

# Vanderbilt Area School

947 Donovan St., Vanderbilt, MI 49795  
Board of Education Regular Meeting  
VAS Library  
December 9, 2015 | 6 p.m.

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## *Every Child. Every Day.*

The mission of the Vanderbilt Area School is to graduate respectful, responsible, lifelong learners empowered to meet future challenges.

**I. Call to Order & Pledge of Allegiance [Time \_\_\_\_\_]**

**II. Roll Call**

\_\_ President Matelski    \_\_ Treasurer Embree    \_\_ Secretary Snyder    \_\_ Trustee Brasseur

\_\_ Trustee Musall    \_\_ Trustee O'Rourke    \_\_ Trustee Phillips    Present \_\_\_\_  
Absent \_\_\_\_

**III. Approval of Agenda**

Motion to approve agenda by \_\_\_\_\_ Seconded by \_\_\_\_\_.  
Y \_\_\_\_ N \_\_\_\_ Approved \_\_\_\_\_.

**IV. Approval of the Minutes**

From the **November 11, 2015**, Regular Meeting, including any closed session.

Motion to approve minutes by \_\_\_\_\_ Seconded by \_\_\_\_\_.  
Y \_\_\_\_ N \_\_\_\_ Approved \_\_\_\_\_.

**V. Budget & Financials**

**Financial Report; Payment of Bills: General Fund and Reimburse Petty Cash; Budgetary Control**

Motion to accept financial report by \_\_\_\_\_. Seconded by \_\_\_\_\_.  
Y \_\_\_\_ N \_\_\_\_ Approved \_\_\_\_\_.

Motion to approve payment of bills by \_\_\_\_\_. Seconded by \_\_\_\_\_.  
*Roll call vote:* Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_; Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

Motion to accept budgetary control report by \_\_\_\_\_. Seconded by \_\_\_\_\_.  
Y \_\_\_\_ N \_\_\_\_ Approved \_\_\_\_\_.

**VI. Updates and Reports**

**Board & Committee; Administrative; Student Council (No action required)**

**VII. Public Comment**

This is the first of two opportunities for public participation in the regular meeting of the BOE.

**VIII. Information and Action Items**

- A. Consider entering into closed session to discuss a student discipline issue

**Roll call vote**

To enter closed session

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_; Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

To return to open session:

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_; Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

Any action by the Board \_\_\_\_\_.

**B. Consent Agenda Items**

- 1. Motion to accept the resignation of Mrs. Michelle Kihn as a teacher, effective on Friday, December 7, 2015.
- 2. Motion to approve the reduction in status per the master agreement for Mrs. Wilma Littleton due to one of her classes now having no students.

Motion to approve the consent agenda made by \_\_\_\_\_.  
Seconded by \_\_\_\_\_. Y \_\_\_ N \_\_\_ Motion passed \_\_\_\_\_.

- C. Hear a report from regarding the community appreciation night to be held in conjunction with parent/teacher conferences February 4.

Motion to accept the report made by \_\_\_\_\_. Seconded by \_\_\_\_\_. Y \_\_\_ N \_\_\_ Motion passed \_\_\_\_\_.

- D. Consider changing the February professional development from Friday, February 19, 2016, to Friday, February 12, 2016, so it is more inline with the Presidents' Day break on Monday, February 22.

Motion to approve schedule change made by \_\_\_\_\_.  
Seconded by \_\_\_\_\_. Y \_\_\_ N \_\_\_ Motion passed \_\_\_\_\_.

E. Consider the following bids for future action:

**Bids for FRONT ENTRANCE WALL**

Any action by the Board \_\_\_\_\_.

**Roll call vote**

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_;  
Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

**Bids for FIRE DOORS**

Any action by the Board \_\_\_\_\_.

**Roll call vote**

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_;  
Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

**Bids for KITCHEN EQUIPMENT**

Any action by the Board \_\_\_\_\_.

**Roll call vote**

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_;  
Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

F. Enter into closed session to discuss negotiations with the bargaining units.

**Roll call vote**

To enter closed session

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_;  
Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

To return to open session:

Brasseur \_\_; Embree \_\_; Musall \_\_; O'Rourke \_\_; Phillips \_\_;  
Snyder \_\_; Matelski \_\_. Approved \_\_\_\_\_.

Any action by the Board \_\_\_\_\_.

**IX. Public Comment**

**X. Adjournment** | Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_.  
Vote \_\_\_\_\_. Please indicate time \_\_\_\_\_.

**VANDERBILT AREA SCHOOLS  
BOARD OF EDUCATION REGULAR MEETING MINUTES  
NOVEMBER 11, 2015**

**I. CALL TO ORDER**

The meeting was called to order by President B. Matelski at 6:02 p.m. in the library. The Pledge of Allegiance followed the call to order.

**II. ROLL CALL**

Present: B. Matelski, G. Embree, K. Snyder, N. Brasseur, A. Musall, T. O'Rourke, C. Phillips

Absent: None

**III. APPROVAL OF AGENDA**

Item E – Ten Dollar Button was added to the agenda and Item E – Enter into closed session to discuss negotiations with the bargaining units was changed to Item F. Motion by N. Brasseur, with support by K. Snyder to approve the agenda as changed. Motion carried, 7-0.

