

**VICKSBURG COMMUNITY SCHOOLS**  
**Board of Education**  
**July 11, 2016**  
**MINUTES**

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

Secretary Karen Hill

Administrators Present: Charles Glaes, Stephen Goss, Gail Van Daff, Don Puckett

Guests Present: None

**I. SUPERINTENDENT'S REPORT**

- A. Staffing Update: Supt. Glaes reviewed the listing of staffing changes. Three Instructional Consultants have been assigned from other buildings based on a District-wide Team recommendation. Mrs. Van Daff explained that the professional coaching/learning will help teachers refine practices to provide the best learning opportunities possible.
- B. Legislative Update: Supt. Glaes referred to the latest School Equity Caucus regarding the Michigan Education Finance Study.

**II. REPORTS AND PUBLIC INQUIRY**

**A. Financial Report - Steve Goss**

- 1. Budget Progress Report for Month Ending June 30, 2016: Asst. Supt. Goss reviewed the budget progress report for June, 2016 showing total revenues of \$22,170,176; total expenditures of \$24,026,076 and deficiency of revenues over expenditures of -\$1,855,895.
- 2. Bond Project Update: Building and Site fund Series II bonds were issued in May. Projects are still on track to be completed by the time school starts. Three bids have been received for access controls. Mr. Goss recommended to award the bid to Secant as low bidder.

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

**III. BOARD ACTION REQUIRED**

- A. Approval of the June 13, 2016 Regular Meeting Minutes: A motion was made by Harsha and supported by Callen to approve minutes as amended. Motion carried unanimously.
- B. Approval of the General Fund Invoices for the month of June in the amount of \$420,803.63 - ROLL CALL VOTE: A motion was made by Emmert and supported by Forsyth to approve motion.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

- 1. June 3, 2016 = \$194,244.99
- 2. June 3, 2016 = \$15,305.57

3. June 17, 2016 = \$211,253.07

- C. Approval of Purchase Card Disbursements for the Month of May Totaling \$65,330.31 -  
ROLL CALL VOTE: A motion was made by Lohman and supported by Schriemer to  
approve motion.

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

Nays: None

Absent: None

Abstain: None

Motion carried.

- D. Set Time, Place and Dates of Regular Board of Education Meetings for 2016-17: A  
motion was made by Harsha and supported by Forsyth to approve motion.  
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 was made by Callen and supported by Emmert to approve motion.  
Motion carried unanimously.

- F. Designate Depository of Funds to Employee Bank of Choice: A motion was made by  
Forsyth and supported by Lohman to approve motion.  
Motion carried unanimously.

- G. Designate Investment Depositories: A motion was made by Emmert and supported by  
Harsha to approve motion. 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. Mercantile Bank (formerly Keystone Bank)

9. Michigan CLASS

10. Chemical Bank

- H. Designate Authorized Signatures for Checking and Savings: A motion was made by  
Forsyth and supported by Harsha to approve items 1-7. 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
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 (\$2,500)
- (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 Adult/Community Ed (\$2,500)
- (15) Director of Transportation (\$2,500)
- (16) Director of Athletics (\$2,500)
- (17) Director of On-Line Instruction (\$2,500)

I. Approval of the Following Retainer Service Providers for 2016-17: A motion was made by Lohman and supported by Forsyth to approve motion. Motion carried unanimously.

- 1. Auditors: BDO USA, LLP
- 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 was made by Callen and supported by Forsyth to approve motion. Motion carried unanimously.

K. Approval of the Following Resignations Effective Immediately: A motion was made by Lohman and supported by Emmert to approve motion. Motion carried unanimously.

- 1. Lindsey Felts - IL 3rd Grade
- 2. Emily Kirk - SL Special Ed

L. 1st Reading Approval of Revisions to the Following Guidelines - ROLL CALL VOTE: A motion was made by Forsyth and supported by Lohman to approve motion.

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously.

- 1. G5500B - Transportation Positive Discipline Plan
- 2. G5500C - Elementary Positive Discipline Plan
- 3. G5500D - Middle School Positive Discipline Plan
- 4. G5500E - High School Positive Discipline Plan
- 5. G5500F - Adult Education Positive Discipline Plan
- 6. G5500G - Athletics Positive Discipline Plan

- M. Approval to Award Contract to Secant Technologies, the Low Bidder for Installation of District-Wide Building Access Controls, in the Amount of \$93,785 - ROLL CALL VOTE: A motion was made by Forsyth and supported by Emmert to approve motion.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- N. Approval to Enter into Installment Purchase Agreement with Southern Michigan Bank & Trust, Holland Bus Company, and Simmons Ford - ROLL CALL VOTE: A motion was made by Lohman and supported by Forsyth to approve motion.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- O. 2nd Reading - Approval to Award the 2016-17 Dairy Bid to Prairie Farms for \$44,980 and Bread Bid to Aunt Millie's Bakeries for \$7,950 - ROLL CALL VOTE: A motion was made by Forsyth and supported by Lohman to approve motion.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.
- P. 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 was made at 7:58 pm by Emmert and supported by Harsha to go into closed session.  
Ayes: Emmert, Harsha, Schriemer, Callen, Forsyth, Lohman, Knowles  
Nays: None  
Absent: None  
Abstain: None  
Motion carried unanimously.

Return to Open Session: There being no further business to come before the Board, President Knowles adjourned the meeting at 9:01 pm.

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President Virgil Knowles  
Date: August 8, 2016

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Secretary Karen Hill