



**Parchment, Michigan
January 23, 2017**

Parchment School District
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The Regular Meeting of the Board of Education of the Parchment School District, Kalamazoo County, Michigan, was held on Monday, January 23, 2017 at 7:00 p.m. at Barclay Hills Education Center, 1125 E. Mosel Avenue, Kalamazoo, Michigan.

CALL TO ORDER The meeting was called to order at 7:00 p.m. by Dodi Leckie, Vice President.

MEMBERS PRESENT Dodi Leckie, Rhonda Newman, Cherie Balmer, Michelle Ammon, Annette Sorensen, and Ben Tanis

MEMBERS ABSENT John Madaras

OTHERS PRESENT Matthew Miller, Julie Rohrer, Paula Smeed, George Stamas, Jason Misner, Nicole Berish, Julia Kaemming, Marcy Patterson, Sarah Neumann, Christina Reich, Amy Hansen, Tina Maxwell, Sonja LeRoy, Karen Stevens, Janan Zimmerman, Dawn Thomas, DeAnna Phillips, Tom Novak, and others

APPOINTMENTS FOR 2016 Dodi Leckie appointed Ben Tanis to be the MASB liaison for 2017.

Dodi Leckie appointed Paula Smeed as Recording Secretary for all Regular Board meetings for 2017.

Dodi Leckie appointed Cheryl Balmer as the Board of Education representative to the Parchment Schools Foundation for 2017.

Dodi Leckie appointed herself as Board representative to Pride of Parchment Schools (POPS) for 2017.

REGULAR BOARD MEETING DATES Cherie Balmer moved to set the regular meeting dates per Ref #1 provided through June 30, 2018 for the 2017/2018 school year. Ben Tanis supported the motion.

All voted aye – motion carried

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

All dates are fourth Mondays of the month except December 18, 2017 (due to Winter Break), May 21, 2018 (due to Memorial Day), and June 18, 2018 (due to Summer Tax reporting).

Meetings are convened in the library of the Parchment High School, 1916 E. 'G' Avenue, Parchment, Michigan, 49004, at 7:00 p.m., unless otherwise noted.

July 24, 2017
August 28, 2017
September 25, 2017
October 23, 2017 (High School)
November 27, 2017 (Northwood Elementary)
December 18, 2017 (Barclay Hills Ed. Ctr.) **** (6:00 p.m.)**
January 22, 2018 (North Elementary)
February 26, 2018 (Central Elementary)
March 26, 2018 (Middle School)
April 23, 2018
May 21, 2018 ******
June 18, 2018 ******
**** Third Monday of month**

**AUTHORIZATION
TO SIGN CHECKS**

Rhonda Newman moved that the Superintendent and the Assistant Superintendent for Finance/Operations be authorized to sign payroll, accounts payable checks for 2017. (Checks in excess of \$10,000 require two signatures). Cherie Balmer seconded the motion.

All voted aye – motion carried

**CO-SIGNERS FOR
CHECKS**

Cherie Balmer 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. Rhonda Newman seconded the motion.

All voted aye – motion carried

**ELECTRONIC
TRANSFERS**

Annette Sorensen 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**

Ben Tanis 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

Ben Tanis moved that the Superintendent be authorized to sign contracts. Annette Sorensen supported the motion.

All voted aye – motion carried

TREASURERS FOR TRUST & AGENCY

Cherie Balmer moved and Ben Tanis supported a motion to appoint the Middle School Principal and Assistant Principal as Treasurers for 2017 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

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

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

Ben Tanis moved with support from Rhonda Newman to amend and add: 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

Annette Sorensen moved to designate the *Kalamazoo Gazette* as the official newspaper for the District for 2017. Ben Tanis supported.

All voted aye – motion carried

PUBLIC NOTICES OF MEETINGS

Rhonda Newman moved that the Superintendent be designated to post public notices for all Board and Committee meetings for 2017 calendar year. Ben Tanis seconded the motion.

