



**Tuesday, January 16, 2024 - 6:00 PM**  
**Organizational Board Meeting (January)**  
**Purdy Elementary Cafeteria**  
**6510 Purdy Dr**  
**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 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 since the last organizational meeting in the reciting of their oath of office.

Board Member Herbstreith and Board Member LeBreton please repeat the oath after me:

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 2023- December 2023.

#### 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 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.

#### 7.4. 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.

#### 7.5. Appointment of Committee Assignments

It is recommended the Board appoint trustees to the following board committees:

## 8. Recognitions and Presentations

### 8.1. Student Athletes of the month from December

Ashlynn Goshorn (Bowling)

Jonathan Lake (Basketball)

### 8.2. Academic All-State Honors for the Girls Varsity Volleyball Team

Recognition of Coach Brooke Wells and the following volleyball team members:

Mackenzie Lambeth

Irelynn Sedore

Natalie Jackson

Avery Moran

Avery Hock

Natalie Hensel

Anna Keown

Kayden Tanner  
Caroline Branham  
Alyssa Campbell  
Abigail Patterson  
Addison Barker

8.3. Academic All-State Football Players

The following athletes received Academic All State honors and were members of the Varsity Football Team:

Aiden Govier  
Tyler Klelner  
Thomas Kurtz  
Tyler Ralston  
Danny Wells

8.4. Retirement of Karla Hammond-High School Science Teacher

8.5. Purdy Elementary School Update

9. Consent Agenda **(Action)**

9.1. Approval of Agenda

9.2. Approval of Check Registers

9.3. Approval of Electronic Fund Transfers

9.4. Approval of Finance Expenditure Report

9.5. Board Communications

10. Items for Approval **(Action)**

Board President

10.1. 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.

10.2. 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 designer to disburse general fund dollars.

10.3. 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.

10.4. 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.

10.5. 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.

10.6. 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.

10.7. 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.

10.8. 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.

10.9. Designation of District Legal Counsel

Superintendent Lemmer is recommending the Board 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 designer, be authorized to utilize counsel as deemed appropriate for non-specialized services with a not to exceed retention fee of \$2,500.

10.10. 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.

10.11. Designation of District Construction Manager

It is the recommendation of the Superintendent to approve Triangle and Associates as the District's Construction Manager.

10.12. Designate Principle Office for the District (Action)

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.

10.13. Designation of District Architect

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

10.14. 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.

10.15. 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 February 2024 through January 2025.

10.16. 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.

10.17. 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.

10.18. 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.

10.19. 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.

10.20. Approve Memberships

Superintendent Lemmer is recommending the Board approve the following memberships: Michigan

10.21. Approval of Second Reading of Board Policies

Superintendent Lemmer is recommending the board approve the NEOLA policy update from Fall 2023 which includes the following policy revisions:

PO 0122 (Revision)

PO1420 (Revision)

PO 3131(Revision)

PO3139 (Reissued)

PO 3140 (Revision)

PO 3142 (Revision)

PO 3220 (Revision)

PO 7540.03 (Revision)

PO 2370.01 (Revision)

PO 8531 (Revision)

PO 1540 (New)

10.22. Adoption of Board Policies

Superintendent Lemmer is recommending the board adopt the NEOLA policy update from Fall 2023 which includes the following policy revisions:

PO 0122 (Revision)

PO1420 (Revision)

PO 3131(Revision)

PO3139 (Reissued)

PO 3140 (Revision)

PO 3142 (Revision)

PO 3220 (Revision)

PO 7540.03 (Revision)

PO 2370.01 (Revision)

PO 8531 (Revision)

PO 1540 (New)

10.23. **December Bond Bills (Action)**

It is the recommendation of the Director of Finance and Operations and the Superintendent that the Board approve the bond bills for the month of December for Kingscott Associates in the amount of \$ and Triangle in the amount of \$585,982.17. A summary of services rendered is attached.

10.24. Acceptance of Retirement of Karla Hammond

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

10.25. Approval of Centegix Quote

Superintendent Lemmer is recommending that the Board approve the attached quote from Centegix to enable enhanced safety features in all district buildings across the district based on the recommendations from the security assessment conducted last summer.

11. Board Member Comments

12. Adjournment  
Board President