

**VICKSBURG COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
July 10, 2023 - 7:00 PM  
Vicksburg Administration Building  
301 S. Kalamazoo St.  
Vicksburg, MI**

**M I N U T E S**

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**Members Present:** Ron Centofanti, Tina Forsyth, Carol Lohman, David Schriemer, Dan Grabowski, Stephanie Willoughby and Virgil Knowles

**Members Absent:** None

**Board Secretary:** Amy Manchester

**Administrators Present:** Keevin O'Neill, Steve Goss, Gail VanDaff, Adam Brush, Dewey Waterman

**Guests Present:** Lisa Coe, Kelly MacDonell, Bill and Johnna Leger, Dan Gettle, Jessica Cox, Cassie Byers, James Bippus, Jessica Cooper, Heather Zemitans, Dave Zemitans

**I. SUPERINTENDENT'S REPORT**

**A. Staff Update**

Supt. O'Neill reported that interviewing and hiring have been ongoing this summer. Several new teachers and other staff have already been hired with just a few more positions to fill.

**B. Kindergarten Enrollment**

Supt. O'Neill gave an update on the upcoming BK/K class for the 2023-24 school year. Next year's numbers look to be slightly up from the previous school year.

**C. Legislative Update**

Lansing will be very quiet over the summer as they are on break. There are a series of bills waiting for the Governor's signature. Most are labor and PERA related. The Foundation allowance went up 5% for this upcoming school year.

**II. REPORTS AND PUBLIC INQUIRY**

**A. Budget and Finance Report - Steve Goss**

Asst. Supt. Goss presented the monthly budget progress report for June 2023 with total revenues of \$29,710,577; total expenditures of \$31,053,403 and deficiency of revenues over expenditures of \$(1,342,826).

**B. Investment Update - Steve Goss**

Asst. Supt. Goss gave an update on the District's financial investments.

**C. Bond/Construction Update - Steve Goss/Dewey Waterman**

Asst. Supt. Goss gave an overview of bid awards for bond work and explained the reasoning for the removal of the underground fuel storage tank at the bus garage and its funding which will be taken from the General Fund. The tank will be replaced with an above ground tank which is better for the environment. There will be some grading and pavement improvements in the transportation compound. Director of Facilities and Maintenance, Dewey Waterman, presented an update to the Board on the upcoming Bond activities for this summer and work that will happen next summer.

### III. AUDIENCE

Dan Gettle addressed the Board regarding Scouting and the important values and sense of community it inspires.

Cassie Byers addressed the Board with concerns about transgender students using their chosen gender bathrooms.

### IV. BOARD ACTION REQUIRED

#### A. Approval of the following Board Meeting Minutes:

1. June 12, 2023 - Regular Meeting Minutes: A motion for approval was made by Willoughby and supported by Grabowski.

Motion carried unanimously.

2. June 14, 2023 - Special Meeting Minutes: A motion for approval was made by Lohman and supported by Forsyth.

Motion carried unanimously.

#### B. Approval of General Fund Invoices Totaling \$673,872.00 - ROLL CALL VOTE: A motion for approval was made Forsyth and supported by Grabowski.

Motion carried unanimously by roll-call vote.

#### C. Approval of Purchase Card Disbursements for May 2023, Totaling \$102,651.60 - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Willoughby.

Motion carried unanimously by roll-call vote.

#### D. Approval to award Bid Package 8.5 of Series 2, Release 2A to Architectural Glass and Metals, based on the results of bids received on October 11, 2022 and the results of post-bid analysis and interviews, at a total cost of \$414,050. Project to be funded using proceeds of the 2022 Series II Building & Site Bonds – ROLL CALL VOTE: A motion for approval was made by Forsyth and supported by Schriemer.

Motion carried unanimously by roll-call vote.

#### E. Approval to award the following construction contracts, based on the bids received June 29, 2023. Project costs to be paid from the district's General Fund – ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Grabowski.

Motion carried unanimously by roll-call vote.

