



Kenowa Hills Public Schools

VALUE. SUPPORT. EMPOWER.

BOARD OF EDUCATION
Organizational Meeting Preliminary Minutes
Monday, January 13, 2025 at 6:00 pm
Kenowa Hills Administration Building
2325 Four Mile Road NW, Grand Rapids, MI 49544

I. Routine and Organizational Business

- A. Superintendent Hopkins called the meeting to order at 6:03 p.m. at the Kenowa Hills Administration Building, 2325 Four Mile Road NW, Grand Rapids, MI 49544.
- B. Superintendent Hopkins opened the meeting with a moment of silence.
- C. Members Present: Courtade, Gustinis, Hart, LaBotz, Roberts, Robinson and Turner (arrived at 6:21) are present. Superintendent Hopkins, Assistant Superintendent Dinkelman, and Director of Finance Gilchrist are also present.
- D. Elected Trustees Melissa Courtade and Erin LaBotz took the Oath of Office. Trustee Turner took her Oath of Office at 6:50.
- E. Motion by Hart supported by LaBotz to appoint Superintendent Hopkins to serve as temporary chair until a new president is elected and Julie Lanka to serve as Temporary Secretary until the new secretary is elected. Report #25-000. **Motion carries 6-0.**
- F. Motion by Member Courtade supported by Member Hart to approve the agenda. **Motion carries 6-0.**

MOMENT OF SILENCE
ROLL CALL

OATH OF OFFICE

TEMPORARY CHAIR #25-000

APPROVE AGENDA

II. Hearings and Correspondence

- A. Correspondence - None
- B. Board Communication - Members reported on various district events in which they participated.

CORRESPONDENCE
BOE COMMUNICATION

III. Information Items

- A. Superintendent's Report
 - 1. Projected 2024 Bond Proposal Construction Timeline
- B. Department of Teaching and Learning
 - 1. Annual Education Reports
- C. Finance
 - 1. December 2024 Check Register
 - 2. Bond Funds Investment Income
 - 3. Investment Holdings
 - 4. Condensed Fund Statement

SUPERINTENDENT
TEACHING & LEARNING
FINANCE

IV. Public Comment - None

The purpose of this meeting is to conduct Board of Education business. There will typically be no attempt to comment or give answers at this meeting. Audience members who wish to make comments are invited to complete the appropriate form located at the entrance. Each speaker has a maximum of three (3) minutes to address the board. Inquiries requiring a response will be referred to the superintendent in the cases where contact information is provided. We ask all individuals making public comments to follow our board policy.

A. Election of Officers. Report #25-001

1. Temporary Chair Hopkins opened nominations for President.

Member Hart nominated Member Courtade.

Member Gustinis nominated Member LaBotz.

Temporary Chair Hopkins, hearing no further nominations for President, closed the nominations.

Temporary Chair Hopkins took a roll-call vote to elect the President.

Courtade voted for Member Courtade.

Gustinis voted for Member LaBotz.

Hart voted for Member Courtade.

LaBotz voted for Member LaBotz.

Roberts voted for Member LaBotz.

Robinson voted for Member Courtade.

Turner voted for Member LaBotz.

Member LaBotz is elected President.

2. President LaBotz opened nominations for Vice-President.

Member LaBotz nominated Member Gustinis.

Member Hart nominated Member Courtade.

President LaBotz, hearing no further nominations for Vice-President, closed the nominations.

President LaBotz took a roll-call vote to elect the Vice-President.

Courtade voted for Member Courtade.

Gustinis voted for Member Gustinis.

Hart voted for Member Courtade.

LaBotz voted for Member Gustinis.

Roberts voted for Member Gustinis.

Robinson voted for Member Courtade.

Turner voted for Member Gustinis.

Member Gustinis is elected Vice-President.

3. President LaBotz opened nominations for Secretary.

Member Turner nominated Member Roberts.

Member Courtade nominated Member Hart, who declined the nomination.

Member Robinson nominated Member Courtade.

President LaBotz, hearing no further nominations for Secretary, closed the nominations.

President LaBotz took a roll-call vote to elect the Secretary.

Courtade voted for Member Courtade.

Gustinis voted for Member Roberts.

Hart voted for Member Courtade.

LaBotz voted for Member Roberts.

Roberts voted for Member Roberts.

Robinson voted for Member Courtade.

Turner voted for Member Roberts.

Member Roberts is elected Secretary.

ELECTION OF OFFICERS
#25-001

PRESIDENT

VICE-PRESIDENT

SECRETARY

4. President LaBotz opened nominations for Treasurer.
 Member LaBotz nominated Member Turner.

President LaBotz, hearing no further nominations for Treasurer, closed the nominations.

	Y N A		Y N A		Y. N. A		Y N A
Courtade	__ N __	Hart	__ N __	Roberts	Y __ __	Turner	Y __ __
Gustinis	Y __ __	LaBotz	Y __ __	Robinson	__ N __		

Member Turner is elected Treasurer.