All voted aye – motion carried

ORGANIZATIONAL MEMBERSHIPS

Ben Tanis moved with support from Cherie Balmer, that the Board join the following organizations for the 2017 calendar year:

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

All Voted aye – motion carried

**ANNUAL RETAINER
CONTRACTS**

Ben Tanis moved to continue the following retainer contracts for the 2017 calendar year with support from Cherie Balmer.

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

All voted aye – motion carried

CONSENT AGENDA

Rhonda Newman moved to approve the consent agenda with support from Cherie Balmer.

All voted aye – motion carried.

Included: - Adoption of the Agenda –
- Approval of the Regular meeting minutes of December 19, 2016; Special and Closed meeting minutes of January 9, 2017
- Approval of Personnel Matters – Dawn Thomas
Instructor at GSRP
- Financial Reports
Dec. Expense (Gen. Fund): \$ 1,241,586.59
(Payroll related \$887,507.04)

Hot Lunch	\$ 69,810.49
Trust & Agency	\$ 18,516.95
GRAND TOTAL ALL FUNDS	\$ 1,329,914.03

COMMUNICATIONS

My Virtual Academy gave a gift to each school board member in appreciation for all they do.

RECOGNITIONS

Anna Wessing, Early Childhood Director, introduced Dawn Thomas, a new GSRP Teacher.

Superintendent Matthew Miller thanked our school board members for the time and work they invest for the good of our students and the school district. Our school board members develop policies and make tough decisions that help shape the future of our education system. They bear the responsibility and oversight of a \$17 million dollar budget and 6 facilities. They look out for the best interest of our students and make decisions with their best interest in mind. Our board members have the desire to make the right decisions even when the public may not agree. They are dedicated individuals who are committed to the continuing success of our schools and students.

Superintendent Miller presented certificates to each board member thanking them for their dedication.

**COMMENTS
REGARDING
AGENDA ITEMS**

None

**FINANCE
COMMITTEE
REPORT**

Rhonda Newman reported that the committee met and discussed the 2016-17 mid-year budget adjustments. After the committee reviewed each item it was recommended, with their support, to be presented to the full board for approval.

**BARCLAY HILLS
EDUCATION
CENTER
BUILDING
REPORT**

Principal Tina Maxwell shared the mission and belief statement for Barclay Hills Education Center. She stated that Barclay's staff has a heart for their students. Mrs. Maxwell has six school improvement goals:

- 1) All students will improve their writing skills
- 2) All students will improve their math skills
- 3) All students will improve their reading skills
- 4) All students will demonstrate behaviors they need for success in the workplace
- 5) All students will improve their science skills
- 6) All students will improve their social studies skills

Some initiatives that Barclay has initiated and is working on include: Collins Writing, Comprehension Toolkit (Reading), Academic Vocabulary, Multi-Tiered Systems of Support (MTSS), Positive Behavior Supports (RAPS), College/Career Readiness, Learning Sciences International (LSI)/Marzano Training, Trauma Training for staff, and Education For the Arts (EFA) Partnership.

Mrs. Maxwell shared the data from the School Wide Information System (SWIS) which tracks office referrals. Mrs. Maxwell shared that overall they have seen fewer referrals this year.

Mrs. Maxwell mentioned some of the highlights for the year which included: 29 students in Parchment Virtual Academy, Spanish being offered, half time counselor (Dominique Hunt), Department of Human Service (DHS) Partnership (Dan Isaacs), partnership with EFA to provide Arts for their students, a grant from The Fetzer Institute for \$5,000, Trauma Training and Coaching with Frank Vidimos and Amy Mack, Air Zoo Scholarship for \$600, 20 students have been accepted to KVCC for next school year, and 18 students eligible for tuition incentive program scholarship.

Mrs. Maxwell's vision for Barclay Hills Education Center is for them to be a trauma-informed school—being informed about and sensitive to trauma, and providing a safe, stable, and understanding environment for students and staff. A primary goal is to prevent re-injury or re-traumatization by acknowledging trauma and its triggers, and avoiding stigmatizing and punishing students unnecessarily.

