

**Vicksburg Community Schools  
Board of Education Meeting  
Vicksburg High School – PAC  
July 13, 2020 – 7:00 pm**

**MINUTES**

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Members Present: Wil Emmert, David Schriemer, Dan Grabowski, Tina Forsyth, Carol Lohman, Virgil Knowles

Members Absent: Rudy Callen

Board Secretary Amy Manchester

Administrators Present: Keevin O'Neill, Steve Goss, Gail Van Daff, Don Puckett, Adam Brush, Mike Barwegen, Ruth Hook, Rick Place, Amie McCaw, Matt Hawkins

Guests Present: Steve Thomas, Lisa Coe, Jennifer Rodas, Kelly MacDonell, Jef Rietsma, Monica Triemstra, Diana Haring, Kathryn Brandt, Tara Kanouse, Katie Rice, Dennis Rice, Stephanie Willoughby, Tatiana Curtiss, Jennifer Heeres, Kim Armitage, Dan Ouellette, Melissa Jamerson, Liz Ratashak, Sawyer Duncan, Linda Gless, Anna Lacey, Kayci Whitmore, Leslie Trayers, Kelly Christiansen, Ben Rosier, Donna Cubbage, Michelle Simmons, Mandy Keiser

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**I. SUPERINTENDENT'S REPORT**

**A. Return to School Roadmap/COVID-19 Update**

Supt. O'Neill discussed the Return to School Roadmap and reiterated the absolute top priority is the safety of our students and staff. It is an effort with collective responsibility to make sure we open schools safely. Supt. O'Neill met with the Kalamazoo Co. Health Department, who will be involved if there are any positive student or staff cases. The District's goal is to have a draft of the Return to School plan by August 1st. The plan is due to the State on August 15<sup>th</sup>. Supt. O'Neill gave some examples of possible changes the schools can make to distance students. If we return to school in Phase 4, masks will be required for students and staff. He answered questions from the audience and the Board.

**B. Staffing Update**

The District is in a holding pattern in regards to hiring and layoffs until more information from the State regarding funding is received.

**C. Kindergarten Enrollment Update**

Total enrollment is at approximately 263. Kindergarten testing will begin in August.

**D. Legislative Update**

Dr. Rice and other groups have filed a law suit due to CARES money used in the private sector.

**E. Class of 2020 Commencement, Thursday, July 23, 2020**

There will be a one family at a time (by appointment) walk and a parade through town to celebrate the senior class. The parade should start at 6:00 pm. Staff volunteers are appreciated.

Adam Brush recognized Carter Liss who helped with the video creation of the virtual graduation, VHS Top 10 and honors, EFE/EFA honors. He was an amazing resource.

## II. REPORTS AND PUBLIC INQUIRY

### A. Financial Report - Steve Goss

1. Budget Progress Report for Month Ending June 30, 2020: Asst. Supt. Goss presented the monthly budget progress report for June 2020, showing total revenue of \$24,696,574; total expenditures of \$27,559,863; and deficiency of revenues over expenditures of \$(2,863,289).

Asst. Supt. Goss reported that there is some indication that the state aid proration for 2019-2020 will be less than projected, but we will not have any final information until the legislature returns from recess. We are still awaiting more information about 2020-2021 funding.

### B. State Aid Borrowing

Asst. Supt. Goss reported that the District will issue a state aid note of \$1.43 million for cash flow purposes. Interest rates continue to be favorable, and the note may be repaid early without penalty. Bids will be due on July 24, 2020.

### C. 2020 Bond Update

#### 1. Bond Closing

Asst. Supt. Goss stated that the true interest cost on the 2020 bonds is below 2%. The bonds closed on June 30, 2020. Work on the roofs at VMS and Tobey are currently in progress.

#### 2. Bid Award Recommendations

The district received bids for three projects: model classrooms; fencing and concrete repairs at Vicksburg Stadium; and repairs and resurfacing of the tennis courts. The administration recommends awarding to the low bidders at a total cost of \$298,616. All work is expected to be completed over the summer.

### D. Audience – No one wished to address the board on a non-agenda item.

## III. BOARD ACTION REQUIRED

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

A motion for approval was made by Emmert and supported by Lohman.  
Motion carried unanimously.