**IV. APPROVAL OF MINUTES**

Motion by K. Snyder, with support by N. Brasseur, to approve October 14, 2015 Regular Meeting minutes, November 3, 2015 Special Meeting minutes and November 3, 2015 Board Retreat/Workshop minutes. Motion carried, 7-0.

**V. BUDGET AND FINANCIALS**

- A. Financial Report given by G. Embree. **Motion** by N. Brasseur, with support by C. Phillips, to acknowledge the Financial Report. Motion carried, 7-0.
- B. Payment of Bills: General Fund and Reimburse Petty Cash: **Motion** by A. Musall, with support by C. Phillips, to pay bills for General Fund and reimburse petty cash. Motion carried, 7-0.
- C. Budgetary Control: Patti Kenyon reported that the correct deficit is \$119,550.00 and that column 2 shows what we hope to be at by the end of the year, which is with a positive balance of \$4,875.00.

**VI. UPDATES AND REPORTS**

- A. Board and Committee: A. Musall reported that the Committee has recommended a flat \$10.00 fee for the sports button for this year.
- B. Administrative: Mr. Heitmeyer reported that the Star Tree is being planned out. The hospital has donated medical kits and other items. Professional

Development will be held next Friday afternoon. Teachers will be taking a bus ride through the district followed by a presentation from Julie Wells from the ESD. He also updated the board on the Turn Around Department. Different procedures are being implemented in the cafeteria. Washable trays are now being used and recycling has been started. The amount of trash per day has been reduced from 13 bags to 2 per day.

- C. Student Council: Nick Snyder reported that there are nine members. Planners were purchased for the students. The Student Council sponsored the Pumpkin Roll and also volunteered for the PTO Carnival. A blood drive will be held on 12/8/15.

## **VII. PUBLIC COMMENTS**

No comments were offered.

## **VIII. INFORMATION/ACTION ITEMS**

- A. Hear a report from Mr. Robert Klein from Gabridge & Co. regarding our Fiscal YEDAR Audit from 2014-15: Mr. Klein reported that his company has issued an unmodified opinion. He also reported that the district now has a deficit of \$119,500.00. An error is in the report, showing the Sinking Fund with a deficit of \$12,954.00. \$17,811 should have been classified as a revenue and it was not. This fund should show a surplus of roughly \$4,500.00. Mr. Klein explained the section of the audit in regards to GASB 68. **Resolution #15-23 Motion** by C. Phillips, with support by N. Brasseur, to approve the Audit Report. Roll call vote: Snyder – yes, O'Rourke – yes, Phillips – yes, Musall – yes, Embree – yes, Brasseur – yes, Matelski – yes.
- B. Hear a presentation from Rob Couturier from The Lockdown Company. This company has the installed the Boot throughout Michigan and the U.S. and is now worldwide. A demonstration on how the Boot works was given. Samples of the room number signs and ballistic shields were also presented. Quote for 35 Boots w/storage box and 1 extra Boot is \$7,639.50 (includes donation of \$2,800.00). Quote to purchase all products is \$16,000.00 (includes donation of \$6,700.00). The Lockdown Company will do all installation and train the district on lock down. It was questioned if this could be paid for from the Sinking fund – this will be checked. The suggestion was also made to have an "Adopt a Door" campaign. **Resolution #15-24 Motion** by T. O'Rourke, with support by C. Phillips, to enter into a contract with the Lockdown Company for \$16,000.00. Mr. Heitmeyer to work out payment plan and the plan will be finalized at the next meeting. Motion carried, 7-0.
- C. Hear an update from Mrs. Kenyon regarding the latest Deficit Reduction Plan which has been submitted to the State of Michigan for approval and approve the plan. (Also approve the amended budget). The update was given during the Budgetary Control report earlier in the meeting. **Resolution #15-25 Motion** by N. Brasseur, with support by T. O'Rourke, to accept the current DRP and amended budget. Motion carried, 7-0.

- D. Consider joining the Michigan Association of School Administrators (MASA): Cost for yearly membership is \$703.00 and runs with the fiscal year. It is unknown if it will be prorated. **Resolution #15-26 Motion** by K. Snyder, with support by T. O'Rourke, to approve membership in MASA. Motion carried, 7-0.
- E. Ten Dollar Button: Mr. Heitmeyer reported that there are 7 home games left. Cost of regular admission for students would be \$21.00 and for adults \$28.00. The Athletic Committee has recommended a \$10.00 fee for the rest of the season. **Resolution #15-27 Motion** by A. Musall, with support by T. O'Rourke, to approve the Ten Dollar Button. Motion carried, 7-0.
- F. Negotiation Update: Motion by A. Musall, with support by G. Embree, to enter into executive session for negotiations at 7:46 p.m. Roll call vote: Embree – yes, Matelski – yes, Brasseur – yes, Musall – yes, Phillips – yes, O'Rourke – yes, Snyder – yes. Motion by K. Snyder, with support by C. Phillips, to close the executive session and reopen the regular meeting at 8:06 p.m. Motion carried, 7-0.

#### **IX. PUBLIC COMMENT**

Adam Respecki and Ray Musall thanked the board for taking the security measures presented by the Lockdown Company.

#### **X. ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 8:08 p.m.

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Kim Snyder, Secretary

Minutes recorded and prepared for Secretary Kim Snyder by Debbie Whitman.