

River Valley Board of Education  
**RIVER VALLEY SCHOOL DISTRICT**  
15480 Three Oaks Road  
Three Oaks, Michigan 49128  
[www.rivervalleyschools.org](http://www.rivervalleyschools.org)

**Regular Meeting – RV Middle/High School Library**  
**Monday, January 23, 2017 @ 7:00 p.m.**

**Minutes**

**Members Present:** Phillip Bender, Cheryl Capiak, Michael Ehlert, Fred Knutel, John Pawlik, Vickie Wagner, David Whitlow

**Members Absent:** None

**Administrators Present:** Superintendent William Kearney, Business Manager Brian Brown, Elementary Principal Heidi Clark, and Middle/High School Principal Patrick Breen

**1.0 Call to Order**

The meeting was called to order at 7:03 p.m. by President Pawlik.

**2.0 Pledge of Allegiance**

President Pawlik led the audience in the Pledge of Allegiance.

**3.0 Provide Oath of Office to Newly Elected Board Members**

Brian Brown, Business Manager/District Election Coordinator, provided the Oath of Office to the following newly elected Board Members: Cheryl Capiak and Michael Ehlert. Board Members will serve a six-year term.

**4.0 CONSENT AGENDA**

**4.1 Approval of Agenda as Presented**

Approved the agenda for the January 23, 2017 regular Board meeting.

**4.2 Approve Regular Meeting Minutes of December 19, 2016 (Open & Closed Session)**

Approved meeting minutes.

**4.3 Approval of General Legal Counsel and Independent Auditor for the District**

Approved the use of Thrun Law Firm, P.C. as General Legal Counsel and the firm of Kruggel Lawton CPAs as Independent Auditors.

**4.4 Approve 2017-18 Board Meeting Schedule**

Approved Board meeting schedule.

**4.5 Approve Selection and Designation of Depositories for School Funds**

Approved the following institutions as designated bank depositories:

Chemical Bank Shoreline, Three Oaks, Michigan  
Fifth Third Bank, Three Oaks, Michigan  
Honor Credit Union, St. Joseph, Michigan  
Horizon Bank, Three Oaks, Michigan  
Michigan Liquid Asset Fund Plus, Lansing, Michigan  
United Federal Credit Union, Stevensville, Michigan  
Berrien Community Foundation, St. Joseph, Michigan.

**4.6 Approve Individuals Authorized to Sign Checks, Contracts, and Agreements**  
Authorized the Superintendent and Business Manager to sign checks, contracts, and agreements for 2017.

**4.7 Approve Authorization for Electronic Fund Transfers and Assign Electronic Transfer Officer**  
Authorized electronic fund transfers and assigned the Business Manager as Electronic Transfer Officer.

**4.8 Approval of IRS Mileage Rate for 2017**  
Approved the 2017 IRS rate of 53.5 cents per mile.

**4.9 Approval of Cooperative Agreements**  
Approved cooperative purchasing agreements with the following:

Hospital Purchasing (HPS)  
MSBO Bus Purchasing  
National Joint Powers Alliance (NJPA)  
REMC  
School Specialty

**4.10 Approve Recommendation to Hire a Level III Secretary**  
Approved the employment of Stacey Vetter.

**4.11 Approve Recommendation to Hire a Special Education Paraprofessional**  
Approved the employment of Sara Luther pending background checks, physical, drug test, and WorkKeys assessment results.

Moved by Wagner, supported by Bender, to approve the consent agenda for January 23, 2017 regular Board meeting as presented. All Ayes. Motion carried.

**5.0 Recognition of School Board Members**  
Superintendent Kearney took the opportunity, during School Board Recognition Month, to recognize the members of the River Valley Board of Education.

## **6.0 Reports**

**6.1 Principals**  
Each principal updated the Board on various activities/events occurring in their buildings. They also provided an update on student achievement.

Discussion followed.

**6.2 Superintendent**  
Superintendent Kearney updated the Board on the following: School Equity Caucus and School Law Notes. He also scheduled a MASB Workshop for Monday, March 13, 2017.

