

BUCHANAN COMMUNITY SCHOOLS, BERRIEN COUNTY, MICHIGAN

JANUARY 12, 2021

ORGANIZATIONAL MEETING

VIRTUAL MEETING

**CALL TO ORDER**

**OPENING OF MEETING BY:** Superintendent Patricia Robinson, 6:00pm

**CEREMONIAL OATH OF OFFICE**

Mrs. Robinson administered a Ceremonial Oath of Office to Katherine Berry, Chris Carlson, and Dr. Scott Carlin

**ROLL CALL**

**VIRTUALLY PRESENT:** C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

**ABSENT:** None

**OTHERS VIRTUALLY PRESENT:** Superintendent Robinson

**ELECTION OF ACTING CHAIRPERSON**

MOTION by **H. Burnett**, SECONDED by **R. Writer**, that Patricia Robinson serve as acting chairperson until the election of a President has been completed.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**PRESIDENT**

I, **R. Writer**, nominate **H. Burnett**, to serve as President of the Buchanan Board of Education until the Organizational Meeting in January of 2022.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**VICE PRESIDENT**

I, **K. Laesch**, nominate **R. Writer**, to serve as Vice-President of the Buchanan Board of Education until the Organizational Meeting in January of 2022.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SECRETARY**

I, **R. Writer**, nominate **K. Laesch**, to serve as Secretary of the Buchanan Board of Education until the Organizational Meeting in January of 2022.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**TREASURER**

I, **K. Laesch**, nominate **C. Lee**, to serve as Treasurer of the Buchanan Board of Education until the Organizational Meeting in January of 2022.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**ADOPTION OF AGENDA**

MOTION by **K. Laesch**, SECONDED BY Member **C. Lee** the agenda for the organizational board meeting of January 12, 2021 be adopted as written.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS** Dr. Burnett welcomed all those viewing online.

**COMMUNITY DIALOGUE** None.  
**CITIZENS CONCERNS**

**2021 COMMITTEE CHANGES** MOTION by **K. Laesch**, SECONDED by **R. Writer**, the Buchanan Board of Education approves the changes to the committee assignments.

2020 Committees	2021 Committees	Proposed meeting dates/weeks
Budget	*Finance	4th week of the month
Personnel	*Human Resources	4th week of the month
Technology	*Eliminate - technology is integrated in many of the big areas (communication, curriculum, facilities, etc.)	
Communication	Public Relations	1st week of the month
Curriculum Council	*Curriculum and Programming	1st week of the month
Capital Planning	*Facilities	4th week of the month
Board Policy	Board Policy	1st week of the month
Farm Advisory	Farm Advisory	Ad Hoc
Emergency/Security	Emergency/Security	Ad Hoc
Berrien/Cass School Board Association	Berrien/Cass School Board Association	
BRESA Voting Representative	BRESA Voting Representative	
MASB Voting Delegate & Legislative Representative	MASB Voting Delegate & Legislative Representative	

\*indicates a change

Our committee meetings begin at 5:30

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

**COMMITTEE ASSIGNMENTS** MOTION by **C. Lee**, SECONDED by **K. Laesch**, the Buchanan Board of Education appoints the following board members to the committees as specified below for the 2021 calendar year:

<b>FINANCE</b>	LEE	CARLSON	WRITER
<b>FACILITIES</b>	LEE	CARLSON	DR. BURNETT
<b>HUMAN RESOURCES</b>	WRITER	LAESCH	BERRY

<b>BOARD POLICY</b>	DR. BURNETT	WRITER	BERRY
<b>PUBLIC RELATIONS</b>	LAESCH	BERRY	CARLIN
<b>EMERGENCY/SECURITY</b>	DR. BURNETT	LEE	CARLSON
<b>BERRIEN/CASS SCHOOL BOARD ASSOCIATION</b>	LAESCH	ALT. CARLSON	
<b>BRESA VOTING REPRESENTATIVE</b>	DR. CARLIN	ALT. LEE	
<b>MASB VOTING DELEGATE &amp; LEGISLATIVE REPRESENTATIVE</b>	DR. BURNETT	ALT. BERRY	
<b>FARM ADVISORY</b>	LAESCH		
<b>CURRICULUM &amp; PROGRAMMING</b>	DR. CARLIN WRITER		

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

#### **BUILDING LIAISONS**

MOTION by **K. Berry**, SECONDED by **K. Laesch**, the Buchanan Board of Education appoints the following board members to serve in the capacity of building liaisons as specified below for the 2021 calendar year:

