



Comstock Board of Education

January 9, 2023

6:30 PM

Organization Meeting

Administration Building, Board Room
3010 Gull Road
Kalamazoo, MI 49048

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.

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.

1. CALL TO ORDER

This meeting will be called to order by Superintendent Thoenes.

2. ROLL CALL

3. ELECTION OF BOARD OFFICERS (Action)

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**.

4. BOARD GOVERNANCE GUIDELINES & PRACTICES

A. Board Calendar

B. Board Member Censure

C. Board Member Code of Ethics

D. Board Building Liaisons

E. Board Governance Guidelines & Practices Approval (Action)

5. ELECTION OF SUPPORT OFFICERS

A. Recording Secretary

The Board is being recommended to appoint the Executive Assistant to the Superintendent as the Recording Secretary of the Comstock Public School Board of Education.

B. Acting Treasurer

The Board is being recommended to appoint the Director of Finance as the acting Treasurer

for Comstock Public Schools.

C. Election Administrator

The Election Administrator acts on behalf of the Board Secretary to ensure all activities relating to an election are completed throughout the year.

The Board is being recommended to appoint the Executive Assistant to the Superintendent as the Election Administrator of the Comstock Public School Board of Education.

D. Board Support Officers Approval (Action)

6. **APPOINTMENT OF BOARD COMMITTEES**

Each committee will consist of three (3) President-appointed Board members. Each committee chair will be designated by the committee majority at the first meeting of the committee.

A. Facilities Committee

B. Finance Committee

C. Policy Committee

D. Academic Performance

E. Diversity, Equity, and Inclusion

F. Board Representative for Reproductive Health Advisory Board

7. **BOARD POSTINGS & DESIGNATIONS**

A. Setting of 2023 Regular Meeting Dates

The Board will set the dates, times, and location of the 2023 regular board meetings.

Time: 6:00pm

Location: Comstock Educational Service Center (Administration Offices)
3010 Gull Road, Kalamazoo, MI 49048

Dates: Second and fourth Monday of each month:

January 23, 2023

March 13, 2023

April 24, 2023

June 12, 2023

July 24, 2023

September 11, 2023

October 23, 2023

December 11, 2023

February 13, 2023

March 27, 2023

May 08, 2023

June 26, 2023

August 14, 2023

September 25, 2023

November 13, 2023

January 08, 2024

February 27, 2023

April 10, 2023

May 22, 2023

July 10, 2023

August 28, 2023

October 09, 2023

November 27, 2023

The official district posting location is the entrance of the Educational Service Center (Administration Offices) 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.

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 (Action)

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
- MILAF (Michigan Liquid Asset Fund)
 - General Fund
- UMB Bank
 - 2021 Capital Projects Fund
 - 2022 Capital Projects 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 the Superintendent, Director of Finance, and Business Manager as signatories on bank accounts.

D. Contracts & Agreements Signature Authorization

It is recommended the Board authorize the Superintendent and Director of Finance to sign contracts and agreements.

E. Purchase Order Signature Authorization

It is recommended the Board authorize the Superintendent, Director of Finance, and Business Manager to purchase orders.

F. District Credit/Purchase/Debit Card User Approval

The Director of Finance recommends the listed positions be authorized to use credit/purchase/debit cards in the conduct of District business.

G. Safe Deposit Box

It is recommended the Board authorize the Superintendent and Director of Finance, access to use the safe deposit box.

H. Electronic Transfer Officers

It is recommended the Board authorize the Superintendent and Director of Finance, and Business Manager as the Electronic Transfer Officers.

I. Investment Monies Transfer Signatories

It is recommended the Board authorize the Superintendent, Director of Finance, and Business Manager as signatories on transfers of investment monies.

J. Designation of Auditor

It is recommended the Board approve Plante Moran as the district's auditing firm.

K. Finances Approval (Action)

9. ADJOURNMENT

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.