

Potterville Public Schools
Board of Education Regular Meeting
Middle/High School Media Center
Monday, November 3, 2025 at 6:00pm
Meeting Minutes

- 1. Call to Order and Pledge of Allegiance** - Vice President Snider at 6:00 PM
- 2. Roll Call** - Bussard; McDonald; McNett; Smalley; Snider; Vandenboss; Bustillos
Absent: Marciniak
- 3. Approval of Consent Agenda**- Motion by Vandenboss to amend 10/28/25 Minutes to include detail about vote, Supported by Bussard
Discussion - Change minutes to include rating 1-5 of candidates, lowest score receives first voting opportunity for board seat.
VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss
Ayes: Bussard; McDonald; McNett; Smalley; Snider; Vandenboss **Nays: Motion Passed: Yes**
 - a. Minutes: [October 6, 2025](#) and [October 28, 2025](#)
 - b. Disbursements: [October 2025 Check Register](#), [Finance Report](#)
 - c. Pay Summaries: [10/14/2025](#), [10/28/2025](#)
 - d. [Personnel Action Report](#)
 - i. Resignations: Alexis Dillion, Secondary Science Teacher
 - ii. New Hires: Mara Rinard - Elementary Paraprofessional, Brynnin Graft - MS/HS Paraprofessional
 - iii. Current Postings: Middle/High School Science
- 4. Donations** - All donors will receive thank you cards (Sarah Vandenboss)
 - a. **Dane Long** - Vinyl murals for District Office walls & outdoor directional signs
 - b. **Tim and Nicole Reum** - Gently used boys clothing, shoes, cleats, and some costumes for the elementary clothing closet. Additionally items for a specific student in need: clothing, outerwear, bedding, pillows, and several treats. Most apparel is name brand and in great condition.
 - c. **Anonymous \$200 donation, \$50 donation from Cecilia Jean** - Jr Class Halloween Bags
 - d. **Anonymous \$500 donation** - Funds used to purchase a book for every Elementary student
- 5. Student BOE Representative Report** - Lilyana Bustillos, Grade 12.
- 6. Viking Valor Award Recipients:** Tiffany Arrington, Elementary Special Education Teacher
- 7. Public Input (First):** None

8. Bond Project Update - Facilities committee and Dave Carlson - Aux Gym construction underway, moving plans in process - Friday pre-moving meeting. Furniture talk - GMB getting feedback from staff.

9. Educational Presentation - [District Improvement Plan](#) Budget needs to have a curriculum line item for \$100,000 - annually. ELA is rising, Math drop- Math interventionist in Elem needed?

10. Discussion

- a. Addition of new bus - Dr. Mark McGarry - Adding 7th bus, 11/17 start date - eliminates wait list!
- b. [Credit Card Information](#) - New P Card System
- c. December - [Superintendent Evaluation](#): Special Meeting(?) New eval system, all board members need training. MF will email the board. Vandenboss in favor of December evaluation to gauge plans for next school year. Smalley will contact MASB for evaluation information.
- d. 31aa Grant Implications - Need to choose to opt in or skip by mid November

11. [Board Committee Reports](#)

- a. Policy - No meeting this month - 11/14 next meeting
- b. Finance - Sara McDonald - 25-26 Budget Revision/DEP
- c. Technology - Loren Smalley - Tech replacement cycle/purchase plan, website training for staff next week, security cameras/projector screens next for replacement
- d. Facilities - Sarah Vandenboss - new member Jon McNett, Roles for admin/board, sinking fund discussions

12. [Administrator Reports](#) - Snider discussed Violations in ECC report - what needs to be done for repairs. 12/31 deadline for repairs. Carlson stated permanent shade will be purchased if extra bond funds are available. Bussard wondered if any local businesses would help purchase shade? McDonald stated part time kids for before/after school care couldn't continue due to ratio being off.

13. [Superintendent Update: District Student Data Specialist, New Board Committees, Instructional Support Department](#) (Technology & Libraries)

District Student Data Specialist - internal posting for PowerSchool super user, amongst other district level supports needed.

Board Committees - need reconfiguring, add athletics & personnel committees.

ISD - Tech & library departments working together to improve instructional support.

14. For Action

- a. [Approval of \\$43,000 bid from Myers Plumbing; MS/HS Kitchen](#)
 - i. Motion by Bussard to approve with new quote up to \$45,000, Supported by McDonald Discussion - Food Service funding - Federal, need new quote
VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss
Ayes: Bussard; McDonald; McNett; Smalley; Snider; Vandenboss **Nays:**
Motion Passed: Yes

b. [Approval of 2025-26 Budget Revision](#)

i. Motion by Bussard to approve as presented, Supported by McDonald

Discussion - none

VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss

Ayes: Bussard; McDonald; McNett; Snider; Vandenboss **Nays:** Smalley

Motion Passed: Yes

c. [Approval of the Deficit Elimination Plan](#)

i. Motion by Smalley to approve as presented, Supported by Bussard

Discussion - none

VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss

Ayes: Bussard; McDonald; McNett; Smalley; Snider; Vandenboss **Nays:**

Motion Passed: Yes

d. [Summer Tax Levy](#)

i. Motion by Bussard to adopt as presented at 100%, Supported by Smalley

Discussion - none

VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss

Ayes: Bussard; McDonald; McNett; Smalley; Snider; Vandenboss **Nays:**

Motion Passed: Yes

15. Public Input (Second): None

16. Board Member Comments

Vandenboss - QPR Training/Supports in the MS/HS Newsletter, Sextortion Training coming soon

Smalley- Welcome McNett & Bustillos to board. Went to the Delegate Assembly: Districts are looking at their library books/board policies. Board Committee policies need review.

17. Call to Adjourn - Vice President Snider

Motioned by Bussard to adjourn, meeting adjourned by Vice President Snider at 6:50 PM