

**VICKSBURG COMMUNITY SCHOOLS**

**Board of Education**

**May 13, 2013**

**7:00 pm**

**MINUTES**

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

Secretary Karen Hill

Administrators Present: Charles Glaes, Stephen Goss, Laura Kuhlman, Keevin O'Neill, Adam Brush, Tonya Nash, Pat Moreno, Mike Barwegen, Ruth Hook, Gail VanDaff, Ric Beers

Guests Present: Henry VanTuyl; BJ, Michelle and Tristin Decker; Jessica Opalewski, Kevin Richards, Ethan Richards, Kathy Richards, Diana Nash, Merlana Akins, Liz Ratashak, Rebecca Durant, Lisa Liles, Heather Hutson, Matt Preston & Family; Bob, Janet, & Dan Shankleton; Chuck & Shaun Merrill, Keenan Merrill, Tom Haroldson, Tammy Iobe, Dave Russel, Peggy Makowski, Renee Perry, Sue Haines, Greg & Diane Fleming, Stacy Jancasz, Ed Ramsey, Jamie Long, Shannon Glascock

- I. WAY PROGRAM OPEN HOUSE IN WAY LAB - 6:30-7:00 pm: WAY Director Steve Fryling and staff gave an overview of a day in the life of a WAY researcher.
- II. SUPERINTENDENT'S REPORT: President Knowles called the meeting to order at 7:15 pm.
  - A. Recognitions:
    1. Diana Nash - First Community Federal Credit Union presented a check in the amount of \$1,540 to Vicksburg Community Schools through the 2012 Community Advantage Program.
    2. Tristan Decker (IL grade 5) - Juvenile Diabetes Research Foundation's Children's Congress 2013: Mrs. Hook stated that Tristan was recognized by the Juvenile Diabetes Research Foundation's Children's Congress 2013 in July. His well-written application led him to be chosen as one of only 150 delegates.
    3. 2012-13 EFE Outstanding Seniors - Keevin O'Neill: Mr. O'Neill introduced the Education for Employment Outstanding Seniors and their parents.
    4. Excellence in Special Education Award - Gail VanDaff: Special Education Director Gail VanDaff introduced nominees and award recipients as individuals who exhibit caring and going above and beyond to assist students with IEPs.
      - a. Winner: Mike Barwegen, Principal, Tobey Elementary
      - b. Nominees: Jane Herbener, Tobey 4th Grade Teacher; Stacy Jancasz, VMS Resource Room Teacher; Kathleen Smith, VMS Resource Room Teacher; Diane Fleming, VHS Special Education Aide
    5. Election Results: Supt. Glaes thanked the community for their support of the Non-Homestead Millage which passed overwhelmingly 972/368.

- B. Legislative Update: Supt. Glaes expressed concern that the Governor's transportation bill could eliminate sales tax which is currently earmarked for schools. The replacement tax would be earmarked for roads, which could mean a decrease of \$500/student.
- C. Kindergarten Update: Enrollment is currently down about 32 students from last fall.
- D. Important Dates: Supt. Glaes referred to the listing of important dates including Cabaret, the Film and Video Show, various concerts, and high school graduation on June 2.

### III. REPORTS AND PUBLIC INQUIRY

#### A. Business and Finance Report - Steve Goss

1. Budget Progress Report for the Month Ending April 30, 2013: Asst. Supt. Goss reviewed the budget progress report for April, 2013 showing total revenues of \$14,879,043; total expenditures of \$16,231,852; and deficiency of revenues over expenditures of -\$1,352,809.
2. Business Office Reorganization: Asst. Supt. Goss stated that declines in enrollment over the last 5-10 years, cuts in per pupil funding, and increased retirement rates have forced us to streamline and reorganize. Mr. Goss announced that the District is reorganizing the Business Office. The day to day work of processing transactions of payroll and accounts payable will be handled by KRESA. Carol Taylor has announced her retirement and Vicki White's position, currently hired through a third party contractor, has been eliminated. Rebecca Durant has been hired (.5 fte) to oversee the business office at a \$40,000/year savings. The plan is to invest some of that in technology to streamline the department.
3. VESPA Tentative Agreement: Mr. Goss stated that a tentative agreement was reached with the support staff. Mr. Goss thanked VESPA for working with the Administration to reach this agreement. The savings reached was \$167,000 this year. The action item was moved up for immediate approval.
4. Bus Replacement Plan: Asst. Supt. Goss explained that the District needs to replace approximately 1/3 of our bus fleet. Mr. Goss recommended the District purchase 9 busses on an installment plan at a very low interest rate. The interest costs would be less than current maintenance costs. Mr. Goss asked for authorization to accept bids and to enter into a financial agreement over a three-year agreement.
5. Request for Approval to Set June 10, 2013 for the Annual Public Hearing to Consider the District's Proposed 2013-2014 Budget: Asst. Supt. Goss recommended that June 10, 2013 be set for the District's annual meeting.
6. Kalamazoo Regional Education Service Agency (ISD) General Fund Operating Budget: Asst. Supt. Goss recommended approval of the KRESA operating budget.

