

**VICKSBURG COMMUNITY SCHOOLS
BOARD OF EDUCATION
July 14, 2014
7:00 pm – VAB
M I N U T E S**

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

Members Absent: David Schriemer

Administrators Present: Charles Glaes, Stephen Goss, Keevin O'Neill

Guests Present: Steve Thomas, Liz Ratashak, John O'Toole, Nancy Irving, Bob Collins, Brent McClure,
Nathan Czochara

I. SUPERINTENDENT'S REPORT

- A. Staffing Update: Supt. Glaes reviewed the listing of open positions and staffing changes to date.
- B. Review of MME Scores for Class of 2015: High School Principal Keevin O'Neill reviewed the MME scores, provided a brief analysis of the results, and shared his thoughts regarding the issue along with plans for 2014-15.
- C. School Board Election - November 4, 2014: Supt. Glaes stated that Wil Emmert and David Schriemer plan to run for re-election at the November 4 election. Tom Danielson has decided not to run. One person has expressed interest.

II. REPORTS AND PUBLIC INQUIRY

A. Financial Report - Steve Goss

- 1. Budget Progress Report for Month Ending June 30, 2014:
Asst. Supt. Goss reviewed the budget progress report for June, 2014 showing total revenues of \$19,965,112; total expenditures of \$22,435,219; and deficiency of revenues over expenditures of -\$2,470,107.
- 2. HS Fire Alarm Replacement: Mr. Goss stated that the District received 4 bids for the replacement of the Vicksburg High School fire alarm system. The lowest two bidders, Hoekstra Electric and Hi-Tech Electric, were interviewed by a team consisting of staff from VCS, Frederick Construction, and Tower Pinkster. Based on the results of the interview, the administration recommends awarding the contract to the low bidder, Hoekstra Electric, with a base bid of \$149,000.
- 3. MS Traffic Flow Improvements: Mr. Goss reported that bids were received today. There are six components to the bid and there were 13 bidders. Mr. Goss requested approval to enter in contract with the low bidders of Hoekstra Electric, Bailey Excavating, Farley and Associates, Farm N Garden, and JD Vliestra Co. The project completion time will be close to school start up.

B. Instructional Report - Charles Glaes

- 1. Textbook Proposals - John O'Toole
 - a. VHS and VMS World Language -Spanish

Textbooks: This request increases Advanced Placement courses at the High School in World Language.

b. K-8 Math Instructional Resources: This request will bring the resources into alignment with the Common Core State Standards of Mathematics.

2. Preschool Pilot: Supt Glaes stated, that pending approval from MDE, the District intends to operate its 2014-15 GSRP Program, which has been renamed Bulldog Beginnings, at each elementary school as a full day, five day per week program. The program will be monitored carefully in order to determine the difference in student achievement anticipated with a longer program, and will report the evaluation results next year. Because this is a substantial change in how the program has been operated and because the State's rules regarding combining of GSRP slots to program full day programs could change, the Board was asked to approve the program on a pilot basis under the assumption that the District will be awarded sufficient slots by MDE and KRESA.

C. 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 9, 2014 - Regular Meeting Minutes: A motion was made by Emmert and supported by Lohman to approve regular meeting minutes dated June 9, 2014. Motion carried unanimously.
2. June 26, 2014 - Special Meeting Minutes: A motion was made by Forsyth and supported by Lohman to approve special meeting minutes dated June 26, 2014. Abstained: Emmert. Motion carried.

B. Approval of the General Fund Invoices for the month of June in the amount of \$163,457.42. Detail below. - ROLL CALL VOTE: A motion was made by Forsyth and supported by Danielson.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. June 6, 2014 = \$138,358.22
2. June 19, 2014 = \$1310.00
3. June 20, 2014 = \$23,789.20

C. Approval of Purchase Card Disbursements Totaling \$53,924.60 - ROLL CALL VOTE: A motion was made by Emmert and supported by Danielson.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

- D. Approval of the Following Resignations Effective June 30, 2014: A motion was made by Lohman and supported by Forsyth.

Motion carried unanimously.

1. Karen Chipman - Tobey 4th Grade Teacher
2. Kate Smith - Middle School Special Education

- E. Set Time, Place and Dates of Regular Board of Education Meetings for 2014-15: A motion was made by Emmert and supported by Forsyth.

Motion carried unanimously.

1. Time: 7:00 pm
2. Place: Vicksburg Administration Building (unless otherwise stated)
3. Dates: (see attached)

- F. 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 Danielson and supported by Forsyth.

Motion carried unanimously.

- G. Designate Depository of Funds to Employee Bank of Choice: A motion was made by Forsyth and supported by Danielson.

Motion carried unanimously.

- H. Designate Investment Depositories: A motion was made by Lohman and supported by Forsyth.

