

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, October 24, 2016 @ 7:00 p.m.**

**Minutes**

**Members Present:** Phillip Bender, J.C. German, Fred Knutel, David Whitlow

**Members Absent:** Michael Ehlert, John Pawlik, Vickie Wagner

**Administrators Present:** Superintendent William Kearney, Business Manager Brian Brown, and Middle/High School Principal Cynthia Ursprung

**1.0 Call to Order**

Due to the absence of President Pawlik, the meeting was called to order at 7:00 p.m. by Treasurer, J.C. German

**2.0 Pledge of Allegiance**

Treasurer German led the audience in the Pledge of Allegiance.

**3.0 CONSENT AGENDA**

**3.1 Approval of Agenda as Presented**

Approved the agenda for the October 24, 2016 regular Board meeting.

**3.2 Approve Work Session Minutes of October 3, 2016**

Approved work session minutes.

**3.3 Accept Snow Removal Quote for 2016-17**

Accepted quote from Oldenburg & Sons Excavating, Inc. Rates remained unchanged from last school year.

**3.4 Approve Superintendent's Monthly Travel Reimbursement Request**

Approved Superintendent Kearney's travel reimbursement total of \$329.40 for September 8, 2016 – October 14, 2016.

**3.5 Approve Recommendation to Hire a Middle School Volleyball Coach**

Approved the employment of Kelly McCarty.

**3.6 Approve Board Operating Procedures**

Approved the Board Operating Procedures with no recommended changes.

Moved by Bender, supported by Knutel, to approve the consent agenda for October 24, 2016 regular Board meeting as presented. All Ayes. Motion carried.

**4.0 Recognition of Staff Retirement**

The Board recognized Middle/High School Teacher, Michael Latus for his 31 years of service to the district. Mr. Latus was not in attendance.

## **5.0 Presentations**

### **5.1 District Audit Report for 2015-16**

Alex Schaeffer, CPA, of Kruggel Lawton Certified Public Accountants presented the 2015-16 District Audit Report. The district was issued an “unmodified opinion.” This is the highest audit rating you can receive from an independent CPA.

### **5.2 Technology Update**

Director of Technology Services, Curtis Newton, informed the Board that he is currently in the process of hiring a replacement Computer Tech Assistant. He is very pleased with the implementation of 110 new Chromebooks. Keeping the devices in-house and storing them in the classroom in wooden storage units has reduced the number of screen breakages from 55 (last year at this time) to currently 9 damaged units. He also noted that the district was able to secure (through the E-Rate Program) 70% of the funding costs to upgrade our wireless access points at Chikaming. Last year the district was able to secure 80% to upgrade the Middle/High School.

## **6.0 Reports**

### **6.1 Principals**

Middle/High School Principal, Cynthia Ursprung updated the Board on various activities/events occurring in her building. She also provided a spring 2016 M-Step data analysis.

Mrs. Ursprung thanked the Board for believing in her and giving her the opportunity to serve over the last eight years. She hopes that she has made a difference at River Valley and that she will be leaving the district in a better place.

Elementary Principal, Heidi Clark, was unable to attend the meeting. A written report was provided to the Board along with an elementary spring 2016 M-Step data analysis.

### **6.2 Superintendent**

Superintendent Kearney updated the Board on the following: School Law Notes, distributed Board Fact Cards, Robotics, First Grade Vacancy, Principal Interviews, and photo opportunity with fifty year old time capsule.

### **6.3 Finance Committee – October 24, 2016**

J.C. German, Finance Committee Member, reported that the Committee met prior to the Board meeting on Monday, October 24, 2016. The Committee reviewed the district audit report.

## **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:

- Colby Caid RE: Letter of Resignation (Baseball Coach) – September 30, 2016
- Mike Latus RE: Letter of Resignation/Retirement – October 3, 2016
- Connie Klann RE: Letter of Resignation/Retirement – October 11, 2016

## **9.0 Items for Board Action**

### **9.1 Approve the Accounts Payable Report for October 2016 and the Treasurer’s Report for September 2016**

Moved by Whitlow, supported by Knutel, to approve the Accounts Payable Report for October 2016 and the Treasurer’s Report for September 2016 as presented by the Business Manager. All Ayes. Motion carried.

**9.2 Approve Draft Budget Projection for 2017-18**

Moved by Whitlow, supported by Bender, to approve the draft budget projection for 2017-18 as presented by the Business Manager. Roll Call Vote: Bender – Aye, Ehlert – Absent, German – Aye, Knutel – Aye, Pawlik – Absent, Wagner – Absent, and Whitlow – Aye. Motion carried (4-0).

**9.3 Accept District Audit Report for 2015-16**

Moved by Bender, supported by Knutel, to accept the District Audit Report for 2015-16 as presented by Kruggel Lawton Certified Public Accountants. All Ayes. Motion carried.

**9.4 Adopt First Quarter Budget Resolution**

Moved by Whitlow, supported by Knutel, to adopt the First Quarter Budget Resolution as presented by the Business Manager. Roll Call Vote: Bender – Aye, Ehlert – Absent, German – Aye, Knutel – Aye, Pawlik – Absent, Wagner – Absent, and Whitlow – Aye. Resolution adopted (4-0).

**9.5 Adopt Support Staff Handbook Revisions**

Moved by Bender, supported by Knutel, to adopt the Support Staff Handbook revisions as presented by the Business Manager. All Ayes. Motion carried.

**9.6 Approve Recommendation to a Culinary Teacher**

Moved by Bender, supported by Knutel, to approve the employment of Rosemary Bailey as Culinary Teacher pending background checks, physical, drug test results, and certification as recommended by the Middle/High School Principal and Superintendent. All Ayes. Motion carried.

**10.0 Items for Board Discussion****10.1 2017 Annual Summer Property Tax Collection Resolution**

Superintendent Kearney reviewed a resolution that allows the district to impose a summer tax levy to collect 100% of the annual school property taxes of property located within Chikaming Township.

Board action will be taken at the next regular scheduled meeting.

**10.2 Superintendent Evaluation Form, Survey Components**

Superintendent Kearney reviewed the timeline and process for his evaluation. The evaluation will be completed by the Board (in closed session) on December 19, 2016.

The Board discussed the public survey components and concluded that the survey should be structured the same as last year. A survey (pertaining to the Superintendent) will be made available to the public on the district's website

**10.3 Volunteer Background Checks**

Discussion was held regarding volunteer background checks. The River Valley School District performs over 300 background checks a year on volunteers. Per the Superintendent's recommendation, the Board concluded that the district outsource this responsibility to the Background Investigation Bureau.

Superintendent Kearney announced that districts throughout the county and region, will be participating in the Reading Now Network. The Reading Now Network is a collaborative effort to improve early literacy and student achievement. The focus is on collaborative sharing among districts rather than districts working in isolation to improve literacy on their own. Participating districts will work together to identify, share, and implement best practices in literacy instruction and interventions.

Board action will be taken at the next regular scheduled meeting.

**11.0 Adjournment**

Motion by Whitlow, supported by Knutel, to adjourn the regular meeting for October 24, 2016 at 7:57 p.m. All Ayes. Motion carried.

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David Whitlow, Secretary  
River Valley Board of Education  
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