



Parchment School District

520 N. Orient
Parchment, MI 49004

269 488-1050
269 488-1060

Website: www.parchmentschools.org

ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION PARCHMENT SCHOOL DISTRICT January 7, 2015

An Organizational Meeting of the Board of Education of the Parchment School District, Kalamazoo County, Michigan, was held on Wednesday, January 7, 2015 at 7:00 p.m. in the library at Parchment Middle School, 307 North Riverview Drive, Parchment, Michigan.

- CALL TO ORDER** The meeting was called to order at 7:00 p.m. by President, Nancy Lenz.
- MEMBERS PRESENT** Nancy Lenz, Joel Shaffer, Doug Heaney, Thomas Andrews, Shannon Stutz, Cheryl Balmer, and Ben Tanis
- MEMBERS ABSENT** None
- OTHERS PRESENT** Matthew Miller, Julie Rohrer, Paula Smeed, and Robert Champion
- APPROVAL OF AGENDA** Tom Andrews moved to approve the agenda as presented with support from Doug Heaney.
- All voted aye – motion carried
- ELECTION OF OFFICERS FOR 2015** Tom Andrews nominated Joel Shaffer for President with support by Doug Heaney.
- Ben Tanis nominated Doug Heaney for President with support by Shannon Stutz.
- There was much discussion about nominations. Joel Shaffer resigned and left the meeting. Cheryl Balmer moved with support from Ben Tanis to close nominations.
- All voted aye – motion carried
- Ben Tanis moved with support from Shannon Stutz that Tom Andrews be named President and Doug Heaney be named Vice President through December 31, 2015.
- All voted aye – motion carried
- Cheryl Balmer moved with support by Doug Heaney that Shannon Stutz be named Secretary and Nancy Lenz be named Treasurer through December 31, 2015.
- All voted aye – motion carried

Board Officers for calendar year 2015

Tom Andrews - President
Doug Heaney - Vice-President
Nancy Lenz - Treasurer
Shannon Stutz - Secretary

**APPOINTMENTS for
2015**

Tom Andrews appointed Cheryl Balmer to be the MASB liaison for 2015.

Ben Tanins moved with support from Shannon Stutz to designate Paula Smeed as Recording Secretary for all Regular Board meetings for 2015.

All voted aye – motion carried

Tom Andrews appointed Cheryl Balmer as the Board of Education representative to the Parchment Schools Foundation for 2015.

Tom Andrews appointed Ben Tanis as Board representative to Pride of Parchment Schools (POPS) for 2015.

**STANDING
COMMITTEES**

Tom Andrews opened discussion about the standing committees. There was a discussion about the committees. Tom Andrews stated all committees and chair persons for the 2015 year will be determined before the next board meeting.

**REGULAR BOARD
MEETING DATES**

Nancy Lenz moved to set the regular meeting dates per the reference provided through June 30, 2016 for the 2015/2016 school year. Doug Heaney supported the motion. There was discussion of two dates.

Nancy Lenz amended her motion to change Dec 21 to Dec 14, 2015 and June 27 to June 20, 2016. Doug Heaney supported the amended motion.

All voted aye – motion carried

All dates are fourth Mondays of the month except December 14, 2015 (due to Winter Break) and June 20, 2016 (due to Summer Tax reporting). Meetings are convened in the library of the Parchment High School, 1916 E. 'G' Avenue, Parchment, Michigan, 49004, at 7:00p.m., unless otherwise noted.

July 27, 2015
August 24, 2015
September 28, 2015
October 26, 2015 (Central Elementary)
November 23, 2015 (Middle School)
December 14, 2015 (High School) * (6:00 p.m.)
January 25, 2016 (Northwood Elementary)
February 25, 2016 (Barclay Hills Ed. Ctr.)
March 28, 2016 (North Elementary)
April 25, 2016
May 23, 2016
June 20, 2016 **
*Second Monday of month
**Third Monday of month

**AUTHORIZATION
TO SIGN CHECKS**

Shannon Stutz moved that the Superintendent and the Assistant Superintendent for Finance/Operations be authorized to sign payroll, debt retirement, school service, accounts payable and QZAB capital improvement checks for 2015. (Checks in excess of \$10,000 require two signatures). Doug Heaney seconded the motion.

All voted aye – motion carried

**CO-SIGNERS FOR
CHECKS**

Nancy Lenz moved to designate the Assistant Superintendent of Finance/Operations to sign checks in excess of \$10,000 with the Superintendent.

All voted aye – motion carried

**ELECTRONIC
TRANSFERS**

Cheryl Balmer moved that the Assistant Superintendent of Finance/Operations be designated as the electronic transfer officer. Ben Tanis supported the motion.

All voted aye – motion carried

**P.O.'s & SERVICE
CONTRACTS**

Doug Heaney moved to authorize that the Superintendent and the Assistant Superintendent of Finance/Operations or their designee to sign purchase orders and service contracts. Ben Tanis supported the motion.

All voted aye – motion carried

CONTRACTS

Cheryl Balmer moved that the Superintendent be authorized to sign contracts. Nancy Lenz supported the motion.

All voted aye – motion carried

TREASURERS FOR TRUST & AGENCY

Ben Tanis moved and Cheryl Balmer supported a motion to appoint the High School and Middle School Principals and Assistant Principal(s) as Treasurers for 2015 with authorization to sign checks of the High School and Middle School accounts solely designated for the payment of athletic officials.

All voted aye – motion carried

FINANCIAL INSTITUTIONS

Nancy Lenz moved to accept the following financial institutions for deposits of District funds with a second from Ben Tanis.

1. PNC Bank
2. Advia Credit Union
3. Chemical Bank

This shall not be construed as limiting for the purpose of investing general operating or debt service funds.

All voted aye – motion carried

OFFICIAL NEWSPAPER

Ben Tanis moved to designate the *Kalamazoo Gazette* as the official newspaper for the District for 2015. Nancy Lenz supported.

All voted aye – motion carried

PUBLIC NOTICES OF MEETINGS

Cheryl Balmer moved that the Superintendent be designated to post public notices for all Board and Committee meetings for 2015 calendar year. Nancy Lenz seconded the motion.

All voted aye – motion carried

ORGANIZATIONAL MEMBERSHIPS

Ben Tanis moved with support from Doug Heaney, that the Board join the following organizations for the 2015 calendar year:

MASB (Michigan Association of School Boards)

School Equity Caucus
AdvanceEd

All Voted aye – motion carried

**ANNUAL RETAINER
CONTRACTS**

Nancy Lenz moved to continue the following retainer contracts for the 2015 calendar year with support from Cheryl Balmer.

Thrun Law Firm, P.C.
Plante & Moran, LLP
Champion Law Firm

All voted aye – motion carried

COMMENTS

Superintendent Miller talked about the need to post the recently vacated board position. The position must be filled in 30 days by law. Shannon asked about the time line and the possibility of inviting John Madaras. There was much discussion and a Special Board Meeting will be scheduled before the next Regular Board Meeting on January 26, 2015.

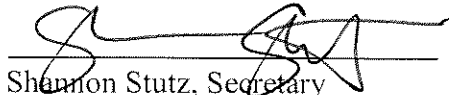
Doug Heaney asked about the progression of the Ad Hoc committee. Nancy Lenz replied she was not getting many responses. Nancy feels if the principals reach out and make the first contact they might be more successful.

There was a discussion about scheduling a Board Workshop. Tom Andrews will look at dates using a facilitator from MASB.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Board of Education of the
Parchment School District


Shannon Stutz, Secretary

MJM/pss