<b>BUCHANAN HIGH SCHOOL</b>	<b>DR. CARLIN</b>	<b>WRITER</b>
<b>BUCHANAN MIDDLE SCHOOL</b>	<b>BERRY</b>	<b>LEE</b>
<b>OTTAWA ELEMENTARY SCHOOL</b>	<b>LAESCH</b>	<b>CARLSON</b>
<b>MOCCASIN ELEMENTARY SCHOOL</b>	<b>CARLSON</b>	<b>BERRY</b>
<b>BUCHANAN VIRTUAL ACADEMY (BVA)</b>	<b>DR. CARLIN</b>	

Dr. Burnett serves as building liaisons to all schools. It was explained that should board members have children attending BCS schools, they could choose the schools that they attended.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

#### **LEGAL COUNSEL**

MOTION by **K. Laesch**, SECONDED by **R. Writer**, the Buchanan Board of Education appoints Thrun Law Firm of Lansing, Michigan as board legal counsel for the 2021 calendar year.

If needed, the board also approves the use of Clark Hill Law Firm specifically for legal counsel of personnel and human resource concerns.

Mrs. Robinson added that there was no retainer fee for Clark Hill and would only be using on an as needed basis. Both firms are specialized in education.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**SCHOOL DEPOSITORIES**

MOTION by **K. Laesch**, SECONDED by **R. Writer**, the following institutions be retained as depositories for the appropriate school funds for the 2021 calendar year:

<b>General Fund:</b>	<b>United Federal Credit Union</b>
<b>Payroll:</b>	<b>United Federal Credit Union</b>
<b>Food Service Fund:</b>	<b>United Federal Credit Union</b>
<b>Trust &amp; Agency Fund:</b>	<b>United Federal Credit Union</b>
<b>Debt Retirement Funds 2013:</b>	<b>United Federal Credit Union</b>
<b>Building &amp; Site Fund:</b>	<b>United Federal Credit Union</b>
<b>Miscellaneous Funds:</b>	<b>Honor Credit Union</b>
<b>Investments:</b>	<b>Michigan CLASS Investment Pool</b>

VOTE: C. Lee, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None    ABSTAINED: K. Berry    **MOTION ADOPTED**

**2021 BOARD CALENDAR**

MOTION by **C. Lee**, SECONDED by **K. Berry**, the 2021 Board of Education meeting calendar is approved as written.



## 2021 BOARD OF EDUCATION CALENDAR

401 West Chicago Street, Buchanan, MI 49107

Phone: (269) 695-8401

Pursuant to Public Acts No. 451, Article I, Part 3, Section 115, Paragraph (1), the calendar for the Buchanan Board of Education is hereby published. Meetings will be called for 6:00 p.m., unless advertised differently.

### THE PUBLIC IS INVITED TO ATTEND ALL MEETINGS OF THE BUCHANAN BOARD OF EDUCATION

Tuesday, January 12, 2021	Reorganizational Meeting	Virtual
Monday, January 18, 2021	Regular Meeting	High School
Tuesday, February 16, 2021	Regular Meeting	High School
Monday, March 15, 2021	Regular Meeting	High School
Monday, April 19, 2021	Regular Meeting	High School
Monday, May 17, 2021 This meeting is to begin at 7pm immediately following EOY Reception	Regular Meeting	High School
Tuesday, June 1, 2021	Regular Meeting	High School
Monday, June 21, 2021	Regular Meeting	High School
Monday, July 19, 2021	Regular Meeting	High School
Monday, August 16, 2021	Regular Meeting	High School
Monday, September 20, 2021	Regular Meeting	High School
Monday, October 18, 2021	Regular Meeting	High School
Monday, November 15, 2021	Regular Meeting	High School
Monday, December 13, 2021	Regular Meeting	High School

Upon request to the Business Manager, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

VOTE: C. Lee, K. Berry, C. Carlson, K. Laesch, S. Carlin, R. Writer, and H. Burnett

NAYS: None **MOTION ADOPTED**

#### QUESTIONS & COMMENTS FROM BOARD MEMBERS

Dr. Burnett welcomed new board members.

Mrs. Writer asked about meeting virtually for the next meeting. Board meetings are currently prohibited from meeting in person through January 15<sup>th</sup>. There has been an extension to allow virtual meetings through March 31, 2021.

Dr. Carlin asked about committee member meetings & times.

Mrs. Berry spoke about the Parent Advisory Committee and board member attendance.

**NEXT BOARD MEETING**

Monday, January 18, 2021 @ 6pm

**ADJOURNMENT**

6:41 pm

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Mrs. Kelly Laesch, Secretary, Board of Education  
*(Minutes adopted at the 2/16/21 meeting)*