

**Potterville Public Schools**  
**Board of Education Regular Meeting**  
**Middle/High School Media Center**  
**Monday, December 1, 2025 at 6:00pm**  
**Meeting Minutes**

- 1. Call to Order and Pledge of Allegiance** - President Marciniak at 6:02 PM
- 2. Roll Call** - Bussard; Marciniak; McDonald; McNett; Smalley; Snider; Vandenboss; Bustillos  
Absent: Bustillos
- 3. Approval of Consent Agenda** - Motion by Marciniak to amend Consent Agenda to remove 8 & 12E from the agenda, Supported by Bussard  
Discussion - Change minutes to reflect the 11/3/25 meeting was adjourned by VP Snider.  
VOTE- Bussard; McDonald; McNett; Smalley; Snider; Vandenboss  
**Ayes:** Bussard; McDonald; McNett; Snider; Vandenboss **Nays:** Smalley **Motion Passed: Yes**
  - a. Minutes: [November 3, 2025](#); [November 12, 2025](#)
  - b. Disbursements; [November 2025 Check Register](#); [Financial Statement](#)
  - c. Pay Summaries: [11/14/2025](#), [11/28/2025](#)
  - d. Personnel Action Report
    - i. Resignations: [Brian Kloepfer, Grounds](#)
    - ii. New Hires: Ben Bishop, Custodial Team; April Rademacher, [Student Data Administrator](#); Eddie Jackson & Spencer Fedewa, Assistant Boys Varsity Basketball Coaches
    - iii. Current Posting(s): MS/HS Science
- 4. Washington D.C. Trip Presentation** - Ms. VanSickle & Students
- 5. Preparation for Careers With Youth Presentation** - Sue Wright
- 6. Sex Ed Advisory Board Update** - Sarah Vandenboss
- 7. Viking Valor Award** - Crystal Hopkins, HR/Payroll
- 8. Student Representative** - ~~Lilyana Bustillos; Feb 2026 Cafeteria Project Presentation.~~
- 9. Public Input**
  - a. Nora Smalley- Potterville Straight Up
- 10. Bond Project Update** - Projects moving along - narrowing down classroom furniture. Moving out of all classrooms before 6/1/26. Bussard- Reminder to check safety ratings for furniture choices- Lilliana's Law.
- 11. Discussion**
  - A. **Committee Reports** - (Finance Committee DID NOT meet in November)
    - (1) Policy - M. Snider & K. Bussard - Met with NEOLA rep, retroactive work needed. 24-25 policies need updating w/ NEOLA and looking ahead to 25-26 policy updates. Discussed campus safety, forms, policies, etc. Will bring recommendations to the board for review/discussion soon.

- (2) Technology - Loren Smalley - RFP security camera review. 5 cameras will be installed soon.
- (3) Facilities - Asbestos Removal Bids Recommendation (DCarlson) - Arch put out bids in November. Arch suggests Quality Environmental Services. Removal needs to be done before bond jobs.
  - (a) City Lights- Vandenboss: 5 lights under \$1,000 yearly. Cannot find board approval but we have emails from Dave Carlson. Recommend adding for action to approve. Move to action item 12E, Motion by Vandenboss, Supported by McDonald vote all ayes.
  - (b) Vandenboss: Walk through of hallways, buildings, gyms- maintenance concerns are listed and will be worked on by Facilities & Falcon

B. Administrator Reports

C. Superintendent Update - Safety & Security, Notes of Gratitude, Independent Study Student Update, January 2026 Board Organizational Meeting (Elementary Library), Board Committees, Legal Firm Representation

D. Pole Vault Mat Estimate - Need a new pole vault pit - funding/storage? Donations? Vandenboss requested Athletic Director attend next meeting.

**12. Action Items**

- a. Technology Purchases: The technology committee has identified a list of equipment that needs to be upgraded and replaced as part of the new bond project. (**Technology Sinking Fund Balance \$395,126**)

1	<u>Security Camera RFP (quotes)</u>		\$68,000
2	<u>Short Throw Projectors</u>	55	\$63,250
3	<u>Short Throw Mounts</u>	55	\$11,000
4	<u>Admin Laptops (2)</u>	4	\$8,115
5	<u>Teacher Laptops</u>	80	\$65,000
6	<u>Televisions</u>	11	\$12,000
7	<u>Servers (Upgrades)</u>		\$62,000
			<b>\$289,365</b>

i. Motion by McDonald to approve, Supported by Smalley

Discussion -

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

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

**Motion Passed: Yes**

- b. Summer Tax Levy - At the November board meeting, a resolution was adopted reflecting a 100% Summer Tax levy in August. Finance Director Tina Monroe has advised that the correct structure is two equal installments of 50% each, to be collected in August and in a second period later in the year. This action rescinds

*the prior resolution and adopts a new Summer Tax Levy that aligns with district policy, statutory authority, and transparent public notice.*

i. Motion by Vandenboss to approve, Supported by Bussard

Discussion - Other half? August/January

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

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

**Motion Passed: Yes**

c. [Section 31aa Resolution D - Opt In Subject to Rescission \(MDE Section 31aa Webpage\)](#)

i. Motion by McDonald to approve, Supported by Bussard

Discussion - For mental health/security w/ option to rescind if needed

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

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

**Motion Passed: Yes**

d. [Asbestos Removal Bid Award](#)

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

Discussion -

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

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

**Motion Passed: Yes**

[Interim Superintendent Evaluation](#) - Mrs. Falcon has agreed to partake in this informal evaluation in open session. We will take a 5 minute break to transition to the provided presentation. Board members will have a notebook to write notes. ([Folder of information & resources](#))

e. [City Lights](#)

i. Motion by Smalley to approve, Supported by Bussard

Discussion -

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

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

**Motion Passed: Yes**

**13. Public Input (Second):**

- a. Jackie Fellows Forster

**14. Board Member Comments**

**15. Call to Adjourn - President Marciniak**

*Motioned by Bussard to adjourn, meeting adjourned by President Marciniak at 7:56 PM*