

**Minutes of Board of Education Organizational Meeting
The Board of Trustees
Gull Lake Community Schools**

A Board of Education Organizational Meeting of the Board of Trustees of Gull Lake Community Schools was held the 20th day of January 2025, beginning at 7:03 p.m. in the Thomas M. Ryan Intermediate Media Center, Richland, Michigan.

1. Call to Order

A. Call to Order by Superintendent Rundle

2. Pledge of Allegiance to the Flag

3. Roll Call

A. Present

Mini Paulose-Murphy, Eddie Keene, John McCann, Krystal Scott-Rhodes, Carole Mendez, Laura Zervic

B. Absent

Desiree LaDuke

C. Staff Members

Superintendent Christopher Rundle, Deputy Superintendent Lisa Anderson, Assistant Superintendent of Curriculum & Instructional Technology Drew Bordner, and Recording Secretary Danelle Wheeler

D. Guests

Daniel Boerman, Carmen Maring, Amanda McElroy, Jerry VanderRoest, Jack Boerman, Don Eastman, Howard Williams (via Google Meet)

4. Organizational Procedures

A. Board Officers

(1) President

It was moved by Trustee Paulose-Murphy to nominate Trustee Mendez as President.

It was moved by Trustee Zervic and supported by Trustee Paulose-Murphy that the nominations be closed.

Superintendent Rundle asked all in favor of closing nominations. Trustee Mendez was elected President by unanimous consent.

(2) Vice President

It was moved by Trustee Zervic to nominate Trustee LaDuke as Vice President.

It was moved by Trustee Zervic and supported by Trustee Keene that the nominations be closed.

President Mendez asked all in favor of closing nominations. Trustee LaDuke was elected Vice President by unanimous consent.

(3) Secretary

It was moved by Trustee Zervic to nominate Trustee Paulose-Murphy as Secretary.

It was moved by Trustee Zervic and supported by Trustee Scott-Rhodes that the nominations be closed.

President Mendez asked all in favor of closing nominations. Trustee Paulose-Murphy was elected Secretary by unanimous consent.

(4) Treasurer

It was moved by Secretary Paulose-Murphy to nominate Trustee Zervic as Treasurer.

It was moved by Secretary Paulose-Murphy and supported by Trustee Scott-Rhodes that the nominations be closed.

President Mendez asked all in favor of closing nominations. Trustee Zervic was elected Treasurer by unanimous consent.

B. Appointment of Backup to Secretary

A backup to the Secretary needs to be appointed in case of Secretary Paulose-Murphy's absence. President Mendez appointed Trustee Scott-Rhodes.

C. Board Committees

President Mendez shared the Board Committees as presented (see attached).

It was moved by Treasurer Zervic and supported by Secretary Paulose-Murphy to approve the Board Committees as presented. Motion passed unanimously.

D. Set Meeting Times, Dates and Places

President Mendez acknowledged the Board meetings schedule (see attached).

It was moved by Treasurer Zervic and supported by Trustee Scott-Rhodes to approve the Meeting Times, Dates and Places as presented. Motion passed unanimously.

E. Recognition of the Board Terms

Carole Mendez and Krystal Scott-Rhodes - December 31, 2026; Desiree LaDuke and Mini Paulose-Murphy - December 31, 2028; Eddie Keene, John McCann, and Laura Zervic - December 31, 2030.

F. Board Compensation/Professional Development

President Mendez acknowledged Board members will receive an annual Board stipend in the amount of \$250 each year.

G. Delegate Superintendent Conferences to Finance Committee

The Board delegates this responsibility to the Board's Finance Committee each year. (This is stipulated in the Superintendent's Contract).

H. Designation of Depository for District Funds

Fifth Third Bank of Kalamazoo for checking and related investment accounts including the General Account, Payroll Account, Capital Projects, Lunch Fund Accounts, Activity Fund Account. Huntington Bank for Business Checking Account including General, Activity, Debt Retirement and Sinking Fund Accounts. Other financial institutions for deposits and investments: Michigan Liquid Asset Fund (MILAF).