1. June 8, 2020 Regular Board Meeting Minutes
2. June 16, 2020 Special Board Meeting Minutes

### B. Approval of the General Fund Invoices for the month of June in the amount of \$306,343.86 - ROLL CALL VOTE:

A motion for approval was made by Forsyth and supported by Lohman.

Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles

Nays: None

Absent: Callen

Abstain: None

Motion carried unanimously.

1. June 1-30, 2020 (checks) - \$240,522.02
2. June 1-30, 2020 (wire transfers) - \$65,821.84

- C. Approval of Purchase Card Disbursements for the Month of May Totaling \$20,445.00 - ROLL CALL VOTE:  
A motion for approval was made by Lohman and supported by Forsyth.  
Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles  
Nays: None  
Absent: Callen  
Abstain: None  
Motion carried unanimously.
- 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 for approval was made by Emmert and supported by Forsyth.  
Motion carried unanimously.
- E. Designate Depository of Funds to Employee Bank of Choice:  
A motion for approval was made by Forsyth and supported by Lohman.  
Motion carried unanimously.
- F. Designate Investment Depositories:  
A motion for approval was made by Lohman and supported by Forsyth.  
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
- G. Designate Authorized Signatures for Checking and Savings:  
A motion for approval was made by Emmert and supported by Schriemer.  
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 and Purchase Card Limits:  
A motion for approval was made by Forsyth and supported by Lohman.  
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)
    - (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)

H. Approval of the Following Retainer Service Providers for 2020-21:

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

- 1. Auditors: Plante Moran
- 2. Legal: Thrun Law Firm

I. Approval of State Aid Operating Notes Resolution - ROLL CALL VOTE:

A motion for approval was made by Forsyth and supported by Schriemer.

Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles

Nays: None

Absent: Callen

Abstain: None

Motion carried unanimously.

J. Approval of the following bids for projects totaling \$298,616; to be funded with proceeds from the 2020 Building & Site Bonds - ROLL CALL VOTE:

A motion for approval was made by Forsyth and supported by Lohman.

Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles

Nays: None

Absent: Callen

Abstain: None

Motion carried unanimously.

- 1. Flooring removal and abatement - Abatement Demolition Services, \$8,682
- 2. Acoustical ceilings - Fowler Interiors, \$29,862
- 3. Resilient floor coverings - Johnson Commercial Interiors, \$84,450
- 4. Interior painting - West Michigan Painting, \$5,310
- 5. Interior lighting - Kalamazoo Electric, Inc. \$18,022
- 6. Tennis court resurfacing and repairs - Goddard Coatings and Sport Surfaces, \$112,995
- 7. Stadium fencing and concrete repairs - Fence and Garden, Inc., \$39,295

K. 2nd Reading - Approval to Award the 2020-21 Dairy Bid to Country Fresh for \$46,590 - ROLL CALL VOTE:

A motion for approval was made by Lohman and supported by Forsyth.

Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles

Nays: None

Absent: Callen

Abstain: None

Motion carried unanimously.

- L. 2nd Reading - Approval to Award the 2020-21 Bakery Bid to Aunt Millie's for \$6,470 - ROLL CALL VOTE:  
A motion for approval was made by Lohman and supported by Forsyth.  
Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles  
Nays: None  
Absent: Callen  
Abstain: None  
Motion carried unanimously.
- M. 2nd Reading Approval of the Following Policy Revisions - ROLL CALL VOTE:  
A motion for approval was made by Lohman and supported by Forsyth.  
Ayes: Emmert, Grabowski, Schriemer, Forsyth, Lohman, Knowles  
Nays: None  
Absent: Callen  
Abstain: None  
Motion carried unanimously.
1. PO 2210 - Curriculum Development
  2. PO 5335 - Student Chronic Illness
  3. PO 8600 - Transportation
- N. Approval of Reinstatement of Student 19-20A on a Behavior Contract:  
A motion for approval was made by Emmert and supported by Forsyth.  
Motion carried unanimously.
- O. Approval of FMLA Request for Ravenna Kahler, Sunset/VHS Band Teacher for twelve weeks beginning approximately August 31, 2020 and ending approximately November 17, 2020:  
A motion for approval was made by Schriemer and supported by Forsyth.  
Motion carried unanimously.

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:12 p.m.

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President Virgil Knowles  
August 10, 2020

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Secretary Amy Manchester