



**Parchment, Michigan
January 7, 2019**

Parchment School District
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Parchment, MI 49004
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A Special Meeting of the Board of Education of the Parchment School District, Kalamazoo County, Michigan, was held on Monday, January 7, 2019 at 6:00 p.m. at Parchment High School, 1916 East G Avenue, Parchment, Michigan.

- CALL TO ORDER** The meeting was called to order at 6:01 p.m. by John Madaras, President.
- MEMBERS PRESENT** Michelle Ammon, Cheryl Balmer, Dodi Leckie, John Madaras, Jennifer Miller, Annette Sorensen, and Leta Vander Veen
- MEMBERS ABSENT** None
- OTHERS PRESENT** Jason Misner, Julie Rohrer, Bob Champion, and Paula Smeed
- AGENDA APPROVAL** Michelle Ammon moved to approve the agenda with support from Annette Sorensen. All voted aye – motion carried
- ELECTION OF OFFICERS FOR 2019** President, John Madaras, opened nominations for Board President. Dodi Leckie nominated John Madaras for President. There were no other nominations.
- Dodi Leckie moved with support from Cheryl Balmer that John Madaras be named President through December 31, 2019.
- All voted aye - motion carried
- President Madaras then opened up nominations for Board Vice President. Jennifer Miller nominated Dodi Leckie for Vice President. There were no other nominations.
- Jennifer Miller moved with support from Michelle Ammon that Dodi Leckie be named Vice President through December 31, 2019.
- All voted aye - motion carried
- President Madaras then opened up nominations for Board Secretary. Dodi Leckie nominated Cheryl Balmer for Secretary. There were no other nominations.

Parchment High School
1916 East G Avenue
Parchment, MI 49004
(269) 488.1100

Parchment Middle School
307 North Riverview Drive
Parchment, MI 49004
(269) 488.1200

Central Elementary
516 North Orient Street
Parchment, MI 49004
(269) 488.1000

North Elementary
5535 Keyes Drive
Kalamazoo, MI 49004
(269) 488.1400

Northwood Elementary
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1300

**Barclay Hills
Education Center**
1125 East Mosel Avenue
Kalamazoo, MI 49004
(269) 488.1470

**Preschool &
Childcare Center**
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1360

Dodi Leckie moved with support from Annette Sorensen that Cheryl Balmer be named Secretary through December 31, 2019.

All voted aye - motion carried

President Madaras then opened up nominations for Board Treasurer. Jennifer Miller nominated Michelle Ammon for Treasurer. There were no other nominations.

Jennifer Miller moved with support from Dodi Leckie that Michelle Ammon be named Treasurer through December 31, 2019.

All voted aye - motion carried

**APPOINTMENTS
FOR 2019**

Cheryl Balmer moved with support from Dodi Leckie that Michelle Ammon be designated as MASB Liaison for 2019.

All voted aye - motion carried

Dodi Leckie moved with support from Michelle Ammon that Paula Smeed be designated as Recording Secretary for all Regular Board meetings for 2019.

All voted aye - motion carried

Dodi Leckie moved with support from Jennifer Miller that Cheryl Balmer be appointed as the Board of Education representative to the Parchment Schools Foundation for 2019.

All voted aye - motion carried

Jennifer Miller moved with support from Michelle Ammon that Leta Vander Veen be appointed as Board representative to Pride of Parchment Schools (POPS) for 2019.

All voted aye - motion carried

**STANDING
COMMITTEES**

John Madaras opened discussion about the standing committees. There was a discussion about individual Board Member's preference for committee appointments.

**REGULAR BOARD
MEETING DATES**

Dodi Leckie moved to set the regular meeting dates per Ref #1 provided through June 30, 2020 for the 2019/2020 school year with the change of July meeting be moved to Thursday, July 25. Michelle Ammon supported the motion.

All voted aye – motion carried

All dates are fourth Mondays of the month except July 25, 2019 (Thursday), December 17, 2019 (due to Winter Break), May 18, 2020

(due to Memorial Day), and June 15, 2020(due to Summer Tax reporting).

Meetings are convened in the library of the Parchment High School, 1916 East G Avenue, Parchment, Michigan, 49004, at 6:00 p.m., unless otherwise noted.