I. Designation of Check/Contract/Agreement/Purchase Order Authorization:

To sign checks: Superintendent, Deputy Superintendent or Director of Business Services

To sign contracts or agreements: Superintendent or Deputy Superintendent

To sign purchase orders: Superintendent or Deputy Superintendent

Also, the Superintendent or Deputy Superintendent can designate the Business Office staff with the authority to request bank transfers relating to the movement of funds for investment purposes.

J. Designation of Electronic Transfer Officer:

Superintendent, Deputy Superintendent or Director of Business Services is the designated electronic transfer officer.

K. Designation of Person to Post Public Meetings:

The Superintendent's Secretary is officially designated by the Board of Education to be responsible for posting all public notices of meetings in proper location in the district.

L. Designation of Legal Services:

The Gull Lake Community Schools Board of Education retains the firm of Thrun Law Firm, P.C. as

legal counsel for general school law and labor relations including negotiations.

M. Designation of Audit Services:

The Gull Lake Community Schools Board of Education retains the services of Plante & Moran as the official auditing firm for the district for the fiscal year July 1, 2024 and ending June 30, 2025.

N. District Credit Card Approval:

The Superintendent or Assistant Superintendent shall annually submit for Board approval the positions authorized to use District credit card(s) to conduct District business.

Assistant Superintendent	Coordinator of ELL and State &
Director of Curriculum & Instructional Technology	Federal Programs
Central Office Administrative Assistant	High School Principal
Special Education Supervisor	Middle School Principal
Supervisor of Technology Services	Thomas M. Ryan Intermediate Principal
Building and Grounds Supervisor	Richland Elementary Principal
Gateway Academy Supervisor	Kellogg Elementary Principal
Coordinator of Community Education & Early Childhood	Principal of Early College & Special Programs
Athletic Director	GLCFA Auditorium Manager
	Partnership Director
	District Nurse

O. Appointment of Gull Lake Community Schools Foundation Trustees:

The Gull Lake Board of Education approved the appointment of the Gull Lake Community Schools Foundation Trustees as presented.

It was moved by Treasurer Zervic and supported by Secretary Paulose-Murphy to adopt items F-O as presented. Motion passed unanimously.

5. Communications/Public Comments

A. Public Comments – None

B. Superintendent Comments

Superintendent Rundle announced that January is Board Appreciation Month. He thanked the Board for their time, effort, support and role in running the District. All your hard work and dedication benefits our students and staff. He presented each member with a certificate of appreciation.

C. Deputy Superintendent Comments

Deputy Superintendent Anderson echoed the appreciation and thanks to the Board for all they do for the community, students, and staff of the District.

D. Assistant Superintendent of Curriculum & Instructional Technology Comments

Assistant Superintendent Bordner thanked the Board Members for their service to the District and Community. He also thanked Deputy Kelm for his service to the District and welcomed Deputy Root as our new School Resource Officer.

Today is Martin Luther King Jr. Day and the District had several events planned to honor his legacy.

Assistant Superintendent Bordner provided the Kalamazoo County Common Calendar dates for the 2025-26 school year to the Board.

E. Board President Comments

President Mendez recognized Deputy Kelm's service to the District; bittersweet for us but proud of him for furthering his career. A send off was held at the Varsity Basketball game to honor his work.

6. Consent Agenda

- A. **Board Minutes:** December 16, 2024 Regular Minutes
- B. **Budget Report:** December 2024 Budget Report
- C. **Accounts Payable:** December 2024 Accounts Payable Report
- D. **Resignation:** Ava Birchmeier – GLMS ELA Teacher

It was moved by Treasurer Zervic and supported by Secretary Paulose-Murphy to approve the Consent Agenda as presented. Motion passed unanimously.

7. Presentations & Reports

A. Bond Update

Trustee McCann provided a bond update to the Board. Series II Bond work continues with several small projects at GLMS, Transportation, and the Gull Lake Center for the Fine Arts (GLCFA). There are three (3) Sinking Fund projects slated to go out to bid soon; these projects will be completed at GLMS, Ryan Intermediate, and Richland Elementary. From the wish list they are working on renderings for the courtyard at GLMS. The recommendation for Bid Pack 1 will be presented to the Board for consideration under New Business.

