

**VICKSBURG COMMUNITY SCHOOLS
BOARD OF EDUCATION**

July 9, 2012

7:00 PM

Vicksburg Administration Building

A G E N D A

I. SUPERINTENDENT'S REPORT

- A. Legislative and Legal Update
- B. Staffing Update

II. REPORTS AND PUBLIC INQUIRY

- A. Financial Report - Steve Goss
 - 1. Budget Progress Report for Month Ending June 30, 2012
- B. Instructional Report - Charles Glaes
 - 1. Michigan Merit Exam Results - Keevin O'Neill
- C. Audience

III. BOARD ACTION REQUIRED

- A. Approval of the Following Minutes
 - 1. June 11, 2012 - Regular Meeting Minutes - Open Session
 - 2. June 11, 2012 - Regular Meeting Minutes - Closed Session
- B. Approval of the Following General Fund Invoices - ROLL CALL VOTE
 - 1. June 8, 2012 = \$138,488.18
 - 2. June 13, 2012 = \$161,181.33
 - 3. June 22, 2012 = \$78,333.37
- C. Set Time, Place and Dates of Regular Board of Education Meetings for 2012-13
 - 1. Time: 7:00 pm
 - 2. Place: Vicksburg Administration Building (unless otherwise stated)
 - 3. Dates: (see attached)
- 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
- E. Designate Depository of Funds to Employee Bank of Choice
- F. Designate Investment Depositories
 - 1. MILAF
 - 2. PNC
 - 3. Fifth Third Bank
 - 4. Educational Community Credit Union

5. Kalamazoo County State Bank
6. Bank of America
7. Huntington Banks
8. Portage Commerce Bank
9. Keystone Community Bank
10. Michigan CLASS

G. Designate Authorized Signatures for Checking and Savings

1. General Fund, Building & Site Fund, Debt Retirement, Facility Improvement Project Funds (two signatures - may be facsimiles)
 - a. Board President
 - b. Superintendent
 - c. Asst. Superintendent
 - d. Business Office Manager
2. 2005 Athletic Facility Funds (one signature - may be facsimile)
 - a. Asst. Superintendent
 - b. Business Office Manager
3. Payroll (one signature [Superintendent] - may be facsimile)
4. School Service, Trust & Agency (one signature - may be facsimile)
 - a. Superintendent
 - b. Asst. Superintendent/Board Treasurer
 - c. Business Office Manager
 - d. Payroll/Assistant Accountant
5. Designate Authorized Signatures for Entry to Safe Deposit, Night Depository, and Master Card Accounts
 - a. Entry to Safe Deposit Box
 - (1) Superintendent
 - (2) Asst. Superintendent/Board Treasurer
 - (3) Exec. Asst. to Supt./General Office Mgr./Board Secretary
 - (4) Business Office Manager
 - b. Night Depository
 - (1) Superintendent
 - (2) Asst. Superintendent/Board Treasurer
 - (3) Business Office Manager
 - (4) Payroll/Asst. Accountant
 - c. Master Card Accounts (\$10,000 limit)

- (1) VCS Business Office
- d. Purchase Cards (limits listed below with authority granted to Asst. Supt. to temporarily increase limits for specific purchases)
 - (1) Business Office Manager (\$100,000)
 - (2) Asst. Superintendent (\$100,000)
 - (3) Superintendent (\$5,000)
 - (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)
- H. Approval of the Following Retainer Service Providers for 2012-13
 - 1. Auditors: BDO Siedman, LLP
 - 2. Legal: Thrun Law Firm
- I. Approval to Appoint Board Secretary Karen Hill as Election Representative for all Matters Pertaining to Vicksburg Community Schools' Elections
- J. 2nd Reading - Approval of HS Social Studies Books at a One Year Cost of \$11,229.56 - ROLL CALL VOTE
- K. 2nd Reading - Approval to Award Dairy Bid to Prairie Farms at a low bid of \$43,091.70 and Bakery Bid to Aunt Millie's Bakeries at a low bid of \$11,665.00 for the 2012-13 School Year - ROLL CALL VOTE
- L. 2nd Reading - Approval of the Following Policy Revision/Additions
 - 1. Policy 3120 - Employment and Placement of Professional Staff
 - 2. Policy 3131 - Staff Reductions/Recalls
 - 3. Policy 3139 - Teacher Discipline, Demotion, or Dismissal
 - 4. Policy 3140 - Termination and Resignation
 - 5. Policy 3142 - Probationary Teachers
 - 6. Policy 3220 - Professional Staff Evaluations
- M. 1st Reading - Approval of the Following ByLaw Revisions - ROLL CALL VOTE

1. 0121 - Authority
 2. 0123 - Board Powers
 3. 0151 - Organizational Meeting
- N. Approval of the Following Resignations Effective Immediately
1. Matt McCarthy - 6th Grade Special Education Teacher
 2. Sabrina French - Tobey Elementary Instructional Consultant
- O. 2nd Reading - Approval to Implement the WAY Program as Allowed Under a Seat Time Waiver