**6.3 Curriculum/Policy Committee – January 23, 2017**  
Vickie Wagner, Curriculum/Policy Committee Member, reported that the Committee met prior to the Board meeting on Monday, January 23, 2017. The Committee reviewed the Administrative Guidelines and Board Policy revisions. A recommendation will be provided at the next regular scheduled meeting.

Trustee Capiak suggested removing specific dollar figures from policies 1619, 3419, 4419. *The policies referenced pertain to group health plans/cash-in-lieu.*

**7.0 Hearing of Persons Present**

No public comment was offered.

**8.0 Correspondence**

Superintendent Kearney announced that the Board received correspondence from the following:

- Gloria Vavra – RE: Letter of Resignation – January 4, 2017
- Anthony Balbo – RE: Letter of Resignation – January 10, 2017

There was a brief discussion in regards to the resignation of Anthony Balbo, Head Varsity Football Coach.

Vice President Wagner thanked Gloria Vavra and Anthony Balbo for their service.

**9.0 Items for Board Action****9.1 Organization of the River Valley Board of Education****9.1.1 Election of Board of Education Officers**

Nominations were called for the following:

President Knutel nominated Cheryl Capiak for the Office of President.  
Wagner nominated John Pawlik for the Office of President.

## ROLL CALL VOTE:

Capiak – Cheryl Capiak  
Bender – John Pawlik  
Whitlow – John Pawlik  
Ehlert – John Pawlik  
Pawlik – Abstain  
Wagner – John Pawlik  
Knutel – Cheryl Capiak

Cheryl Capiak = 2 Votes  
John Pawlik = 4 Votes  
Abstention = 1

John Pawlik was elected President of the River Valley Board of Education for 2017.

Vice President Whitlow nominated Vickie Wagner for the Office of Vice President.

## ROLL CALL VOTE:

Capiak – Vickie Wagner  
Bender – Vickie Wagner  
Whitlow – Vickie Wagner  
Ehlert – Vickie Wagner  
Pawlik – Vickie Wagner  
Wagner – Abstain  
Knutel – Vickie Wagner

Vickie Wagner = 6 Votes  
Abstention = 1

Vickie Wagner was elected Vice President of the River Valley Board of Education for 2017.

Secretary Wagner nominated David Whitlow for the Office of Secretary.

ROLL CALL VOTE:

Capiak – David Whitlow

Bender – David Whitlow

Whitlow – Abstain

Ehlert – David Whitlow

Pawlik – David Whitlow

Wagner – David Whitlow

Knutel – David Whitlow

David Whitlow = 6 Votes

Abstention = 1

David Whitlow was elected Secretary of the River Valley Board of Education for 2017.

Treasurer Wagner nominated Phillip Bender for the Office of Treasurer.

ROLL CALL VOTE:

Capiak – Phillip Bender

Bender – Abstain

Whitlow – Phillip Bender

Ehlert – Phillip Bender

Pawlik – Phillip Bender

Wagner – Phillip Bender

Knutel – Phillip Bender

Phillip Bender = 6 Votes

Abstention = 1

Phillip Bender was elected Treasurer of the River Valley Board of Education for 2017.

**9.1.2 Appoint a Board Member to Serve as Acting Secretary in the Absence of Elected Board Secretary**

President Pawlik appointed Vickie Wagner to serve as Acting Secretary in the absence of elected Board Secretary.

**9.1.3 Appointment of Membership to Standing Board Committees**

President Pawlik appointed individuals to the River Valley Board of Education Standing Committees.