B. Board of Education Community Relations Committee

The Committee did not meet.

C. Board of Education Curriculum Committee

The Committee did not meet.

D. Board of Education Facilities Committee

The Committee met and discussed GLHS Environmental Club projects, District Signage, Facility Master Planning with Viridis Design Group and Kingscott and the Security Improvements/Fencing Bid Recommendation that will be presented to Board for consideration under New Business.

E. Board of Education Finance Committee

The Committee met and discussed the District Credit Card Authorized Users List that was approved earlier during the Organizational Procedures portion of the meeting. The Preliminary Budget Amendments will be presented to the Board for consideration under New Business.

F. Board of Education Negotiations/Personnel Committee

The Committee met and discussed 1) Rahmberg Market Analysis Update – Salary Structure for Administrators; 2) Transportation Wage Recommendation; 3) Open Positions.

The Salary Structure for the Superintendent and Administrators will be presented to the Board for consideration under New Business.

G. Board of Education Policy Committee

The Committee did not meet.

8. Old Business – None

9. New Business

A. Overnight Trip Request for GLHS Model UN

Principal Eastman requested permission on behalf of GLHS Model UN, for an overnight trip to Altamonte Springs, Florida, February 19-25, 2025.

It was moved by Trustee Scott-Rhodes and supported by Trustee Keene to approve the Overnight Trip Request for GLHS Model UN as presented. Motion passed unanimously.

B. Overnight Trip Request for GLMS Travel Club

Principal Maring requested permission on behalf of GLMS Travel Club, for an overnight trip to Iceland, June 24-30, 2026.

It was moved by Secretary Paulose-Murphy and supported by Treasurer Zervic to approve the Overnight Trip Request for GLMS Travel Club as presented. Motion passed unanimously.

C. Superintendent Compensation Recommendation

President Mendez presented the Superintendent Compensation Recommendation to the Board; a brief overview was given (see attached).

It was moved by Treasurer Zervic, on behalf of the Personnel Committee, to approve legal counsel to draft a contract addendum for the Superintendent to include compensation that is consistent with the proposed salary schedule. Motion passed unanimously.

D. Administrator Compensation Recommendation

President Mendez presented the Administrator Compensation Recommendation to the Board; a brief overview was given (see attached).

It was moved by Treasurer Zervic, on behalf of the Personnel Committee, to authorize Administration to enter into Administrator contract addendums consistent with the proposed salary schedule. Motion passed unanimously.

E. 2024-2025 Budget Amendments

Deputy Superintendent Anderson presented the 2024-2025 Budget Amendments to the Board. Currently the budget has excess (deficit) revenues over expenditures of \$709,440 with a fund balance of 17.42%.

It was moved by Treasurer Zervic, on behalf of the Finance Committee, to approve the 2024-2025 Budget Amendments as presented.

AYES: Paulose-Murphy, McCann, Keene, Mendez, Zervic, Scott-Rhodes

NAYS: None

ABSENT: LaDuke

Motion passed unanimously.

F. Bid Recommendation – Security Improvements/Fencing

Trustee Keene presented the Security Improvements/Fencing Bid Recommendation in the amount of \$277,846 to Patron Construction Inc. The proposal is to install fencing at Ryan Intermediate and Kellogg Elementary using Building & Site Funds.

It was moved by Trustee Keene, on behalf of the Facilities Committee, to approve the Security Improvements/Fencing Bid Recommendation as presented. Motion passed unanimously.

G. Bid Recommendation for Bond – Additional Improvements Bid Pack 1

Howard Williams from Miller Davis presented the Additional Improvements Bid Pack 1 to the Board in the amount of \$1,796,894 which includes a contingency at 10% (see attached). He reviewed the projects and bids with the Board. Discussion took place.

It was moved by Trustee Keene and supported by Trustee McCann to approve the Additional Improvements Bid Pack 1 as presented. Motion passed unanimously.

10. Adjournment

There being no further business President Mendez adjourned the meeting at 8:27 p.m.

President Carole Mendez

Secretary Mini Paulose-Murphy

Minutes approved:_____