



**Commentary on the Board Agenda  
Regular Meeting  
July 14, 2025  
Jenison Center for the Arts  
6:30 PM**

**Call to Order:**

**Public Comment:**

**Approval of Agenda:**

**Closed Session:** Attorney-Client Privilege

**Action Items:**

**1. Consent Agenda**

**a. Annual Organizational Meeting**

The organizational portion of the meeting will be conducted under the provisions of Board Policy #2506 entitled, "Organizational Meetings," As a reminder, the election of officers takes place in January.

**i. Designation of Depositories**

Each year the Board must designate the depository for school funds. The recommendation is to designate Macatawa Bank (A Wintrust Community Bank) for check/deposit clearing as the designated depository for school funds for the 2025-2026 school year. Also recommended to designate Michigan Investment Liquid Asset Fund for investments for the 2025-2026 school year.

**ii. Designation of Signatories**

Each year, the Board must designate persons authorized to sign checks, contracts, agreements, and purchase orders. It is recommended that those individuals holding the following positions be designated as signatories for the district:

Treasurer of the Board  
Superintendent  
Assistant Superintendent  
Director of Finance and Operations  
Accounting Supervisor  
Food Service Director  
Assistant Food Service Director

**iii. Designation of Meeting Dates**

Attached you will find a proposed 2025-2026 Board of Education meeting schedule. This schedule includes regular board meetings and dates for workshops for the upcoming school year. However, should we run into a conflict during the school year, we would be able to make



adjustments to this calendar. The recommendation is to adopt the board meeting and workshop schedule as presented.

**iv. Designation of Person Responsible for Posting Public Notices**

Under Section 5(1) of the Michigan Open Meetings Act, there is a statutory requirement that a meeting cannot be held unless a person designated by the public body gives public notice. As has been past practice, the Superintendent has been the individual responsible for posting school board meeting notices. Recommendation to continue current practice for the Board to name the Superintendent as its designee.

**v. Designation of Person Responsible for Public Elections**

School districts are no longer responsible for conducting public elections. However, the Secretary of the Board of Education has specific duties to perform regarding elections. These responsibilities may also be delegated to a district staff member. The recommendation is that such designation be made for the Director of Finance and Operations for all public elections held during the 2025-2026 school year.

**vi. Authorization for Electronic Fund Transfers and Designation of Electronic Transfer Officers**

In accordance with Board Policy #3204 entitled, "Investment of Funds" the Board may authorize electronic fund transfers and designate individuals as Electronic Transfer Officers (ETO) to complete such transactions on behalf of the Board. It is recommended that both the Director of Finance and Operations and the Accounting Supervisor be designated as Electronic Transfer Officers.

**vii. Acceptance of Law Firm Retainer**

We are recommending that Thrun Law Firm, P.C. of East Lansing, Michigan continue to be retained as the school district's legal counsel. Please note that the retainer agreement is for the calendar year.

**viii. OASBA Board of Directors Representative**

The Board will nominate a representative and an alternate representative to serve on the 2025-2026 Ottawa Area School Board Association.

**ix. Board Member Compensation**

The Board to approve annual meeting compensation of \$25.00 per meeting and paid July-December and January-June.

**2. Approval of Minutes**

The June 9, 2025, Board of Education meeting minutes are included for your approval.

**3. Approval of Financial Report**

Chris Marcy has provided a memo and last month's financials for your approval.



**4. Approval of Classroom Furniture**

The High School is in need of classroom tables and chairs for four rooms. Some rooms still have student desks and others have old furniture that needs replacement. The majority of the high school has tables and chairs for students and this purchase will bring these classrooms up to date. Recommendation is to purchase 68 tables and 132 chairs in the not to exceed amount of \$55,000.

**5. Approval of ORS Mandated Salary Scales**

Approval of the salary schedule as presented is a mandatory requirement by the Office of Retirement Services.

**6. Approval of JIA and JPS Student Handbooks**

Leslie Philipps will review the handbook changes with you prior to approval for the 2025-2026 school year.

**7. Board Policy Updates**

Annual board policy updates from Thrun, Leslie Philipps provided redline versions of the changes and will be available to answer any additional questions.

**Discussion Items:**

**1. Superintendent's Update**

**Adjournment:**