

Proposed Minutes of the Regular Board Meeting  
November 14, 2022

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President Van Sickler called the meeting to order at 6:01 p.m. in the board room.

Members present: Caudill, Davis, Herman, Van Sickler, Alexander arr. at 6:03 p.m.

Members absent: Zinn

Administrators present: Hubbard, Curtis, Fron, Hillary, Staines

Administrators absent: None

Visitors present: Katie Bissell, Sharon Davis, Dallas Bell, Frank Sebastian, Jo Spry-Virgo, Keith Virgo

Approval of Agenda

Van Sickler amended the agenda by adding to the Consent Agenda under E. Hire number 5. Traci McCormick Academic Interventionist, 6. Jessica Fitch Academic Interventionist.

Motion by Caudill, support by Davis to approve the agenda as amended.

Motion CARRIED 4-0

Recognition of Guests

None

Superintendent Report

Questions on Department Reports: None

Committee Reports: Will report out at the next meeting.

Staffing Update: Hubbard reported that we are working through the transition of the business manager stepping down. Allyssa is still working with us until the transition is complete. Kathi Coffin who has been training and working with Allyssa has agreed to work with the district to transition the business office to the ISD. Hubbard spoke to the board about the two additions to the agenda. This is taking place as this is a new classification in the VESPA contract. The other two paras on the consent agenda will be one on one paras with students. Hubbard stated that we have finally filled the part-time maintenance position. This will help with other maintenance needs on top of the day to day needs of the district.

Legislative Update: Hubbard stated he will be meeting with the ISD next week and will know what the state issues are.

Shoutouts - Valorie Palmer - Mrs. Palmer has tremendous responsibilities assisting all the divisions of Vestaburg Community Schools with student count. She is most knowledgeable of the State guidelines that cover student count. Mrs. Palmer is never too busy to help with a question, concern, or procedure regarding

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student count. Special thanks to her for all the assistance she provides so we can be the best we can be and helping us secure funding for all the programs the School District provides for the community. We are blessed to have Mrs. Palmer in the Vestaburg Family.

The Montcalm Area Career Center for hosting a penny war and donating all of the proceeds to the Mier family. They raised \$3,700.00 for the family.

Communications: President Van Sickler read a note for the board

Consent Agenda

- A. Minutes of the Regular meeting held October 10, 2022
- B. Minutes of the Special meeting held October 28, 2022
- C. Minutes of the Special meeting held November 7, 2022
- D. Treasurer's Report- November
  - 1. \$ 220,136.38 Bills to be Allowed, Check#43559-43610
  - 2. \$ 89,653.84 Bills to be Ratified, Check#43397-43409  
#43482-43531
- E. Hire
  - 1. Kathi Coffin - Interim Business Manager
  - 2. Sherry Irwin - Paraprofessional
  - 3. Katie Post - Paraprofessional
  - 4. James Jolley - Part Time Maintenance
  - 5. Traci McCormick - Academic Interventionist
  - 6. Jessica Fitch - Academic Interventionist

Motion by Caudill, support by Davis to approve the consent agenda.

Motion CARRIED 5-0

New Business

MSAC Football Proposal - Mr. Fron

Athletic Director Ray Fron spoke to the board on a proposal for four schools to join the MSAC league for football only. Fron talked about how the MSAC would be divided by school enrollment. Fron also stated that this will help with retaining officials for the games. If any of the board members have questions please contact Mr. Hubbard or Mr. Fron. This will be voted on at the December meeting.

2022-2023 Audit - Yeo and Yeo

Hubbard stated that Ali from Yeo and Yeo is presenting to two schools tonight. While waiting for Ali, Mr. Hubbard reported on a couple of findings. Hubbard stated that Allyssa and Kathi are on top of it and have already met with the auditors to take care of this.

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Ali from Yeo and Yeo presented to the board the 2021-2022 Financial Audit. The district received an Unmodified Opinion. This is the highest level a district can receive. The general fund revenue continues to increase each year. Most of that is from your pupil count. Ali reported the expenditures have all increased over the last five years. Ali stated that is to be expected with an increase in pupils. Ali stated excellent work on balancing the budgets. Ali talked about internal controls and material weaknesses. Yeo and Yeo recommended tightening up year end balancing. Balancing tie out sheets. Ali met with Kathi and talked about a plan to take care of the material weaknesses. Ali recommended not waiting until the end of the year to make draw requests. Ali stated that the food service fund has too much money. Make sure to work with MDE for a spend down plan. MDE may have other suggestions on how to spend down. Ali stated that one other issue is the Virtual School Agreement Transparency. Make sure that it is very detailed and transparent. Hubbard stated that this is the Charter School not our Alternative Education Program.

Motion by Caudill, support by Davis to approve the audit report from Yeo and Yeo.

Motion CARRIED 5-0

Old Business: None

Items for Discussion

Success BLC - Dallas Bell

Dallas handed out gifts to the board members for their support over the last several years. Dallas talked about a phone conversation that one of the relationship managers had with one of the students. The student was feeling very down and not wanting to live. The relationship manager was able to keep a conversation open with them and then was able to get a parent on the phone. They were able to get her in the hospital and then to Pine Rest the next day. The relationship manager was thankful for the relationship they had built and that the student was comfortable with talking to her.

Work in Progress:

Hubbard stated a week from today the construction should start on the middle school classrooms and bathrooms. Once the middle school bathrooms are done they will work their way down to the elementary bathrooms.

Recognition of Guests: None

Items for next Board Meeting December 12, 2022

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Motion by Alexander, support by Caudill to adjourn the meeting at 7:05 p.m.  
Motion CARRIED 5-0

Karen S Grover  
Recording Secretary