#### B. Indian Lake PTSO - Ruth Hook

1. President - Jessica Opalewski: Mrs. Opalewski reviewed some of the PTSO events and purchases including Monster Mash, walkathon (goal \$15,000 for track around playground), books and materials to classroom, printer and ink to school.

2. Vice President - Amy Henderson
  3. Treasurer - Nicole Dalman
  4. Secretary - Amy Moberley
  5. Hostess/Volunteer Coordinator - Alicia Crandall
  6. Volunteer Coordinator - Melanie Gildea
- C. A Year at Indian Lake: Our Story - Ruth Hook: Principal Ruth Hook described the Indian Lake School Improvement Plan, reading and math goals, MEAP scores, and then reviewed interventions that Indian Lake staff is using to move students forward in achievement. Mrs. Hook concluded her report with the many one on one opportunities taking place with volunteers, staff, and students.
- D. Audience: HS Teacher Liz Ratashak commended the Board for not outsourcing.

#### IV. BOARD ACTION REQUIRED

- A. Approval of the Following Board Minutes:
1. April 15, 2013 Regular Meeting Minutes: A motion as made by Emmert and supported by Danielson to approve the April 15, 2013 regular meeting minutes. Motion carried unanimously.
  2. April 15, 2013 Regular Meeting Closed Session: A motion was made by Emmert and supported by Schriemer to approve the April 15, 2013 Closed Session minutes. Motion carried unanimously.
  3. April 22, 2013 Special Meeting: A motion was made by Lohman and supported by Danielson to approve the April 22, 2013 special meeting minutes. Motion carried unanimously.
  4. April 30, 2013 - Special Meeting Open Session: A motion was made by Danielson and supported by Forsyth to approve the April 30, 2013 special meeting open session minutes. Motion carried. Abstained - Emmert
  5. April 30, 2013 - Special Meeting Closed Session: A motion was made by Forsyth and supported by Lohman to approve the April 30, 2013 special meeting closed session minutes. Motion carried. Abstained - Emmert
- B. Approval of the Following Invoices - ROLL CALL VOTE

1. April 12, 2013 = \$110,089.92: A motion was made by Callen and supported by Emmert to approve payment of invoices dated April 12, 2013.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
  2. April 29, 2013 = \$326,211.61: A motion was made by Forsyth and supported by Lohman to approve payment of invoices dated April 29, 2013 totaling \$326,211.61.
  3. April 30, 2013 = \$124,046.75: A motion was made by Forsyth and supported by Lohman to approve payment of invoices dated April 30, 2013 totaling \$124,046.75.
- C. Approval of the Following Resignations: A motion was made by Forsyth and supported by Emmert for approval of the following resignations:  
Motion carried unanimously.
1. Sunset Lake Special Education Teacher Sabrina Graham
  2. High School Math Teacher Rong Sun
- D. Approval of the Following Retirement Requests: A motion was made by Callen and supported by Emmert for approval of the following retirement requests:  
Motion carried unanimously.
1. Middle School English Teacher Deb Stafinski Effective June 30, 2013, 25 Years of Service
  2. Payroll Specialist Carol Taylor Effective July 1, 2013, 25 Years of Service
- E. Approval of FMLA Request for Sunset Lake ECSE Teacher Angela Spanhak from August 27 through October 4, 2013 for the Birth of a Child: A motion was made by Forsyth and supported by Danielson for approval of FMLA request for Sunset Lake ECSE Teacher Angela Spanhak from August 27 through October 4, 2013 for the birth of a child.  
Motion carried unanimously.
- F. Approval to Set June 10, 2013 for the Annual Public Hearing to Consider the District's Proposed 2013-2014 Budget: A motion was made by Lohman and supported by Forsyth for approval to set June 10, 2013 for the Annual Public Hearing to Consider the District's Proposed 2013-2014 Budget.  
Motion carried unanimously.

