



Tuesday, January 21, 2025 - 6:00 PM
Organizational Board Meeting (January)
High School Media Center
8299 Pennfield Road
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

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

Board President

The Board of Education will lead the Pledge of Allegiance.

3. Roll Call

Superintendent, Stephanie Lemmer

The Superintendent 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, 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 at a later time.

5. Agenda Changes

6. Oath of Office

Superintendent Lemmer

Supt. Lemmer will lead the newly elected board members Dawn Forton, Stephen Herbstreith, and Jennifer Sheldon in reciting their oath of office. Trustee Brown issued his Oath of Office prior to the organizational meeting due to replacing an appointed candidate.

The oath follows:

I do solemnly affirm that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of Member of the Board of Education of Pennfield Schools, Calhoun County, Michigan, according to the best of my ability.

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

The Board will elect officers for January 2025 - December 2025.

7.1. 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

7.2. 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.

7.3. Election of Board of Education Treasurer

After the election of a Board of Education Treasurer, 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.

7.4. Election of Board of Education Secretary

After the election of a Board of Education Secretary, 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.

8. Recognitions and Presentations

8.1. January School Board Recognition Month

January is School Board Recognition Month, a time to honor and thank our dedicated board members for their commitment, leadership, and service to our students, staff, and community.

- Calhoun Intermediate School District Board of Education Recognition Resolution
- District Celebrations

8.2. Retirement of Tina Fleisher

Tina Fleisher - High School Science Teacher

9. Consent Agenda **(Action)**

The following are offered as part of the consent agenda. The motion noted will allow for the authorization of all listed items, without discussion, unless a member of the Board requests that any one or all be considered individually.

9.1. Approval of the Agenda

9.2. Approval of Check Registers

9.3. Approval of Electronic Fund Transfers

9.4. Approval of Finance Expenditure Report

10. Board Communications

Pennfield was represented at the 19th annual Michigan's Multi-Tiered System of Support (MIMTSS) state conference, where Jessica Wilkins, Heidi Turchan, Ambrosia DeLeon, and Anjie Webb presented a breakout session. MIMTSS thanked them for their valuable contributions.

11. Items for Approval (Action)

Board President

11.1. Acceptance of Retirement of Tina Fleisher

With regret, the Superintendent is recommending the Board accept the retirement of Tina Fleisher, Pennfield High School Science Teacher.

11.2. Approval of New Staff

Superintendent Lemmer and the administrative team are recommending the Board approve the following staff:

- Arin Bowen - 5th grade teacher at the MS
- Scott "Brian" Warner - Behavior Specialist at Purdy

11.3. Designation of School Depositories

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

11.4. Appointment of Committee Assignments

It is recommended the Board approve changes to the Trustees on the Negotiations/Personnel Committee.

11.5. General Funds Disbursement Authorization

Superintendent Lemmer recommends the Board of education approve the Board Treasurer, Board Secretary, Board President, Superintendent or Director of Finance, and/or designee to disburse general fund dollars.

11.6. Bank Account Signatories

Superintendent Lemmer is recommending the Board authorize the Superintendent and Director of Finance and Operations as Bank Account Signatories in addition to the Board Treasurer.

11.7. Authorization to Sign Contracts and Agreements

It is recommended that the board authorize the Superintendent, Stephanie Lemmer to sign contracts and agreements on behalf of the Board.

11.8. Purchase Order Signature Authorization

Superintendent Lemmer is recommending that the Board designate the Director of Finance, Angena Schwartz as the authorized signatory of Purchase Orders.

11.9. Electronic Transfer Officers

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

11.10. Authorize Investment Monies Transfer Signatories

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

11.11. Approve Board member Compensation and Reimbursement of Expenses

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.

11.12. Designation of District Legal Counsel

Superintended Lemmer is recommending the Board retain the services of Thrun Law Firm P.C. and Clark Hill P.C. for the 2025 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 not to exceed retention fee of \$2,500.

11.13. Designation of District Auditor

The Director of Finance and Operations is recommending the board approve Rehmann and Associates as its financial auditor for the 2024-2025 school year.

11.14. Designation of District Architect

Superintendent Lemmer is recommending that the Board Approve KingScott Architects as the District's Architect.

