

**VICKSBURG COMMUNITY SCHOOLS**  
**Board of Education**  
**July 10, 2017**  
**VAB – 7 pm**  
**MINUTES**

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

Secretary Karen Hill

Administrators Present: Charles Glaes, Stephen Goss, Gail Van Daff, Karen McKinstry, Keevin O'Neill

Guests Present: Liz Ratashak

**I. SUPERINTENDENT'S REPORT**

- A. Staffing Update: Supt. Glaes reviewed positions posted and staff changes. Scheduling demands in ag-science and math courses at the VHS has led to a reduction in staffing of 1/6 of a position in each area. Supt. Glaes requested approval of the Staff Reduction/Layoff Resolution later on the agenda.
- B. Kindergarten Enrollment Update: Supt. Glaes reported that kindergarten numbers are consistent with what we have seen to date.
- C. Legislative Update: Supt. Glaes indicated we are still waiting for the Governor to sign the budget.

**II. REPORTS AND PUBLIC INQUIRY**

- A. Financial Report - Steve Goss
  - 1. Budget Progress Report for Month Ending June 30, 2017: Asst. Supt. Goss presented the budget progress report for June, 2017 showing total revenues of \$23,174,563; total expenditures of \$25,058,385 and deficiency of revenues over expenditures of (\$1,883,822).
  - 2. Bond Project Update: Mr. Goss reviewed projects to date.
- B. Audience: No one wished to address the Board on a non-agenda item.

**III. BOARD ACTION REQUIRED**

- A. Approval of the June 12, 2017 Regular Meeting Minutes: A motion for approval was made by Emmert and supported by Callen. Motion carried unanimously.
- B. Approval of the General Fund Invoices for the month of June in the amount of \$308,745.87 - ROLL CALL VOTE: A motion for item approval was made by Lohman and supported by Forsyth.
  - Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles
  - Nays: None
  - Absent: None
  - Abstain: NoneMotion carried unanimously.
  - 1. May 30, 2017 = \$41,407.74
  - 2. June 16, 2017 = \$225,373.34
  - 3. June 29, 2017 = \$41,964.79

- C. Approval of Purchase Card Disbursements for the Month of May Totaling \$102,505.77 - ROLL CALL VOTE: A motion for item approval was made by Emmert and supported by Lohman.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- D. Set Time, Place and Dates of Regular Board of Education Meetings for 2017-18: A motion for item approval was made by Forsyth and supported by Callen.  
Motion carried unanimously.
- 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 for item approval was made by Emmert and supported by Harsha. Motion carried unanimously.
- F. Designate Depository of Funds to Employee Bank of Choice: A motion for item approval was made by Forsyth and supported by Callen. Motion carried unanimously.
- G. Designate Investment Depositories: A motion for item approval was made by Forsyth and supported by Lohman. 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
- H. Designate Authorized Signatures for Checking and Savings: 1-7: A motion for item approval was made by Forsyth and supported by Emmert. 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) 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)

I. Approval of the Following Retainer Service Providers for 2017-18: A motion for item approval was made by Lohman and supported by Forsyth. Motion carried unanimously.

- 1. Auditors: Plante Moran
- 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 for item approval was made by Forsyth and supported by Harsha. Motion carried unanimously.

K. 1st Reading Approval of Revisions to the Following Guidelines - ROLL CALL VOTE: A motion for item approval was made by Emmert and supported by Forsyth. Discussion regarding restorative justice.

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously.

- 1. G5500D - Middle School Positive Discipline Plan
- 2. G5500E - High School Positive Discipline Plan
- 3. G5500G - Athletics Positive Discipline Plan

L. 2nd Reading Approval of the Following Policy Revisions - ROLL CALL VOTE: A motion for item approval was made by Forsyth and supported by Lohman.

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously.

- 1. P3120 - Employment of Professional Staff
- 2. P3139 - Staff Discipline

M. Approval to Award the High School PAC roof replacement to Hoekstra Roofing, in the amount of \$59,825 to be paid from the 2014 Bond Fund - ROLL CALL VOTE: A motion for item approval was made by Lohman and supported by Forsyth.

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

Nays: None

Absent: None  
Abstain: None  
Motion carried unanimously.

- N. 2nd Reading - Approval to Award the 2017-18 Dairy Bid to Prairie Farms for \$55,030 and Bread Bid to Aunt Millie's Bakeries for \$6,385 - ROLL CALL VOTE: A motion for item approval was made by Forsyth and supported by Emmert.

Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

- O. Approval of Resignation of HS Social Studies Teacher, Shana Freeland, effective immediately: A motion for item approval was made by Lohman and supported by Forsyth. Motion carried unanimously.

- P. Approval of Staff Reduction/Layoff Resolution: A motion for item approval was made by Forsyth and supported by Callen.

Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

- Q. Approval to go into Closed Session at the request of the administration to discuss negotiation sessions, which is in accordance with Public Act #267, Section 8(a) of the Open Meetings Act of 1976, as amended - ROLL CALL VOTE: A motion for item approval was made by Forsyth and supported by Emmert at 8:06 pm.

Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

The meeting returned to Open Session at 8:56 pm at which time President Knowles adjourned the meeting.

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President Virgil Knowles  
Dated: August 14, 2017

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Secretary Karen Hill