



# Comstock Board of Education

## January 11, 2021

### 6:00 PM

## Organization Meeting

Live Stream: [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live)

269-250-8900

Welcome to the meeting of the Comstock Board of Education. This public meeting of the Board of Education is for conducting the School District's business. In response to the State Health Director's orders to combat the spread of the coronavirus pandemic while at the same time adhering to, and honoring both the spirit and intent of Michigan's Open Meetings Act, this meeting will be conducted in person while live streaming on our district's YouTube channel, [www.youtube.com/comstockps/live](http://www.youtube.com/comstockps/live).

Anyone who would like to participate in the "Call to the Audience Public Comment" will have to be in person and complete the form available at the entrance of the in-person meeting. You are asked to adhere to the following guidelines when addressing the Board: 1) State your name and group affiliation, if appropriate 2) Keep comments to three (3) minutes 3) No participant may speak more than once on the same topic 4) Participants shall direct all comments to the Board and not to staff or other participants 5) The presiding officer may terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

The posted notice of this meeting, meeting agenda, and information on how to access the live stream are posted on the District's homepage, [www.comstockps.org](http://www.comstockps.org).

### 1. CALL TO ORDER

This meeting will be called to order by Superintendent Thoenes.

### 2. OATH OF OFFICE

The Oath of Office will be administered to all new and re-elected board members:

- Pam Dickinson (re-elected)
- Karen Howes (re-elected)
- Paul Lamphear (newly appointed)
- Kayleen O'Donnell (newly elected)

### 3. ROLL CALL

### 4. ELECTION OF BOARD OFFICERS

#### A. President

Superintendent Thoenes will entertain nominations for the office of **President**.

#### B. Chair of the meeting is turned over to the President

#### C. Vice President

The President will entertain nomination for the office of **Vice President**.

#### D. Secretary

The President will entertain nominations for the office of **Secretary**.

#### E. Treasurer

The President will entertain nominations for the office of **Treasurer**.

### 5. ELECTION OF SUPPORT OFFICERS

The board is being recommended to appoint Ashley LaVanWay as the Recording Secretary of the Comstock Public School Board of Education and Michelle Darnell as the acting Treasurer for Comstock Public Schools.

### 6. APPOINTMENT OF STANDING COMMITTEES

Each committee will consist of three President appointed board members. Each committee chair will be designated after each committee's appointed members have been announced.

- A. Facilities Committee
- B. Finance Committee

C. Policy Committee

D. Setting First Committee Meeting

The Facilities and Finance committees are being requested to set their first meeting for the year 2021.

## 7. **BOARD POSTINGS & DESIGNATIONS**

A. Setting of 2021 Regular Meeting Dates

The Board will set the dates, times, and location of the 2021 regular board meetings.

**Time:** 6:00pm

**Location:** Comstock Educational Service Center  
3010 Gull Road, Kalamazoo, MI 49048

**Dates:** Second and fourth Monday of each month

- |                     |                      |                      |
|---------------------|----------------------|----------------------|
| - January 25, 2021  | - May 24, 2021       | - September 27, 2021 |
| - February 08, 2021 | - June 14, 2021      | - October 11, 2021   |
| - February 22, 2021 | - June 28, 2021      | - October 25, 2021   |
| - March 08, 2021    | - July 12, 2021      | - November 15, 2021  |
| - March 22, 2021    | - July 26, 2021      | - November 29, 2021  |
| - April 12, 2021    | - August 16, 2021    | - December 13, 2021  |
| - April 26, 2021    | - August 30, 2021    | - January 10, 2022   |
| - May 10, 2021      | - September 13, 2021 |                      |

The official district posting place is outside the administration office entrance located at 3010 Gull Road, Kalamazoo, MI 49048.

B. Principle Office Designation

Designate the Comstock Public School District's Principle Office as the Superintendent's Office.

C. Posting of Board Meeting Schedule

Authorize and Direct the Board Secretary to Post the Regular Meeting Schedule of the Board at the Principle Office and Comstock Township Hall.

D. Affidavit of Posting

Authorize and Direct the Board Secretary to Complete an Affidavit of Posting as necessary.

E. Legal Counsel Designation

a. Thrun Law Firm, P.C.

On a retainer basis for legal services including elections, labor law, and school law.

b. Miller, Johnson, Snell & Cumminskey, P.L.C.

Employee benefits legal counsel.

c. Miller, Canfield, Paddock and Stone, P.L.C.

General counsel for the district.

F. School Physical Designation

It is recommended the Board approve Borgess CorpFit as the district's medical provider.

