

Vicksburg Community Schools
Board of Education
July 8, 2019 – VAB – 7:00 pm
MINUTES

Members Present: Tina Forsyth, Rudy Callen, Carol Lohman, Virgil Knowles, Wil Emmert, David Schriemer

Members Absent: Deborah Harsha

Board Secretary Amy Manchester

Administrators Present: Keevin O'Neill, Stephen Goss, Gail VanDaff, Karen McKinstry, Adam Brush, and Rick Place

Guests Present: Josh Baird, Sue Moore, Lisa Coe, Steve Thomas

I. SUPERINTENDENT'S REPORT

A. Recognitions

1. VCS Athletic Boosters Report - Josh Baird

Mr. Baird, President of the Vicksburg Athletic Boosters, presented the 2018-19 annual report and answered questions from the Board.

B. Staffing Update

Supt. O'Neill provided a staff update to the Board. There are open teaching positions and hiring is ongoing.

C. Kindergarten Enrollment Update

Supt. O'Neill shared the newest enrollment figures.

D. Legislative Update

Supt. O'Neill stated the budget looms and continues to drag on with no concrete figures at this time. There may be a bond taken which would replace the gas tax option. Many items on the table at this time.

E. VCS Home School Partnership Agreement

Supt. O'Neill gave an overview of the agreement and discussion with the Board and audience members followed.

II. REPORTS AND PUBLIC INQUIRY

A. Financial Report - Steve Goss

1. Budget Progress Report for Month Ending June 30, 2019

Asst. Supt. Goss presented the monthly budget progress report for June, 2019 showing total revenues of \$23,795,463; total expenditures of \$24,639,102 and deficiency of revenues over expenditures of \$(843,639).

B. State Aid Borrowing

Asst. Supt. Goss said a state aid note will smooth out the District cash flow. Requesting approval of a resolution for State Aid not to exceed \$1,000,000.

C. 2019-20 Meal Price Proposal: Food Service Director Sarah Dyer recommends increasing the secondary school lunch price to \$2.75 and breakfast price to \$1.35

Asst. Supt. Goss shared a proposal from Sarah Dyer recommending an increase in school meal prices and rationale for doing so.

D. Sunset Lake Elementary Floor Bid Award

Asst. Supt. Goss updated the Board about the Sunset Lake carpet replacement project. All classroom carpet will be removed and new tile will be installed.

E. Audience

No one wished to address the Board on a non-agenda item.

III. BOARD ACTION REQUIRED

A. Approval of the following Board Meeting Minutes

1. June 10, 2019 Regular Board Meeting Minutes: A motion for approval was made by Emmert and Supported by Lohman.
Motion carried unanimously.

B. Approval of the General Fund Invoices for the month of June in the amount of \$686,339.32 - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Emmert.

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

Nays: None

Absent: Harsha

Abstain: None

Motion carried unanimously.

1. June 1-30, 2019 (checks) - \$334,576.52
2. June 1-30, 2019 (wire transfers) - \$351,762.80

C. Approval of Purchase Card Disbursements for the Month of May Totaling \$149,218.50 - ROLL CALL VOTE: A motion for approval was made by Callen and supported by Forsyth.

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

Nays: None

Absent: Harsha

Abstain: None

Motion carried unanimously.

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 Emmert and supported by Lohman.
Motion carried unanimously.

E. Designate Depository of Funds to Employee Bank of Choice: A motion for approval was made by Forsyth and supported by Lohman.
Motion carried unanimously.

F. Designate Investment Depositories: A motion for approval was made by Callen and supported by Forsyth.
Motion carried unanimously.

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

G. Designate Authorized Signatures for Checking and Savings: A motion was made by Emmert and supported by Forsyth.
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 motion was made by Forsyth and supported by Callen.
Motion carried unanimously.
 - 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) Indian Lake Principal (\$2,500)
- (10) Sunset Lake Principal (\$2,500)
- (11) Tobey Principal (\$2,500)
- (12) Maintenance Supervisor (\$2,500)
- (13) Director of Food Service (\$2,500)
- (14) Director of Community Ed (\$2,500)
- (15) Director of Transportation (\$2,500)
- (16) Director of Athletics (\$2,500)
- (17) VPHS Principal (\$2,500)

H. Approval of the Following Retainer Service Providers for 2019-20: A motion for approval was made by Lohman and supported by Forsyth.

Motion carried unanimously.

- 1. Auditors: Plante Moran
- 2. Legal: Thrun Law Firm

I. Approval of homeschool partnership agreement with Lighthouse Virtual Connections, LLC effective September 1, 2019 through June 30, 2020 - ROLL CALL VOTE: A motion for approval was made by Forsyth and supported by Schriemer.

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

Nays: None

Absent: Harsha

Abstain: None

Motion carried unanimously.

J. Approval of State Aid Operating Notes Resolution - ROLL CALL VOTE: A motion for approval was made by Emmert and supported by Schriemer.

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

Nays: None

Absent: Harsha

Abstain: None

Motion carried unanimously.

K. 2nd Reading - Approval to Award the 2019-20 Dairy Bid to Country Fresh for \$47,508.60 - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Callen.

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

Nays: None

Absent: Harsha

Abstain: None

Motion carried unanimously.

- L. 1st Reading Approval of the Following Policy Revisions - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Forsyth.
Ayes: Emmert, Schriemer, Callen, Forsyth, Lohman, and Knowles
Nays: None
Absent: Harsha
Abstain: None
Motion carried unanimously.
1. PO2271 - Postsecondary (dual) Enrollment Option Program
 2. PO2700 - P.A. 25 Annual Report
 3. PO3120 - Employment of Professional Staff
 4. PO3120.04 - Employment of Substitutes
 5. PO0166 - Agenda
- M. 2nd Reading Approval of the Following Policy Revisions - ROLL CALL VOTE: A motion for approval was made by Forsyth and supported by Lohman.
Ayes: Emmert, Schriemer, Callen, Forsyth, Lohman, and Knowles
Nays: None
Absent: Harsha
Abstain: None
Motion carried unanimously.
1. PO2260 - Non Discrimination and Access to Equal Educational Opportunity
 2. PO2261 - Title I Services
 3. PO2261.01 - Parent and Family Member Participation in Title I Programs
- N. Approval to accept the following teacher resignations effective June 13, 2019: A motion for approval was made by Lohman and supported by Callen.
Motion carried unanimously.
1. Justin Lehman - Sunset Lake Kindergarten Teacher
 2. Audrey Fleet - Indian Lake 1st Grade Teacher
 3. Sarahann Prince - Indian lake Instructional Consultant
- O. Approval of Reinstatement of Student 2018-19A on a Behavior Contract: A motion for approval was made by Forsyth and supported by Emmert.
Motion carried unanimously.
- P. Approval of the following bids related to Sunset Lake Elementary flooring replacements, to be funded with proceeds from the 2018 Building & Site Bond - ROLL CALL VOTE: A motion for approval was made by Callen and supported by Forsyth.
Ayes: Emmert, Schriemer, Callen, Forsyth, Lohman, and Knowles
Nays: None
Absent: Harsha
Abstain: None
Motion carried unanimously.
1. Flooring removal and abatement – Abatement & Demolition Services - \$266,511
 2. Installation of tile – Central Tile & Terrazzo - \$174,783

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:51 pm.

President Virgil Knowles
August 12, 2019

Secretary Amy Manchester