

VICKSBURG COMMUNITY SCHOOLS
Board of Education
July 9, 2012
7:00 p.m. – VAB
MINUTES

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

Secretary Karen Hill

Members Absent: David Schriemer

Administrators Present: Charles Glaes, Stephen Goss

Guests Present: Kelly MacDonell, Katie MacDonell, Julie MacDonell, Steve Thomas

I. SUPERINTENDENT'S REPORT

- A. **Legislative and Legal Update:** Supt. Glaes reported that the House passed HB 1040 before leaving on recess. The Senate will vote on July 18 when they are back in session.
- B. **Staffing Update:** Supt. Glaes referred to the regular staffing list. There are a few positions that have been filled by current VEA members, which have opened up other positions.

II. REPORTS AND PUBLIC INQUIRY

A. **Financial Report - Steve Goss:**

- 1. **Budget Progress Report for Month Ending June 30, 2012:** Asst. Supt. Goss reviewed the budget progress report for June, 2012 showing total revenues of \$17,787,791; total expenditures of \$20,380,621; and deficiency of revenues over expenditures of -\$2,592,830.

B. **Instructional Report - Charles Glaes:**

- 1. **Michigan Merit Exam Results - Keevin O'Neill:** In Mr. O'Neill's absence, Supt. Glaes presented Spring 2012, 11th grade Michigan Merit Exam (MME) scores which showed the following percentage passing rates (Vicksburg/State of Michigan):

<u>Reading</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>	<u>Writing</u>
66/56	25/29	28/26	52/41	65/49

Supt. Glaes also showed four year trends using the new State cut scores and comparisons with other Wolverine Conference Schools:

Math – flat trend; below average in Conference

Reading – 4-8% increase in each of last 3 years; top tier of Conference

Writing – Significant increase (10-12%) in each of last 3 years; at top of Conference
Science – Up from 3 years ago but overall flat; middle of Conference
Social Studies – Up 20% overall in last 3 years, but improvement slowing; in top tier of Conference

Supt. Glaes reviewed the High School's School Improvement Plans for each area, focusing on the intense attention being directed with the Math Department.

Members of the Board had numerous questions about the scores and improvement plans, expressing an interest in supporting the Administrators and staff in whatever improvement efforts are necessary to make a difference, and in being kept apprised of results.

- C. Audience: Kelly MacDonell addressed the Board with comments regarding the HUMANeX style profile.

III. BOARD ACTION REQUIRED

A. Approval of the Following Minutes

1. June 11, 2012 - Regular Meeting Minutes - Open Session: A motion was made by Emmert and supported by Danielson to approve June 11, 2012 regular meeting minutes – open session.
Motion carried unanimously.
2. June 11, 2012 - Regular Meeting Minutes - Closed Session: A motion was made by Callen and supported by Emmert to approve June 11, 2012 regular meeting minutes – closed session.
Motion carried unanimously.

B. Approval of the Following General Fund Invoices - ROLL CALL VOTE

1. June 8, 2012 = \$138,488.18: A motion was made by Danielson and supported by Lohman to approve payment of invoices dated June 8, 2012 in the amount of \$138,488.18.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.

2. June 13, 2012 = \$161,181.33: A motion was made by Emmert and supported by Danielson to approve payment of invoices dated June 13, 2012 totaling \$161,181.33.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
 3. June 22, 2012 = \$78,333.37: A motion was made by Lohman and supported by Forsyth to approve payment of invoices dated June 22, 2012 totaling \$78,333.37.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
- C. Set Time, Place and Dates of Regular Board of Education Meetings for 2012-13: A motion was made by Danielson and supported by Emmert to set time, place, and dates of regular Board of Education Meetings for 2012-13 as listed below.
Motion carried unanimously.
1. Time: 7:00 pm
 2. Place: Vicksburg Administration Building (unless otherwise stated)
 3. Dates: (see attached)
- 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 was made by Emmert and supported by Lohman 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.
- E. Designate Depository of Funds to Employee Bank of Choice: A motion was made by Callen and supported by Forsyth to designate Depository of Funds to employee bank of choice.
Motion carried unanimously.
- F. Designate Investment Depositories: A motion was made by Danielson and supported by Emmert to designate investment depositories below:
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

G. Designate Authorized Signatures for Checking and Savings: A motion was made by Forsyth and supported by Callen to designate authorized signatures for checking and savings as listed below:
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 (\$10,000 limit)
- (1) VCS Business Office
- d. Purchase Cards (limits listed below with authority granted to Asst. Supt. to temporarily increase limits for specific purchases)
- (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)

(15) Director of Athletics (\$2,500)

H. Approval of the Following Retainer Service Providers for 2012-13: A motion was made by Danielson and supported by Lohman for approval of the following retainer service providers for 2012-13.
Motion carried unanimously.

1. Auditors: BDO Siedman, LLP
2. Legal: Thrun Law Firm

I. 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 Danielson for approval to appoint Board Secretary Karen Hill as Election Representative for all matters pertaining to Vicksburg Community Schools' elections.
Motion carried unanimously.

J. 2nd Reading - Approval of HS Social Studies Books at a One Year Cost of \$11,229.56 - ROLL CALL VOTE: A motion was made by Lohman and supported by Emmert for 2nd Reading – Approval of HS Social Studies books at a one year cost of \$11,229.56.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

K. 2nd Reading - Approval to Award Dairy Bid to Prairie Farms at a low bid of \$43,091.70 and Bakery Bid to Aunt Millie's Bakeries at a low bid of \$11,665.00 for the 2012-13 School Year - ROLL CALL VOTE: A motion was made by Lohman and supported by Danielson for 2nd Reading – Approval to Award Dairy Bid to Prairie Farms at a low bid of \$43,091.70 and Bakery Bid to Aunt Millie's Bakeries at a low bid of \$11,665.00.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

L. 2nd Reading - Approval of the Following Policy Revision/Additions: A motion was made by Forsyth and supported by Danielson for 2nd Reading – Approval of the policy revision/additions below:

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. Policy 3120 - Employment and Placement of Professional Staff
 2. Policy 3131 - Staff Reductions/Recalls
 3. Policy 3139 - Teacher Discipline, Demotion, or Dismissal
 4. Policy 3140 - Termination and Resignation
 5. Policy 3142 - Probationary Teachers
 6. Policy 3220 - Professional Staff Evaluations
- M. 1st Reading - Approval of the Following ByLaw Revisions: A motion was made by Emmert and supported by Danielson for 1st Reading – Approval of the ByLaw revisions listed below:
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.
1. 0121 - Authority
 2. 0123 - Board Powers
 3. 0151 - Organizational Meeting
- N. Approval of the Following Resignations Effective Immediately: A motion as made by Forsyth and supported by Danielson for approval of the following resignations effective immediately.
Motion carried unanimously.
1. Matt McCarthy - 6th Grade Special Education Teacher
 2. Sabrina French - Tobey Elementary Instructional Consultant
- O. 2nd Reading - Approval to Implement the WAY Program as Allowed Under a Seat Time Waiver – ROLL CALL VOTE: A motion was made by Danielson and supported by Lohman for 2nd Reading – Approval to implement the WAY Program as allowed under a seat time waiver.
Ayes: Emmert, Callen, Danielson, Forsyth, Lohman, Knowles
Nays: None
Absent: Schriemer
Abstain: None
Motion carried unanimously.

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:40 pm.

President Virgil Knowles
Date: August 13, 2012

Secretary Karen Hill