- G. Approval to Enter Into Shared Services Agreement with KRESA for the Provision of Accounts Payable and Payroll Processing for the 2013-2014 and 2014-2015 Fiscal Years - ROLL CALL VOTE: A motion was made by Schriemer and supported by Forsyth for approval to enter into a shared services agreement with KRESA for the Provision of Accounts Payable and Payroll Processing for the 2013-2014 and 2014-2015 Fiscal Years.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman  
Nays: None  
Absent: None  
Abstain: Knowles  
Motion carried.
- H. Approval of Kalamazoo Regional Education Service Agency (ISD) General Fund Operating Budget Resolution - ROLL CALL VOTE: A motion was made by Forsyth and supported by Lohman for approval of Kalamazoo Regional Education Service Agency (ISD) General Fund Operating Budget Resolution.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman  
Nays: None  
Absent: None  
Abstain: Knowles  
Motion carried.
- I. Approval of Resolution Designating District's Election Representative for the Election of the Board of KRESA - ROLL CALL VOTE: A motion was made by Forsyth and supported by Danielson for approval of Resolution Designating Carol Lohman as the District's Election Representative and Wil Emmert as Alternative for the Election of the Board of KRESA.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman  
Nays: None  
Absent: None  
Abstain: Knowles  
Motion carried.
- J. 1st Reading Approval of the Following Guidelines - ROLL CALL VOTE: A motion was made by Danielson and supported by Forsyth for 1<sup>st</sup> reading approval of the following guideline:
1. G5500C - Code of Conduct – Elementary  
  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried.
- K. 2nd Reading Approval of Revisions to the Following Policies/Guidelines - ROLL CALL VOTE: A motion was made by Lohman and supported by Forsyth for 2<sup>nd</sup> reading approval of revisions to the following policies/guidelines:
1. P2261.01 – Title I Parental Involvement
  2. P6146 – Post-Issuance Compliance for Tax Exempt and Tax-Advantaged Obligations and Tax Credit Bonds

3. P8321 – Criminal Justice Information Security
4. G5000D - Code of Conduct - Middle School (Revised from 1st Reading)
5. G5500E - Code of Conduct - High School (Revised from 1st Reading)

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously.

- L. Approval of VMS/VHS Environmental Science Club Trip to Chicago on May 22, 2013. Costs to be paid by VCSF Curiosity Grant and Students: A motion was made by Emmert and supported by Callen for approval of VMS/VHS Environmental Science Club Trip to Chicago on May 22, 2013. Costs to be paid by VCSF Curiosity Grant and Students. Motion carried unanimously.
- M. Approval to Operate the WAY Vicksburg Program Under a Seat Time Waiver: A motion was made by Schriemer and supported by Emmert for approval to Operate the WAY Vicksburg Program under a seat time waiver. Motion carried unanimously.
- N. Approval to Ratify the Contract Settlement Between the Vicksburg Community Schools Board of Education and the Vicksburg Education Support Association (VESPA) for 2013-2014 - ROLL CALL VOTE: A motion was made by Forsyth and supported by Danielson for approval to ratify the Contract Settlement Between the Vicksburg Community Schools Board of Education and the Vicksburg Education Support Association (VESPA) for 2013-2014.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman  
Nays: None  
Absent: None  
Abstain: Knowles  
Motion carried.

- O. Approval to purchase (8) 77-passenger regular education and (1) 71-passenger special education busses from Holland Bus Company, under the Michigan School Business Officials Cooperative Bid Program, at a total cost of \$771,955, and to obtain bank financing for the purchase through the issuance of a \$750,000 installment purchase agreement - ROLL CALL VOTE: A motion was made by Forsyth and supported by Callen for approval to purchase (8) 77 passenger regular education and (1) 71-passenger special education busses from Holland Bus Company, under the Michigan School Business Officials Cooperative Bid Program, at a total cost of \$771,955, and to obtain bank financing for the purchase through the issuance of a \$750,000 installment purchase agreement.  
Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- P. Approval of International Thespian Society Trip to Chicago on April 27, 2013. All costs to be paid by students: A motion was by Forsyth and supported by Danielson for approval of International Thespian Society Trip to Chicago on April 27, 2013.  
Motion carried unanimously.

There being no further business to come before the Board, President Knowles adjourned the meeting at 9:10 p.m.

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President Virgil Knowles  
June 10, 2013

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Secretary Karen Hill