11.15. Designation of the District's Construction Management Company

Superintendent Lemmer is recommending that the Board Approve Triangle and Associates as the District's Construction Management Company.

11.16. Designation of Official Publication

Superintendent Lemmer is recommending the Board approve The Shopper as its official publication as it reaches many homes in the district and is free.

11.17. Determine/reaffirm the dates and locations of the Board's Regular Meetings

It is being recommended that the Board approve the attached schedule of monthly Board meetings and work sessions for January 2025 through January 2026.

11.18. Reaffirm process for calling of special meetings

Superintendent Lemmer is recommending the board reaffirm Bylaw 0165.3 - SPECIAL MEETINGS which indicates that Special Meetings will be posted at least eighteen hours (18) in advance and will include the date, time, and location of the meeting in addition to the purpose of the meeting or topics to be covered.

11.19. Reaffirm Meeting Posting Locations

Superintendent Lemmer is recommending that the Board of Education approve posting the Notice of Board Meeting on the door of the Central Office and electronically on the school district's website.

11.20. Designation of the person responsible for posting meeting notices

Superintendent Lemmer recommends the Board of Education designate the Superintendent or her designee as the party responsible for posting the meeting notices in the proper locations.

11.21. Designation of the Board's Insurance Agents

Superintendent Lemmer is recommending that the board approve SET SEG as its property, casualty, and workers' compensation insurance provider and First Agency as its athletic insurance provider.

11.22. Approve Memberships

Superintendent Lemmer is recommending the Board approve the following memberships: Michigan Association of School Boards (MASB); Michigan Association of Superintendents and Administrators (MASA); Michigan High School Athletic Association (MHSAA); Michigan School Business Officials (MSBO).

11.23. Designate Principle Office for the District

The Superintendent recommends the Board approve the designation of Central Office located in the Middle School at 8587 Pennfield Road, Battle Creek, MI 49017 as the Principle Office of the district.

11.24. Approval of 1st Reading of Board Policies

Superintendent Lemmer is recommending the board approve the NEOLA policy update from Fall 2024 which includes the following policy revisions and one new policy:

Technical Corrections

- Policy 2264 Nondiscrimination on the basis of sex in education programs or activities
- Policy 7440.03-Small Unmanned Aircraft Systems

Policy Revisions

- Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities

- Policy 5330.02-Opioid Antagonists
- Policy 5340-Student Accidents
- Policy 5500-Student Conduct
- Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency)
- Policy 1130, 3110, 4110 Conflict of Interest (EDGAR Revisions)
- Policy 6110- Grant Funds (Edgar Revisions)
- Policy 6111- Internal Controls (EDGAR Revisions)
- Policy 6112- Cash Management of Grants (EDGAR Revisions)
- Policy 6114- Cost Principles-Spending Federal Funds (EDGAR Revisions)
- Policy 6325-Procurement-Federal Grants/Funds (EDGAR Revisions)
- Policy 6550-Travel and Reimbursement (EDGAR Revisions)
- Policy 7310-Disposition of Surplus Property (EDGAR REVISIONS)
- Policy 7450-Property Inventory (EDGAR Revision)

New Policies

- 7540.09-Artificial Intelligence ("AI")

11.25. December Bond Bills for Triangle

It is the recommendation of the Director of Finance and Operations and the Superintendent that the Board approve the Triangle bond bill for the month of December in the amount of \$541,241.98. A summary of services rendered is attached.

11.26. Approval Request for Proposal for Custodial Services

Superintendent Lemmer is recommending that the Board approve the bid for Custodial Services from GSF to begin providing services on June 1, 2024. The competitive bid process resulted in 18 submissions and five post bid interviews, in addition to considering operating custodial internally. GSF shares our vision for Pennfield Schools and has remarkable references regarding their services.

11.27. Approval of New Bus Purchase

The Director of Finance & Operations and the Transportation Supervisor are requesting approval of a new 77 passenger gas fuelled bus from Holland Bus Company for the amount of \$134,156, which was the lowest of three bids.

11.28. Approval of Annual Education Reports (AER) for 2023-2024 school year

It is the recommendation of Superintendent Lemmer to approve the annual Education Reports for the 2023-2024 school year.

12. Board Comments

13. Adjournment

Board President