**SUPERINTENDENT'S
REPORT**

Superintendent Matthew Miller shared a recent Michigan Department of Education (MDE) News Release. The MDE released the 2016 School Score Cards; Top-to-Bottom List; and Reward Schools. Parchment School District had two schools named as Reward Schools, only one other building in Kalamazoo County received this distinction. Schools identified as Reward Schools are those that did not receive a red score and have achieved one or more of the following:

- Top 5 percent of schools on the Top-to-Bottom list
- Top 5 percent of school making the greatest gains in achievement (improvement)
- Beating the Odds by outperforming the school's predicted ranking and/or similar schools

Parchment Schools were named Rewards School based on the beating the odds.

Superintendent Miller mentioned that the District will be sending a Press Release out regarding the generous donation by an area business person to cover the overdue lunch balances at our elementary buildings. The business person is challenging others to get involved.

**OTHER SPECIAL
REPORTS**

Amy Hansen, Special Education Supervisor, presented a Special Education Overview and Cross Indicator Analysis. Mrs. Hansen shared that we collaborate with KRESA staff for our early childhood services for our youngest students, birth – 3 years. We work with a variety of outside agencies to support our students with services: doctor's offices, counselors, parent mentors, transition staff, and many others.

Parchment is currently providing special education services to 205 students in the district. To date we have had 42 students with services move into Parchment School District this school year.

We currently have seven students participating in Work Based Learning (WLB). This program is provided with the support of KRESA for students in grades 11 and 12.

**ACTION ON
TRIP REQUEST**

Cherie Balmer moved to approve the request for Middle School Fuel Up to Play Trip Request to Ford Field in Detroit. Michelle Ammon seconded the motion.

All voted aye – motion carried

**ACTION TO
REINSTATE
EXPELLED
STUDENT**

Rhonda Newman moved to reinstate an expelled student per the recommendations and conditions of the reinstatement committee per the guidelines of the Michigan code M.C.L.A. 380.1308 and 380.1310. Annette Sorensen supported the motion.

AYES: Michelle Ammon, Cherie Balmer, Dodi Leckie, Rhonda Newman, Annette Sorensen, and Ben Tanis.

NAYES: None

Motion carries: 6 – 0

**ACTION ON '16-17
BUDGET
ADJUSTMENT**

Cherie Balmer moved to accept the 2016-17 budget adjustments as presented. Rhonda Newman seconded the motion.

AYES: Michelle Ammon, Cherie Balmer, Dodi Leckie, Rhonda Newman, Annette Sorensen, and Ben Tanis.

NAYES: None

Motion carries: 6 – 0

**ACTION TO
ADOPT THE BOARD
OPERATING
PROCEDURES**

Rhonda Newman moved to approve the adoption of The Board Operating Procedures as presented in reference #5. Michelle Ammon seconded the motion.

All voted aye - motion carries

**COMMENTS
REGARDING
NON-AGENDA
ITEMS**

Karen Stevens gave an update of PEA activities.

George Stamas gave an update of activities at the High School and Snow Coming activities.

Jason Misner mentioned a new Chess Club at the Middle School and that they are looking for donations.

Board member, Dodi Leckie, again thanked the generous donation to cover elementary overdue lunch accounts.

Board member, Cherie Balmer, mentioned contacting your senator regarding Betsy DeVos for the Secretary of Education appointment.

Board member, Ben Tanis, shared his concern regarding the schedule and curriculum at the middle school.

**PREVIOUS BOARD
MEETING
FOLLOW-UP**

None

**FUTURE ITEMS FOR
CONSIDERATION**

Special Board Meeting, Monday, February 13, 2017, 6:00 p.m. at the High School.

The next regular board meeting will be on Monday, February 27, 2017 at 7:00 p.m. at North Elementary Building.


PHS Hall of Fame Induction – Friday, January 27, PHS Hall of Fame Induction – Friday, January 27, 2017 between Girls and Boys Varsity games (Kirk Anderson, Dexter Bell, Michelle Cross-DeGroote, Ken Lanphear, Steve McFadden, Jack Minckler, Mike O'Connor).

PHS Compete for a Cure – Friday, February 17, 2017

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Board of Education of the
Parchment School District


Cherie Balmer, Secretary

MJM/pss