

VICKSBURG COMMUNITY SCHOOLS
Board of Education
July 13, 2015
Vicksburg Administration Building – 7:00 pm
MINUTES

Members Present: Wil Emmert, Deborah Harsha, David Schriemer, Carol Lohman, Tina Forsyth, Virgil Knowles
Secretary: Amy Manchester
Members Absent: Rudy Callen
Administrators Present: Charles Glaes, Steve Goss, Gail VanDaff
Guests Present: Sue Moore

I. SUPERINTENDENT'S REPORT

A. Staffing Update

Supt. Glaes discussed new staff, updates and changes so far based on resignations and retirements.

B. Legislative Update

Supt. Glaes discussed the importance of safeguarding the district's fund balance.

II. REPORTS AND PUBLIC INQUIRY

A. Financial Report - Steve Goss

1. Budget Progress Report for Month Ending June 30, 2015

Asst. Superintendent Goss reviewed the budget progress report for June, 2015 showing total revenues of \$20,864,754; total expenditures of \$22,997,406; and a deficiency of revenues over expenditures of \$2,132,652.

2. Bond Project Update

Asst. Superintendent Goss gave an update on the projects being done this summer in conjunction with the Bond funds. Parking lots at Sunset Lake, High School, Tobey and Indian Lake are being re-surfaced. Roofing is almost complete at the Administration Building. Sunset Lake roofing is in progress. Tobey has flooring projects in progress and the gym floor has been completed.

B. Audience

No one addressed the board on a non-agenda item.

III. BOARD ACTION REQUIRED

A. Approval of the Following Minutes:

1. Closed Session Minutes – A motion was made by Emmert and supported by Forsyth for approval of the May 6, 2015 and June 1, 2015 Closed Session Minutes. Motion carried unanimously.

- a. May 6, 2015 - Special Meeting
 - b. June 1, 2015 Special Meeting
2. Open Session Minutes – A motion was made by Emmert and supported by Lohman for approval of the June 8, 2015 and June 30, 2015 Open Session Minutes. Motion carried unanimously.
 - a. June 8, 2015 Regular Meeting
 - b. June 30, 2015 - Special Meeting
- B. Approval of the General Fund Invoices for the month of June in the amount of \$254,613.53 - ROLL CALL VOTE. A motion was made by Forsyth and supported by Lohman for approval of the following invoices totaling \$254,613.53.
 1. June 5, 2015 = \$60,231.41
 2. June 19, 2015 = \$190,332.12
 3. June 19, 2015 = \$4,050.00

Ayes: Emmert, Schriemer, Lohman, Forsyth, Harsha, Knowles
Nays: None
Absent: Callen
Abstain: None
Motion Carried.
- C. Approval of Purchase Card Disbursements for the month of May Totaling \$57,536.68 - ROLL CALL VOTE. A motion was made by Forsyth and supported by Lohman for approval of purchase card disbursements totaling \$57,536.68.

Ayes: Emmert, Schriemer, Lohman, Forsyth, Harsha, Knowles
Nays: None
Absent: Callen
Abstain: None
Motion Carried.
- D. Set Time, Place and Dates of Regular Board of Education Meetings for 2015-16. A motion was made by Lohman and supported by Forsyth for approval of Time, Place, and Dates of Regular Board of Education Meetings for 2015-16. Motion carried unanimously.
 1. Time: 7:00 pm
 2. Place: Vicksburg Administration Building (unless otherwise stated)
 3. Dates: (see attached)
- 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 Emmert and supported by Forsyth to authorize and direct Board Secretary to post the regular meeting schedule of the Board of Education and complete affidavit of posting. Motion carried unanimously.

- F. Designate Depository of Funds to Employee Bank of Choice – A motion was made by Emmert and supported by Lohman to designate Depository of Funds to Employee Bank of Choice. Motion carried unanimously.
- G. Designate Investment Depositories – A motion was made by Emmert and supported by Forsyth 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. Mercantile Bank (formerly Keystone Bank)
 9. Michigan CLASS
 10. Chemical Bank
- H. Designate Authorized Signatures for Checking and Savings. A motion was made by Emmert and supported by Forsyth to designate authorized signatures for checking and savings as listed. 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, Trust & Agency, and Dental (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 (\$2,500)
 - (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 WAY Program (\$2,500)

I. Approval of the Following Retainer Service Providers for 2015-16. A motion was made Forsyth and supported by Lohman to approve retainer service for BDO USA, LLP and Thrun Law Firm for 2015-16. 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 Schriemer and supported by Emmert to appoint Board Secretary Karen Hill as election representative for all matters pertaining to Vicksburg Community Schools Elections. Motion carried unanimously.

K. 2nd Reading - Approval to Award Dairy Bid to Prairie Farms at a low bid of \$46,187.20 and Bakery Bid to Aunt Millie's Bakeries at a low bid of \$7,840.00 for the 2015-16 School Year - ROLL CALL VOTE. A motion was made by Forsyth and supported by Emmert for 2nd reading approval to award dairy bid to Prairie Farms and bakery bid to Aunt Millies Bakeries.

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

Nays: None

Absent: Callen

Abstain: None

Motion Carried.

L. 2nd Reading Approval of the Following Curriculum Proposals - ROLL CALL VOTE. A motion was made by Lohman and supported by Forsyth for 2nd reading approval of the following listed curriculum proposals.

1. Advanced Placement Human Geography at a First Year Cost of \$7,881.57

2. Project Lead the Way at a First Year Cost of \$55,837.00

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

Nays: None

Absent: Callen

Abstain: None

Motion Carried.

M. 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 by Emmert and supported by Forsyth to go into closed session at the request of the administration. Entered closed session at 7:45 pm

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

Nays: None

Absent: Callen
Abstain: None
Motion Carried.

There being no further business to come before the Board, President Knowles adjourned the meeting at 8:28 pm.

President Virgil Knowles
August 10, 2015

Secretary Amy Manchester