July 25, 2019*
August 26, 2019
September 23, 2019
October 28, 2019 (Barclay Hills Ed. Ctr.)
November 25, 2019 (North Elementary)
December 17, 2019 (Central Elementary) **
January 27, 2020 (Middle School)
February 24, 2020 (High School)
March 23, 2020 (Northwood Elementary)
April 27, 2020
May 18, 2020 **
June 15, 2020 **

*** Thursday**
****Third Monday of month**

**AUTHORIZATION
TO SIGN CHECKS**

Dodi Leckie moved that the Superintendent and the Assistant Superintendent for Finance/Operations be authorized to sign payroll, accounts payable checks for 2019. (Checks in excess of \$10,000 require two signatures). Jennifer Miller seconded the motion.

All voted aye – motion carried

**CO-SIGNERS FOR
CHECKS**

Annette Sorensen moved to designate the Assistant Superintendent of Finance/Operations or Director of Curriculum and State Federal Programs be empowered to sign checks in excess of \$10,000 with the Superintendent. Dodi Leckie seconded the motion.

All voted aye – motion carried

**ELECTRONIC
TRANSFERS**

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

All voted aye – motion carried

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

Dodi Leckie moved to authorize that the Superintendent and the Assistant Superintendent of Finance/Operations or their designee to sign purchase orders and service contracts. Michelle Ammon supported the motion.

All voted aye – motion carried

CONTRACTS

Michelle Ammon moved that the Superintendent be authorized to sign contracts. Cheryl Balmer supported the motion.

All voted aye – motion carried

TREASURERS FOR TRUST & AGENCY

Jennifer Miller moved and Cheryl Balmer supported a motion to appoint the Middle School Principal and Dean of Students as Treasurers for Trust & Agency for 2019 with authorization to sign checks of the Middle School accounts solely designated for the payment of athletic officials.

All voted aye – motion carried

FINANCIAL INSTITUTIONS

Michelle Ammon moved to accept the following financial institutions for deposits of District funds, this shall not be construed as limiting for the purpose of investing general operating or debt service funds. Annette Sorensen seconded the motion.

1. Advia Credit Union
2. Chemical Bank

Michelle Ammon moved with support from Annette Sorensen to amend and add PNC Bank.

Six (6) voted aye
Dodi Leckie abstained – motion carried

OFFICIAL NEWSPAPER

Cheryl Balmer moved to designate the *Kalamazoo Gazette* as the official newspaper for the District for 2019. Dodi Leckie supported.

All voted aye – motion carried

PUBLIC NOTICES OF MEETINGS

Annette Sorensen moved that the Superintendent be designated to post public notices for all Board and Committee meetings for 2019. Michelle Ammon seconded the motion.

All voted aye – motion carried

ORGANIZATIONAL MEMBERSHIPS

Michelle Ammon moved with support from Dodi Leckie, that the Board join the following organizations for the 2019:

MASB (Michigan Association of School Boards)
School Equity Caucus
AdvancEd

All Voted aye – motion carried

**ANNUAL RETAINER
CONTRACTS**

Dodi Leckie moved to continue the following retainer contracts for 2019 calendar year with support from Jennifer Miller.

Thrun Law Firm, P.C.
Champion Law Firm

All voted aye – motion carried

**SPECIAL EDUCATION
PARENT ADVISORY**

Dodi Leckie moved to approve Latrieva Boston as our Parent Advisory representative with support from Jennifer Miller.

All Voted aye – motion carried

**COMMENTS FROM
AUDIENCE AND
BOARD MEMBERS**

John Madaras thanked Jason Misner for all the time and dedication he has put into the water situation at the middle school.

Superintendent Jason Miser gave an update on the water situation, mentioning that going forward we will have a flushing protocol for any building that is unoccupied for more than regular weekend closures.

Cheryl Balmer and Dodi Leckie mentioned the upkeep of our buildings, specifically the high school; they feel we can/should be doing a better job.

Michelle Ammon reminded board members of upcoming education classes offered by MASB and scheduling workshops.

ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

Board of Education of the
Parchment School District


Cheryl Balmer, Secretary