



Pennfield Schools

Monday, January 16, 2023 - 6:30 PM

Organizational Board Meeting

Dunlap Elementary Cafeteria

8465 Pennfield Rd.

BATTLE CREEK, MI 49017

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

1. Call Meeting to Order

Superintendent Lemmer

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

2. Pledge of Allegiance

Superintendent Lemmer

The Board of Education will lead the Pledge of Allegiance.

3. Roll Call

Superintendent Lemmer

The Board Secretary will administer roll call to establish that a quorum of the Board is present and to determine which Board members are present at the start of the meeting.

4. Public Comments - Participants are asked to keep comments to three (3) minutes.

Please notify the superintendent in writing at least two business days before the scheduled meetings of the Board of Education if you wish to address the Board but do not speak English, or if you have a handicap or disability that may prevent you from speaking to the Board. At this time, the Board will listen to comments from the public and others regarding both agenda action items and items that are not on the agenda. Per Board Policy #0167.3 each statement made by a participant shall be limited to three (3) minutes. This is the only opportunity for public comment. The Board President may add a second comment if there are more than 20 community members seeking to speak.

The Board requests that, if you wish to speak, you provide us with your name, address, and affiliation with the district. Please limit your comment to three minutes. Comments should not be directed at individuals on the board, rather to the board as a whole. This is a meeting of the Board of Education being held in public.

Board members will not respond to public comment but you may request a formal response for a later time.

5. Agenda Changes

6. Election of Pennfield Board of Education Officers **(Action)**

The Board will elect officers for January 2023- December 2023.

6.1. Election of Board of Education President

Superintendent Lemmer

Members of the board must select among themselves one individual to serve as President. The duties and responsibilities of the President are set forth in Board Policy 0171.1

6.2. Election of Board of Education Vice President

After the election of a Board of Education President, members of the board must select among themselves one individual to serve as Vice President. The duties and responsibilities are set forth in Board Policy 0171.2.

6.3. Election of Board of Education Secretary

After the election of a Board of Education Vice President, members of the board must select among themselves one individual to serve as Secretary. The duties and responsibilities are set forth in Board Policy 0171.3.

6.4. Election of Board of Education Treasurer

After the election of a Board of Education Secretary, members of the board must select among themselves one individual to serve as Treasurer. The duties and responsibilities are set forth in Board Policy 0171.4.

7. Recognitions and Presentations

7.1. Dunlap Gym Floor Ribbon Cutting

The Dunlap Elementary Gym floor has been updated and will be presented to the Board.

7.2. Dunlap Elementary Principal's Report

Dunlap Principal, Sarah Neubecker, will be presenting an update of the happenings at Dunlap Elementary School.

8. Consent Agenda **(Action)**

8.1. Approval of Agenda

8.2. Approval of Check Registers

8.3. Approval of Electronic Funds Transfers

8.4. Approval of Finance Expenditure Report

9. Items for Approval for Organizational Meeting **(Action)**

Board President

9.1. Authorization of Bank for Depository

Superintendent Lemmer is recommending the Board authorize the following bank for depository: Huntington Bank for the General Fund, Payroll, Student/School Activities, Debt Retirement, Transportation, and School Service Funds. SouthWest Michigan Bank and Trust for Bond Funds.

9.2. Authorization of Signatures for Various Pennfield Schools Accounts

Superintendent Lemmer is recommending the Board authorize the signatures for the various accounts of Pennfield Schools as follows: The General Fund and Payroll- Board Treasurer, Board Secretary, Board President, Superintendent or Finance Director; For the Student/School Activities and School Service Funds- The Superintendent and The Finance Director.

9.3. Appointment of Responsibilities

Superintendent Lemmer is recommending the Board appoint the responsibilities of the Board Treasurer to the Finance Director; the responsibilities of the Board Secretary to the Superintendents' Executive Administrative Assistant.

9.4. Designate The District's Electronic Transfer Officer (ETO)

Superintendent Lemmer is recommending the Board designate the Finance Director as the District's Electronic Transfer Officer (ETO) in accordance with Board Policy 6144.

9.5. Authorization of Designees for Investment

Superintendent Lemmer is recommending the Board authorize the Finance Director and the Superintendent as designees to invest monies on behalf of the school district.

9.6. Authorize Retaining Legal Services

Superintendent Lemmer recommends the Board should retain the services of Thrun Law Firm P.C. and Clark Hill P.C. for the 2023 calendar year for matters concerning bond issues, elections, and other specialized services where deemed appropriate; and that the Superintendent, or designee, be authorized to utilize counsel as deemed appropriate for non-specialized services with a not to exceed retention fee of \$2,500.

9.7. Approval of Board Compensation

Superintendent Lemmer is recommending the Board approve the Board compensation rate based on the state average, \$25.00 per Regular Board Meeting and \$15.00 per Board Committee Meeting attended by the Board member.

9.8. Annual Authorization of Committees

The Annual Authorization of Board Representatives for the Following Committees:

- Curriculum Committee
- Building and Construction Committee
- Finance Committee
- Personell Committee
- Policy Committee
- Safety Committee

9.9. Approval of the Delegate and Alternate Delegate to the Calhoun Area School Board Members Association Board of Directors to Represent Pennfield Schools.

The Board will appoint Delegate and Alternate Delegate to the Calhoun Area School Board Members Association Board of Directors to Represent Pennfield Schools.

9.10. Approval of MASB Voting Deligates

The Board Will Approve the MASB Voting Deligates

10. Other Items for Approval/Discussion (**Action/ Discussion**)

10.1. Approval of New Staff Member

Superintendent Lemmer is recommending the Board approve new staff member Robbie Hattan. Robbie will be taking the position as the Facilities and Maintance Director, effective February 1, 2023.

10.2. Approval of Bond Bills

Please approve the following bond invoices to be paid to Triangle for the following projects:

Pennfield HS Stadium \$11,117.70
Pennfield Boilers and Dunlap Gym Floor \$8,621.10
Construction Management Fee \$32,800

Kingscott's December invoices:

Dunlap Remodel \$105,582.75
Middle School Roof \$4,590
Middle School Remodeling \$104,826.41
High School Secure Vestibule \$540
High School Parking Lot \$20,400
Stadium Remodeling \$3,420.61

10.3. Bond Updates

Superintendent Lemmer will provide updates to the Board in regards to the bond.

11. Board Comments
Board President
12. Adjournment
Board President