

Pottersville Public Schools
Board of Education Regular Meeting
Middle/High School Media Center
Monday, August 4, 2025 at 6:00pm
Meeting Minutes

1. Call to Order and Pledge of Allegiance - President Marciniak at 6:05 PM

2. Roll Call - Bussard; Marciniak; McDonald; Smalley; Snider; Vandenboss

Absent: Baker

3. Approval of Consent Agenda-

A. Minutes - July 7, 2025

Motion by Smalley, Supported by McDonald

Discussion - none

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

Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandenboss **Nays:** **Motion Passed: Yes**

B. Disbursements:

a. Minutes: [July 7, 2025](#)

c. Pay Summaries: [July 14, 2025](#),
[July 28, 2025](#)

b. [Disbursements](#)

C. Personnel Action Report

C1. Resignations: [Terra Cassaday, ECC](#); [Martha Smitt, High School Behavioral/Mental Health Specialist](#); [Amy Timperley, Elementary School Counselor](#)

C2. New Hires: Travis Sybrowsky, Elementary Dean of Students

4. Donations - All donors will receive thank you cards (Sarah Vandenboss)

a. Scoreboard Sponsorship - Jon McNett, DuroTech Automotive & Towing

b. ECC Donations:

i. \$750.00 Pottersville Masonic Lodge/Just a Few Motorcycle Club

ii. \$750.00 Pottersville VFW

5. [Student Board of Education Member](#) - First meeting October 2025 - Qualifies for Community Service hours.

6. [Viking Valor Award](#) Recipients: [John Terberg](#), [Julie Pung](#), [Jeremy Terryn](#)

7. Bond Project Update - Although the following will not hinder the start of school we have 3 areas of concern: Concession stand pulldown door, weightroom opening, and the casework for the office (timeline is TIGHT)

8. Educational Presentation - no presentation for August

9. Discussion -

a. [Board Committee Reports](#)

i. Finance - Sara McDonald

ii. Technology - Loren Smalley: device purchases, website/app

iii. Facilities - Sarah Vandenboss: park discussion

iv. Policy - Meghan Snider & Katherine Bussard

1. [NEOLA Spring Policy Review](#) - Second Reading
 - a. 333.9215
2. Handbooks
 - a. [Elementary Handbook](#)- Add deadline for student pick up time - 3:30 PM
 - b. [MS/HS Handbook](#)
 - c. [Staff Handbook](#)
 - d. [Athletic Handbook](#)
3. [Student Board Member](#)
- b. Superintendent Report
 - Professional Development Committee - Dr. Mark McGarry
 - Website Update
- c. [Board Workshop](#) - 8.6.25 5:30 PM Dinner, 6:00 PM Workshop
- d. City of Pottersville lights (T. Marciniak) - Will look up light costs/history for Board review
- e. [NEOLA Policies](#) Spring 2025 - MASB leaving NEOLA for Thrun, Board will consider costs/options

10. For Action

- a. [School Aid Note - Approval for cash flow borrowing.](#)
 Motion by Vandeboss, Supported by Bussard
 Discussion - none
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- b. Julie Harmon, Office Manager to Athletics & Dean of Students Contract Renewal
 Motion by Bussard to approve, Supported by Snider
 Discussion - none
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- c. Travis Symbrowsky, Elementary Dean of Students Contract Approval
 Motion by Bussard to approve, Supported by Smalley
 Discussion - McDonald asked about the hiring process/background checks for new staff. Travis was a long term sub at PPS last year.
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- d. [MS Course Descriptions](#)
 Motion by Snider, Supported by Bussard
 Discussion - none
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- e. [HS Course Descriptions](#)
 Motion by Bussard, Supported by Snider
 Discussion - none
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- f. 475 Chromebooks (as presented by Finance & Tech Committee)
 Motion by Smalley, Supported by McDonald
 Discussion - none
 VOTE- Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss
Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandeboss **Nays:** **Motion Passed: Yes**
- g. [Handbooks](#) (as presented / reviewed by Policy Committee)

Motion by Smalley to accept handbooks w/o logo/lunch information, Supported by McDonald
Discussion - none

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

Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandenboss **Nays:** **Motion Passed: Yes**

- h. [NEOLA Policies](#) (Spring 2025 as presented / reviewed by Policy Committee)

Motion by Smalley to accept policies, Supported by Bussard

Discussion - Amend to update MCCL 333.9215 & Policy 5320

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

Ayes: Bussard; Marciniak; McDonald; Smalley; Snider; Vandenboss **Nays:** **Motion Passed: Yes**

11. Public Input:

1. None

12. Board Member Comments

- a. Vandenboss- Thank you, Meghan, for Hope Squad involvement.
- b. Smalley- Congratulations to Viking Valor Award Recipients, Thank you to staff for preparation to begin school, Welcome all families to PPS for the 25-26 school year.
- c. Bussard- Positive momentum and excitement for the school year to come.
- d. Marciniak- Thank you to donors, Thank you to our Viking Valor Award Recipients, Thank you to Dave & Custodial team for their hard work, Thank you to Board of Education for their work as a team.
- e. Falcon- Thank you to the Board of Education. Monthly committee meetings will be scheduled.

13. Call to Adjourn - President Marciniak

Motioned by Bussard to adjourn, meeting adjourned by President Marciniak at 7:19 PM