

**VICKSBURG COMMUNITY SCHOOLS**  
**Board of Education**  
**July 8, 2013**  
**VAB – 7:00 pm**  
**MINUTES**

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

Secretary Karen Hill

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

Guests Present: Brad Geesaman, Sue Moore

I. SUPERINTENDENT'S REPORT

- A. Staffing Update: Supt. Glaes mentioned that Brad Geesaman was resigning to take an elementary principal position in Hartford. Mr. Glaes referred to the listing of open positions.

II. REPORTS AND PUBLIC INQUIRY

A. Financial Report - Steve Goss

1. Budget Progress Report for Month Ending June 30, 2013: Asst. Supt. Goss reviewed the budget progress report for June, 2013 showing total revenues of \$18,647,667; total expenditures of \$12,513,946; and deficiency of revenues over expenditures of -\$1,792,132. Mr. Goss stated that the audit is scheduled for the first two weeks of August. Mr. Goss also informed the Board that the District closed on bus installment purchase agreement.

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

III. BOARD ACTION REQUIRED

A. Approval of the Following Minutes

1. June 10, 2013 - Regular Meeting Minutes: A motion was made by Emmert and supported by Forsyth to approve the June 10, 2013 regular meeting minutes. Motion carried unanimously.

- B. Approval of the General Fund Invoices for the month of June in the amount of \$300,730.80. Detail below. - ROLL CALL VOTE: A motion was made by Forsyth and supported by Danielson for approval of the General Fund invoices for the month of June in the amount of \$300,730.80.

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously.

1. June 7, 2013 = \$151,568.79, \$6,450.00 and \$1,920.00
  2. June 10, 2013 = \$5,250.00
  3. June 11, 2013 = \$11,484.50
  4. June 14, 2013 = \$1,661.43
  5. June 20, 2013 = \$1,380.00
  6. June 21, 2013 = \$108,858.09 and \$12,157.99
- C. Set Time, Place and Dates of Regular Board of Education Meetings for 2013-14: A motion was made by Emmert and supported by Forsyth to set time, place and dates of regular Board of Education Meetings for 2013-14. 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 Danielson 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 positing. Motion carried unanimously.
- E. Designate Depository of Funds to Employee Bank of Choice: A motion was made by Forsyth and supported by Danielson for approval to designate depository of funds to employee bank of choice. Motion carried unanimously.
- F. Designate Investment Depositories: A motion was made by Forsyth 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. Huntington Banks
  7. Michigan Commerce Bank
  8. Keystone Community Bank
  9. Michigan CLASS

G. Designate Authorized Signatures for Checking and Savings:

1. General Fund Treasury, General Fund, Building & Site Fund, Debt Retirement (two signatures - may be facsimiles): A motion was made by Danielson and supported by Emmert to designate authorized signatures for checking and savings. Motion carried unanimously.
  - a. Board President
  - b. Superintendent
  - c. Asst. Superintendent
  - d. Controller
2. Payroll (one signature [Superintendent] - may be facsimile): A motion was made by Forsyth and supported by Lohman for items 2 – 4: Motion carried unanimously.
3. School Service, Trust & Agency (one signature - may be facsimile)
  - a. Superintendent
  - b. Asst. Superintendent/Board Treasurer
  - c. Controller
4. Designate Authorized Signatures for Entry to Safe Deposit and Night Depository
  - 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. Night Depository
    - (1) Superintendent
    - (2) Asst. Superintendent/Board Treasurer
    - (3) Controller
  - c. 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) Director of Technology Services (\$2,500)
- (4) High School Principal (\$5,000)
- (5) High School Asst. Principal (\$2,500)
- (6) Middle School Principal (\$5,000)
- (7) Indian Lake Principal (\$2,500)
- (8) Sunset Lake Principal (\$2,500)
- (9) Tobey Principal (\$2,500)
- (10) Director of Facilities and Operations (\$2,500)
- (11) Director of Food Service (\$2,500)
- (12) Director of Adult/Community Ed (\$2,500)
- (13) Director of Transportation (\$2,500)
- (14) Director of Athletics (\$2,500)
- (15) Director of WAY Program (\$2,500)

H. Approval of the Following Retainer Service Providers for 2013-14: A motion was made by Danielson and supported by Lohman for approval of the following retainer service providers for 2013-14. Discussion was held whether service providers should be hired for a limited time. The administration expressed confidence in both providers. Motion carried unanimously.

- 1. Auditors: BDO USA, 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 Forsyth and supported by Lohman 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 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 \$8,129.00 for the 2013-14 School Year - ROLL CALL VOTE: A motion was made by Emmert and supported by Schriemer for 2<sup>nd</sup> 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 \$8,129.00 for the 2013-14 school year. Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- K. Approval of Retirement Request for Sunset Lake Third Grade Teacher Theresa Voss Effective Immediately: A motion was made by Lohman and supported by Danielson for approval of retirement request for Sunset Lake Third Grade Teacher Theresa Voss effective immediately. Motion carried unanimously.
- L. Approval of Retirement Request for Tobey Elementary Head Custodian Cathy Richardson Effective July 15, 2013: A motion was made by Emmert and supported by Lohman for approval of retirement request for Tobey Elementary Head Custodian Cathy Richardson effective July 15, 2013. Motion carried unanimously.
- M. Approval of Resignation of Indian Lake Instructional Consultant Brad Geesaman Effective July 8, 2013: A motion was made by Forsyth and supported by Danielson for approval of resignation of Indian Lake Instructional Consultant Brad Geesaman effective July 8, 2013. Motion carried unanimously.
- N. 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 Forsyth and supported by Emmert at 7:24 pm 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. Ayes: Emmert, Callen, Schriemer, Danielson, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:00 pm.

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President Virgil Knowles  
Date: July 29, 2013

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Secretary Karen Hill