G. Board Postings & Designations Approval

## 8. **FINANCES**

A. Designation of School Depositories

### • Fifth Third Bank

- General Fund
- Payroll Account
- Accounts Payable
- Internal Accounts Fund
- School Lunch Fund
- Common Debt Retirement Fund
- Sinking Fund

- CPS Self-Funded Dental
  - 2006 G/O Bond Debt
  - Huntington National Bank
    - 2018 Building & Site Fund
    - 2018 Capital Projects Fund
  - MILAF (Michigan Liquid Asset Fund)
    - General Fund
- B. General Funds Disbursement Authorization  
It is recommended the Board authorize the disbursement of general funds and bills payable.
- C. Bank Account Signatories  
It is recommended the Board authorize Dr. Jeffrey Thoenes, Superintendent, and Ms. Michelle Darnell, Director of Finance, as signatories on bank accounts.
- D. Check, Contract, Agreements & Purchase Order Signature Authorization  
It is recommended the Board authorize Dr. Jeffrey Thoenes, Superintendent, and Ms. Michelle Darnell, Director of Finance, to sign checks, contracts, agreements and purchase orders.
- E. District Credit/Purchase/Debit Card User Approval 4  
Michelle Darnell, Finance Director recommends the listed positions be authorized to use credit/purchase/debit cards in the conduct of District business.
- F. Safe Deposit Box  
It is recommended the Board authorize Dr. Jeffrey Thoenes, Superintendent, and Ms. Michelle Darnell, Director of Finance, access to use the safe deposit box.
- G. Electronic Transfer Officers  
It is recommended the Board authorize Dr. Jeffrey Thoenes, Superintendent, and Ms. Michelle Darnell, Director of Finance, as the Electronic Transfer Officers.
- H. Investment Monies Transfer Signatories  
It is recommended the Board authorize Dr. Jeffrey Thoenes, Superintendent, and Ms. Michelle Darnell, Director of Finance, as signatories on transfers of investment monies.
- I. Designation of Auditor  
It is recommended the Board approve Plante Moran as the district's auditing firm.
- J. Finances Approval

## 9. ADJOURNMENT

The mission of Comstock Public Schools is to serve our community by empowering, inspiring, and challenging every person within the school district to reach their full potential, and to ensure all students learn and thrive in a safe and healthy environment.

The vision of Comstock Public Schools is to be an inclusive, high performing learning community where we foster dreams, explore possibilities, and create futures.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Ashley LaVanWay, Executive Assistant/Board Secretary at 269.250.8907 at least 72 hours prior to the meeting or as soon as possible.

2021 District Credit Cards

Area	Name on Account	Amount
Assistant Superintendent	JILL ANSEL	\$ 50,000
Athletics	ATHLETIC INTERNAL-01	\$ 7,500
Athletics	ATHLETIC INTERNAL-02	\$ 7,500
Athletics	COMSTOCK ATHLETIC DEPT	\$ 7,500
Athletics	DOUGLAS LUDWICK	\$ 10,000
Athletics	JUSTIN ANSEL	\$ 7,500
Auditorium	SUSAN DUNCAN	\$ 10,000
Business Office	ACCOUNTS PAYABLE	\$ 100,000
Business Office	JOSEPHINE ALPERS	\$ 150,000
Business Office	MICHELLE DARNELL	\$ 10,000
CELA	CELA	\$ 15,000
CELA	MEADOW NUYEN	\$ 20,000
CES	COMSTOCK ELEMENTARY SCH	\$ 50,000
CES	SUSAN CASWELL	\$ 20,000
CHS	COMSTOCK HIGH SCHOOL	\$ 50,000
CHS	COMSTOCK HIGH SCHOOL 02	\$ 10,000
CHS	DAVID KIRKSEY	\$ 20,000
CHS	KRISTIE POULSON	\$ 5,000
CMS	COMSTOCK MIDDLE SCHOOL	\$ 7,500
CMS	MARK WILKE	\$ 20,000
CNA Program	CNA PROGRAM	\$ 5,000
Compass	COMPASS HIGH SCHOOL	\$ 7,500
Compass	JAY BIRCHMEIER	\$ 7,500
Food Service	HOLLY PENCE	\$ 15,000
Music	MUSIC DEPARTMENT	\$ 5,000
Operations & Maintenance	BRAD HOERCHER	\$ 10,000
Operations & Maintenance	JOSHUA BRADY	\$ 10,000
Operations & Maintenance	SEAN GILLETTE	\$ 20,000
Special Ed	SPECIAL EDUCATION	\$ 5,000
STEM	CHRISTOPHER CHOPP	\$ 7,500
STEM	COMSTOCK STEM ACADEMY	\$ 7,500
Superintendent's Office	ADMINISTRATION-01	\$ 10,000
Superintendent's Office	JEFF THOENES	\$ 10,000
Technology	MARK G PEETERS	\$ 50,000
Transportation	GORDON F WATERMAN	\$ 7,500
Transportation	TRANSPORTATION DEPT	\$ 2,500