**9.1.3.1 Buildings & Grounds Committee**

The following individuals were appointed to the Buildings and Grounds Committee:

David Whitlow – Chairperson

Michael Ehlert

Fred Knutel

**9.1.3.2 Curriculum/Policy Committee**

The following individuals were appointed to the Curriculum/Policy Committee:

Vickie Wagner – Chairperson  
Phillip Bender  
John Pawlik

**9.1.3.3 Finance Committee**

The following individuals were appointed to the Finance Committee:

Phillip Bender – Chairperson  
Michael Ehlert  
John Pawlik

**9.1.3.4 Personnel Committee**

The following individuals were appointed to the Personnel Committee:

Cheryl Capiak – Chairperson  
Phillip Bender  
Fred Knutel

**9.1.4 Appointment of Board Designated Hearing Officer**

President Pawlik appointed himself to serve as the Board Designated Hearing Officer.

**9.1.5 Appoint Negotiation Team Board Representatives**

President Pawlik appointed himself and David Whitlow to serve as Negotiation Team Board Representatives.

**9.1.6 Appointment of Representative and Alternate to the Berrien/Cass County School Board Association**

Fred Knutel was appointed representative and Phillip Bender as alternate member to the Berrien/Cass County School Board Association.

**9.1.7 Appointment of MASB Legislative Liaison and Alternate**

Vickie Wagner was appointed MASB Legislative Liaison and Phillip Bender as the alternate member.

**9.2 Approve the Accounts Payable Report for January 2017 and the Treasurer's Report for December 2016**

There was a brief discussion on sinking funds.

Moved by Bender, supported by Capiak, to approve the Accounts Payable Report for January 2017 and the Treasurer's Report for December 2016 as presented by the Business Manager. All Ayes. Motion carried.

**9.3 Adopt Second Quarter Budget Resolution**

Business Manager, Brian Brown, sincerely apologized to the Board and informed them of two corrections to the Second Quarter Budget Update. He noted that the second quarter revenues increased by \$162,028 (not \$162,028,340) and expenditures increased (not decreased) by \$95,101.

Moved by Whitlow, supported by Knutel, to adopt the Second Quarter Budget Resolution as presented by the Business Manager. Roll Call Vote: Bender – Aye, Capiak – Aye,

Ehlert – Aye, Knutel – Aye, Pawlik – Aye, Wagner – Aye, and Whitlow – Aye. Resolution adopted (7-0).

**9.4 Approve 2017 BPA Overnight Trip Request**

Moved by Wagner, supported by Ehlert, to approve the 2017 tentative Business Professionals of America overnight trip request(s) as student advance to state and national levels. Roll Call Vote: Bender – Aye, Capiak – Aye, Ehlert – Aye, Knutel – Aye, Pawlik – Aye, Wagner – Aye, and Whitlow – Aye. Motion carried (7-0).

**10.0 Items for Board Discussion**

**10.1 Budget Development and Adoption Calendar**

The Superintendent reviewed the tentative budget development and adoption calendar for fiscal year 2017-18.

**10.2 NEOLA Policy Revisions/Updates**

The Board was asked to review the policy and guideline revisions recommended by NEOLA before next month's meeting. Board action will be taken at the next regular scheduled meeting.

Discussion followed.

There was a brief discussion on student days and possibly implementing a single tier salary schedule for teachers.

Superintendent Kearney asked the Finance Committee to review their schedules and provide him with tentative meeting dates to discuss budget parameters for 2017-18.

The Superintendent informed the Board that the district has a 30% fund equity (\$475,000). According to a newly revised Board Policy, anything above 25% could be used for nonrecurring projects. The Superintendent asked the Board for feedback as to whether or not this was something the Board wanted to consider outside of the sinking fund. There was a brief discussion on possible project considerations. Ideas included the following: *auxiliary gym, turning the auto shop into a fitness center, restarting the auto shop program, repaving the parking lots, and possibly reconfiguring the parking lot at Three Oaks Elementary*. The Finance Committee and the Buildings & Grounds Committee will schedule meetings and begin discussion.

**11.0 Adjournment**

Motion by Capiak, supported by Whitlow, to adjourn the regular meeting for January 23, 2017 at 8:08 p.m. All Ayes. Motion carried.

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David Whitlow, Secretary  
River Valley Board of Education

DLW/bb