

CASEVILLE PUBLIC SCHOOL Minutes  
Wednesday, November 8th, 2023 at 6:00 p.m.  
School Library

1. Vice President Yeager called the meeting to order.
2. Pledge of Allegiance
3. Roll Call: Members Present: TZ, HY, CL, DH, DT, CD  
Members Absent: GM
4. **Presentation of October 25<sup>th</sup> Regular Minutes.** Member Talaski made a motion supported by member Hopkins to accept the Oct 25th regular meeting minutes as presented. Motion carried 6 ayes, 0 nays, 1 absent
5. **Presentation of disbursements for the month of October.** Member Talaski made a motion, supported by Member Hopkins, to accept the General Fund and Food Service, Debt Retirement, Capital Project, and Trust and Agency Disbursements totaling \$629,511.10 which includes all October payrolls. Motion carried 6 ayes, 0 nays, 1 absent.
6. Recognition of guests and correspondence

Amy Merlington, Stacey Viers, Ona Warchuck, Kevin Parker.

Mrs. Warchuck gave updates on Testing, College Night, Student Leadership Conference, Government class trip to voting polls, and freshman focus/readiness prep.

7. Administrative Reports – November Activities covered by Mrs. Warchuck, Holly Berry Fair Notes to be given at a later date.

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There is a time for public participation during the meeting as indicated in the agenda.*

**OLD BUSINESS:**

- |                             |                               |
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| <b>1. Committee Reports</b> | <b>Discussion/Action Item</b> |
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**NEW BUSINESS:**

- |                        |                        |
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| <b>1. School Audit</b> | <b>Discussion Item</b> |
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Background: Ron from Quast, Janke and Company presented an Independent Auditor's Report/financial report with supplemental information booklet to the board members for review and discussion.

## **2. Caseville Public School Purchasing Card Policy**

### **Action Item**

Background: Stacey Viers has ordered school credit cards for several employees who regularly make purchases for the school. Before cards could be issued to the employees, a purchasing policy needed to be approved.

Member Talaski moved and Member Lapka seconded to approve the Caseville Public School Purchasing Card Policy. Motion carried 6 ayes, 0 nays, 1 absent.

## **3. Caseville Public School Cardholder Guide**

### **Action Item**

Background: Stacey Viers drafted a Cardholder Guide for employees who will be issued a school credit card. The board discussed and agreed that provision be made to not include a person by name in policy, instead to use the job title of said person. By allowing this provision, the policy does not have to change if the actual person in the position changes.

Member Lapka moved and Member Hopkins seconded to approve the Caseville Public School Cardholder Guide with the aforementioned provision. Motion carried 6 ayes, 0 nays, 1 absent.

## **4. Caseville Public School Cardholder Agreement Form**

### **Action Item**

Background: Employees who will be given a school credit card must first sign a cardholder agreement form. The board needed to approve the Cardholder Agreement Form.

Member Talaski moved and Member Lapka seconded to approve the Caseville Public School Cardholder Agreement Form. Motion carried 6 ayes, 0 nays, 1 absent.

## **5. Reimbursement Request Policy**

### **Action Item**

Background: At the previous meeting, a sample expense and reimbursement policy was submitted to the board for approval. Further discussion took place and more details were added to the policy. The revised policy was put before the board for approval.

Member Talaski moved and Member Lapka seconded to approve the Reimbursement Request Policy. Motion carried: 6 ayes, 0 nays, 1 absent.

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

Member Diehl moved and Member Lapka seconded to adjourn the meeting at 6:29 pm. Motion carried 6 ayes, 0 nays, 1 absent.