: None
 Motion carried unanimously.
- L. Approval of CEPI Compliance Resolution - ROLL CALL VOTE: A motion was made Emmert and supported by Forsyth for approval of CEPI Compliance Resolution.
 Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles
 Nays: None
 Absent: Schriemer
 Abstain: None
 Motion carried unanimously.
- M. Approval of FMLA Leave Request for Amanda Davis on or about August 29, 2011 for Six to Eight Weeks Using Accumulated Sick Leave: A motion was made by Lohman and supported by Danielson for approval of FMLA leave request for Amanda Davis on or about August 29, 2011 for six to eight weeks using accumulated sick leave. Motion carried unanimously.
- N. 2nd Reading – Approval to Award Dairy Bid to Prairie Farms for \$54,179 and Bakery Bid to Aunt Millie's for \$18,200 for the 2011-12 School Year – ROLL CALL VOTE: A motion was made by

Emmert and supported by Forsyth for 2nd reading approval to award dairy bid to Prairie Farms for \$54,179 and Baker Bid to Aunt Millie's for \$18,200 for the 2011-12 school year.

Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

- O. Approval to go into Closed Session for the Purpose of Strategy and Negotiations Relating to the Collective Bargaining Agreement in Accordance with Act 267 of the PA of 1976, Section 8 (c) of the Open Meetings Act – ROLL CALL VOTE: A motion was made by Emmert and supported by Forsyth for approval to go into Closed Session for the Purpose of Strategy and Negotiations Relating to the Collective Bargaining Agreement in Accordance with Act 267 of the PA of 1976, Section 8 (c) of the Open Meetings Act at 7:55 p.m.

Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, and Knowles

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

8:30 – Return to Open Session: President Knowles reviewed Board Committee list asking that members contact him within the next week if they wanted to make a change.

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:34 p.m.

President Virgil Knowles

Date: August 11, 2011

Secretary Karen Hill