



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 30, 2014

A Rescheduled Organizational Meeting of the Board of Education of the Parchment School District, Kalamazoo County, Michigan, was held on Thursday, January 30, 2014 at 6:15 p.m. in the library at Parchment High School, 1916 E. G Avenue, Parchment, Michigan.

CALL TO ORDER The meeting was called to order at 6:15 p.m. by President, Nancy Lenz.

MEMBERS PRESENT Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

MEMBERS ABSENT None

OTHERS PRESENT Matthew Miller, Shauna Collison, Robert Champion, Lisa Wogoman and Tom Novak

APPROVAL OF AGENDA Joel Shaffer moved to approve the agenda as presented with support from John Madaras.

All voted aye – motion carried

ELECTION OF OFFICERS FOR 2014 Tim Lasher moved with support by Joel Shaffer that Nancy Lenz be named President through December 31, 2014.

All voted aye – motion carried

Tom Andrews moved with support from John Madaras that Joel Shaffer be named Vice-President through December 31, 2014.

All voted aye – motion carried

Tom Andrews moved with support by John Madaras that Doug Heaney be named Secretary through December 31, 2014.

All voted aye – motion carried

Tom Andrews moved with support by John Madaras that Rhonda Newman be named Treasurer through December 31, 2014.

All voted aye – motion carried

Board Officers for calendar year 2014

Nancy Lenz - President
Joel Shaffer - Vice-President
Rhonda Newman - Treasurer
Doug Heaney - Secretary

**APPOINTMENTS for
2014**

Tom Andrews moved with support from Joel Shaffer to designate Tim Lasher as the MASB liaison for 2014.

All voted aye – motion carried

Tim Lasher moved with support from Rhonda Newman to designate Shauna Collison as Recording Secretary for all Regular Board meetings for 2014.

All voted aye – motion carried

Tim Lasher moved with support by Doug Heaney to appoint Tom Andrews as the Board of Education representative to the Parchment Schools Foundation for 2014.

All voted aye – motion carried

Tom Andrews moved with support from Rhonda Newman to appoint John Madaras as Board representative to Pride of Parchment Schools (POPS).

All voted aye – motion carried

**STANDING
COMMITTEES**

Nancy Lenz opened discussion about the standing committees. Members said they were willing to stay on the same committee for the upcoming year. President Lenz stated all standing committees and chair persons will remain the same for the 2014 year.

Personnel/Grievance

Joel Shaffer – Chair
Rhonda Newman
Nancy Lenz

Policy

Tim Lasher – Chair
Doug Heaney
Tom Andrews

Curriculum

Joel Shaffer – Chair
Tim Lasher
Rhonda Newman

Facilities/Technology

Tim Lasher – Chair
Joel Shaffer
Tom Andrews

Finance

Rhonda Newman-Chair
John Madaras
Nancy Lenz

PR/Communications

Nancy Lenz – Chair
John Madaras
Doug Heaney

**REGULAR BOARD
MEETING DATES**

Tim Lasher moved to set the regular meetings dates per the reference provided through June 30, 2015 for the 2014/2015 school year. Tom Andrews supported the motion.

All voted aye – motion carried.

All dates are fourth Mondays of the month except December 15, 2014 (due to Winter Break) and May 18, 2015 (due to Memorial Day). 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 28, 2014
August 25, 2014
September 22, 2014
October 27, 2014 (North Elementary)
November 24, 2014 (Central Elementary)
December 15, 2014 (Middle School) *
January 26, 2015 (High School)
February 23, 2015 (Northwood Elementary)
March 23, 2015 (Barclay Hills Ed. Ctr.)
April 27, 2015
May 18, 2015 *
June 22, 2015
*Third Monday of month

**AUTHORIZATION
TO SIGN CHECKS**

Tim Lasher moved that the Superintendent and the Assistant Superintendent for Finance/Operations be authorized to sign payroll, debt retirement, school service, accounts payable and capital improvement checks for 2014. (Checks in excess of \$10,000 require two signatures). Doug Heaney seconded the motion.

All voted aye – motion carried

**CO-SIGNERS FOR
CHECKS**

Tom Andrews moved to designate the Assistant Superintendent of Finance/Operations or the Assistant Superintendent for Curriculum to sign checks in excess of \$10,000 with the Superintendent. Discussion followed to delete the Assistant Superintendent of Curriculum, and that there would not be any time when the Assistant Supt. for Finance would not be available.

Tom Andrews amended his motion to designate the Assistant Superintendent of Finance/Operations to sign checks in excess of \$10,000 with the Superintendent. Joel Shaffer seconded the motion.

All voted aye – motion carried.

**ELECTRONIC
TRANSFERS**

Tim Lasher moved that the Assistant Superintendent of Finance/Operations be designated as the electronic transfer officer. John Madaras 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 will sign purchase orders and service contracts. Tom Andrews supported the motion.

All voted aye – motion carried.

CONTRACTS

Tim Lasher moved that the Superintendent be authorized to sign contracts. Doug Heaney supported the motion.

All voted aye – motion carried.

**TREASURERS FOR
TRUST & AGENCY**

John Madaras moved and Tim Lasher supported a motion to appoint the High School and Middle School Principals and Assistant Principal(s) as Treasurers for 2014 with authorization to sign checks of the High School and Middle School accounts solely designated for the payment of athletic officials.

Discussion followed. Assistant Superintendent Julie Rohrer indicated the need for the designation is recommended.

All voted aye – motion carried.

**FINANCIAL
INSTITUTIONS**

John Madaras moved to accept the following financial institutions for deposits of District funds with a second from Tom Andrews.

1. PNC Bank
2. Advia Credit Union

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**

Doug Heaney moved to designate the *Kalamazoo Gazette* as the official newspaper for the District for 2014. Tom Andrews supported.

All voted aye – motion carried.

**PUBLIC NOTICES OF
MEETINGS**

Tom Andrews moved that the Superintendent be designated to post public notices for all Board and Committee meetings for 2014 calendar year. John Madaras seconded the motion.

All voted aye – motion carried.

**ORGANIZATIONAL
MEMBERSHIPS**

Tim Lasher moved with support from Tom Andrews, that the Board join the following organizations for the 2014 calendar year:

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

All Voted aye – motion carried

**ANNUAL RETAINER
CONTRACTS**

Tim Lasher moved to continue the following retainer contracts for the 2014 calendar year with support from Joel Shaffer.

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

All voted aye – motion carried.

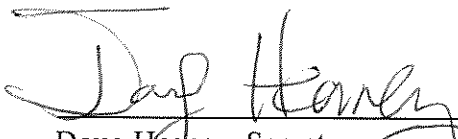
COMMENTS

None.

ADJOURNMENT

The meeting was adjourned at 6:37 p.m.

Board of Education of the
Parchment School District


Doug Heaney, Secretary

/sac