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
10. Chemical Bank

- I. Designate Authorized Signatures for Checking and Savings

1. General Fund Treasury, General Fund, Building & Site Funds, and Debt Retirement Accounts (two signatures - may be facsimiles): A motion was made by Emmert and supported by Danielson.

Motion carried unanimously.

- a. Board President
- b. Superintendent
- c. Asst. Superintendent
- d. Controller

2. Payroll (one signature - may be facsimile): A motion was made by Forsyth and supported by Callen. Motion carried unanimously.

- a. Superintendent
- b. Board President
- c. Controller

3. School Service, Trust & Agency, and Dental (one signature - may be facsimile): A motion was made by Callen and supported by Forsyth. Motion carried unanimously.

- a. Superintendent
- b. Asst. Superintendent/Board Treasurer
- c. Controller

4. Vicksburg High School Athletic Checkbook (One signature): A motion was made by Danielson and supported by Forsyth. Motion carried unanimously.

- a. High School Principal
- b. HS Assistant Principal
- c. Assistant Superintendent
- d. Controller

5. Vicksburg Middle School Athletic Checkbook (One signature): A motion was made by Emmert and supported by Danielson. Motion carried unanimously.

- a. MS Principal
- b. MS Assistant Principal
- c. Assistant Superintendent
- d. Controller

6. Basic Flex Spending (One signature): A motion was made by Forsyth and supported by Callen. Motion carried unanimously.

- a. Assistant Superintendent
- b. Controller

7. Designate Authorized Signatures for Entry to Safe Deposit Box: A motion was made by Callen and supported by Forsyth. 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): A motion was made by Callen and supported by Forsyth. Motion carried unanimously.

- (1) Asst. Superintendent (\$100,000)
- (2) Superintendent (\$5,000)
- (3) Controller (\$100,000)
- (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)
- (16) Director of WAY Program (\$2,500)
- (17) Vicksburg Community Schools (Business Office) (\$10,000)

J. Approval of the Following Retainer Service Providers for 2014-15: A motion was made by Forsyth and supported by Emmert. Motion carried unanimously.

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

K. Approval to Appoint Board Secretary Karen Hill as Election Representative for all Matters Pertaining to Vicksburg Community Schools' Elections: A

motion was made by Lohman and supported by Forsyth. Motion carried unanimously.

- L. 2nd Reading - Approval to Award Dairy Bid to Prairie Farms at a low bid of \$46,887.20 and Bakery Bid to Aunt Millie's Bakeries at a low bid of \$7,730.00 for the 2014-15 School Year - ROLL CALL VOTE: A motion was made by Forsyth and supported by Lohman.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

- M. 2nd Reading - Approval of the HS Advanced Placement Macroeconomics Proposal at a First Year Cost of \$8,804.32 - ROLL CALL VOTE: A motion was made by Danielson and supported by Forsyth.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

- N. 2nd Reading - Approval of the Following Guideline Revisions - ROLL CALL VOTE: A motion was made by Forsyth and supported by Danielson.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. 5500D - Positive Discipline Plan (Middle School)

2. 5500G - Regulations Governing Participation in Interscholastic Athletics

- O. Approval to Pilot up to Three Classrooms of Full Day, Five Day Per Week Preschool for 2014-15: A motion was made by Emmert and supported by Forsyth. Motion carried unanimously.

- P. 1st Reading Approval of the Following Textbook Proposals - ROLL CALL VOTE: A motion was made by Lohman and supported by Forsyth.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. VHS and VMS World Language Spanish Textbooks at a first year cost of \$21,941.64

2. K-8 Math Instructional Resources at a first year cost not to exceed \$8,626.00

- Q. Approval to Award the Contracts for the Following Projects: A motion

was made by Emmert and supported by Forsyth.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. HS Fire Alarm Replacement - Hoekstra Electric, with a base bid of \$149,000

2. MS Traffic Flow Improvements

R. Approval of the following contracts for completion of the Vicksburg Middle School Drive Improvements, to be paid from the 2014 School Building and Site Bonds, Series 1 Proceeds – ROLL CALL VOTE: A motion was made by Emmert and supported by Forsyth with approval to waive bond requirement if they see fit.

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

Nays: None

Absent: Schriemer

Abstain: None

Motion carried unanimously.

1. Electrical – Hoekstra Electrical Services with a low bid of \$46,000

2. Earthwork – Bailey Excavating with a low bid of \$72,000

3. Asphalt paving & striping – Wyoming Asphalt Paving Co. with a low bid of \$55,500

4. Concrete paving – Early & Associates with a low bid of \$31,250

5. Chain link fence & gates – Farm N Garden with a low bid of \$5,330

6. Landscaping – JD Vlietstra Co. with a low bid of \$11,570

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:46 pm.

President Virgil Knowles

Date: August 11, 2014

Secretary Karen Hill