- B. Motion by Courtade supported by Gustinis to approve the Schedule of Meetings for the 2025 calendar year. Report #25-002. It was determined that all of the meetings will begin at 6:00 pm, rather than at 6:30. **Motion carries 7-0.**
- C. Motion by Hart supported by Courtade to approve the Investment Authority Resolution as provided in Report #25-003. **Motion carries 7-0.**
- D. Motion by Hart supported by Courtade to designate depositories for district funds for the 2025 calendar year. Report #25-004. **Motion carries 7-0.**
- E. Motion by Hart supported by Courtade to approve a Resolution Authorizing Electronic Transactions of Funds. Report #25-005. **Motion carries 7-0.**
- F. Motion by Hart supported by Courtade to authorize signatures for various accounts. Report #25-006. **Motion carries 7-0.**
- G. Motion by Hart supported by Robinson to appoint the Superintendent or his designee to post all notices on behalf of the Board. Report #25-007. **Motion carries 7-0.**
- H. Motion by Hart supported by Courtade to appoint the Superintendent or his designee to accept support staff resignations and retirements on behalf of the Board of Education. Report #25-008. **Motion carries 7-0.**
- I. Motion by Hart supported by Robinson to authorize the Superintendent or his designee to hire support staff on behalf of the Board of Education. Report #25-009. **Motion carries 7-0.**
- J. Motion by Hart supported by Courtade to authorize the Superintendent to handle disciplinary matters with students involving long-term suspensions and expulsions as outlined in Report #25-010. **Motion carries 7-0.**
- K. Motion by Hart supported by Courtade to designate Clark Hill and Thrun Law as the District's Legal Counsel. Report #25-011. **Motion carries 7-0.**
- L. Motion by Hart supported by Robinson to designate Maner Costerisan as the District's auditing firm. Report #25-012. **Motion carries 7-0.**
- M. Motion by Hart supported by Courtade to designate SET SEG as the District's property/casualty Insurance Agent. Report #25-013. **Motion carries 7-0.**
- N. Motion by Hart supported by Courtade to designate GMB as the District's Architectural Firm. Report #25-014. After some discussion, it was determined the Board will consider putting out a RFP for architectural work in advance of future bond proposals. **Motion carries 7-0.**
- O. Motion by Hart supported by Courtade to designate Owen-Ames-Kimball as the District's Construction Management Company. Report #25-015. After some discussion, it was determined the Board will consider putting out a RFP for construction management in advance of future bond proposals. **Motion carries 7-0.**

	TREASURER
	MTG SCHEDULE #25-002
	INVESTMENT AUTHORITY RESOLUTION #25-003
	DESIGNATE DEPOSITORIES #25-004
	ELECTRONIC TRANSFER OF FUNDS #25-005
	AUTHORIZE SIGNATURES #25-006
	POST NOTICES #25-007
	ACCEPT RESIGNATIONS & RETIREMENTS #25-008
	AUTHORIZE TO HIRE #25-009
	AUTHORIZE TO RESOLVE DISCIPLINE #25-010
	APPOINTMENT OF DISTRICT LEGAL COUNSEL #25-011
	APPOINTMENT OF DISTRICT AUDIT FIRM. #25-012
	APPOINTMENT OF DISTRICT INSURANCE AGENCY. #25-013
	APPOINTMENT OF DISTRICT ARCHITECT. #25-014
	APPOINTMENT OF DISTRICT CONSTRUCTION MANAGEMENT COMPANY #25-015

- P. Motion by Hart supported by Courtade to make the following assignment of board members to be the liaison between the building and the Board of Education. Report #25-016. **Motion carries 7-0.**

BUILDING	BOARD MEMBER
Early Childhood Center	LaBotz
Alpine Elementary	Turner
Central Elementary	Roberts
Zinser Elementary	Robinson
Middle School	Hart
High School	Gustinis
Pathways High School	Courtade

VI. Business Action Items

- A. Motion by Hart supported by Courtade to approve the consent agenda. **Motion carries 7-0.**
- December 16, 2024 Regular Meeting Minutes
 - December General Fund expenditures of \$412,095.67 through and including checks #84165 through 84312, and payrolls of December 13 and 27, 2024; December School Lunch Fund expenditures of \$10,097.58 through and including checks #11225 - 11230; Capitol Projects expenditures of \$4,609.10 using check #17; 2022 Building and Site Series expenditures of \$550,041.40 on checks #81-82; 2024 Athletic Bond expenditures of \$637,406 using checks #24-25; Student Activity Check Register expenditures of \$11,875.29 through and including checks #97324 through 97340.
 - Certified Staff Personnel Report

ACTION ITEMS

12/16/24 REGULAR
MEETING MINUTES
CHECK REGISTRIES

VII. Future Items for Consideration

- A. Future Meetings - schedule available upon request
B. Go Around

FUTURE MEETINGS

GO AROUND

VIII. Adjournment

- A. Seeing no additional agenda items, President LaBotz adjourned the meeting at 7:58 pm.

ADJOURNMENT

Respectfully submitted,

_____, Secretary