Bid Package 31.2 - Excavation and tank removal - United Petroleum Equipment, Inc. at a total cost of \$19,809

Bid Package 32.1 - Asphalt repairs and paving - Excell Paving Plus at a total cost of \$48,650

- F. Approval of the resignation of Middle School Teacher, Gayle Moise, effective June 11, 2023: A motion for approval was made by Forsyth and supported by Lohman.

Motion carried unanimously.

- G. Approval 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: A motion for approval was made by Schriemer and supported by Willoughby.

Motion carried unanimously.

- H. Approval to Accept Student Enrollments through Section 105 of Public Act 94 for the First Semester of the 2023-24 School Year: A motion for approval was made by Schriemer and supported by Grabowski.

Motion carried unanimously.

- I. Approval of the Following Teacher Contracts Upon Results of State and Federal Record and Unprofessional Conduct Checks: A motion for approval was made by Forsyth and supported by Willoughby.

Motion carried unanimously.

1. Josh Cardoso - Physical Education - Indian Lake Elementary
2. Emily Duncan - 5th Grade - Tobey Elementary
3. Catherine Fry - 3rd Grade - Indian Lake Elementary
4. Michelle Krob - English - Vicksburg Middle School
5. Maureen Mead - AP English - Vicksburg High School

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

Motion carried unanimously.

- K. Designate Investment Depositories: A motion for approval was made by Forsyth and supported Lohman.

Motion carried unanimously.

1. MILAF
2. PNC
3. Fifth Third Bank
4. Arbor Credit Union

5. Kalamazoo County State Bank
  6. Huntington Bank
  7. Mercantile Bank (formerly Keystone Bank)
  8. Michigan CLASS
  9. Chemical Bank
- L. Designate Authorized Signatures for Checking and Savings: A motion for approval of Agenda Items L1-8 was made by Willoughby and supported by Forsyth.

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. High School Assistant Principal
  - c. Assistant Superintendent
  - d. Controller
5. Vicksburg Middle School Athletic Checkbook (One signature)
  - a. Middle School Principal
  - b. Middle School 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. Superintendent
  - b. Asst. Superintendent/Board Treasurer
  - c. Exec. Asst. to Supt./General Office Mgr./Board Secretary
  - d. Controller
8. Purchase Cards (limits listed below with authority granted to Asst. Supt. to temporarily increase limits for specific purchases)
  - a. Asst. Superintendent (\$100,000)
  - b. Superintendent (\$7,500)
  - c. Controller (\$100,000)
  - d. Director of Curriculum and Instruction (\$7,500)
  - e. Director of Technology Services (\$5,000)
  - f. High School Principal (\$7,500)
  - g. High School Asst. Principal (\$7,500)
  - h. Middle School Principal (\$7,500)
  - i. Middle School Asst. Principal (\$7,500)
  - j. Indian Lake Principal (\$5,000)
  - k. Sunset Lake Principal (\$5,000)
  - l. Tobey Principal (\$5,000)
  - m. Maintenance Supervisor (\$5,000)
  - n. Director of Food Service (\$5,000)
  - o. Director of Community Education (\$5,000)
  - p. Director of Transportation (\$5,000)
  - q. Director of Athletics (\$5,000)
  - r. Vicksburg Pathways High School Principal (\$5,000)
- M. Approval of the Following Retainer Service Providers for 2023-24: A motion for approval was made by Lohman and supported by Willoughby.

Motion carried unanimously.

  1. Auditors: Plante Moran

2. Legal: Thrun Law Firm

- N. 1st Reading Approval of VCS Policies, 2623 and 8400 - ROLL CALL VOTE: A motion for approval was made by Forsyth and supported by Lohman.

Motion carried unanimously by roll-call vote.

- O. 2nd Reading Approval of VCS Policies, 6325 and 9160 - ROLL CALL VOTE: A motion for approval was made by Lohman and supported by Forsyth.

Motion carried unanimously by roll-call vote.

There being no further business to come before the Board, President Knowles adjourned the meeting at 7:52 pm.

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President Virgil Knowles

August 14, 2023

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Secretary Amy Manchester