

Sturgis Public School District, St. Joseph County
Minutes of the Organizational Meeting of the Board of Education
Held in the Sturgis Central Commons Board Room
Monday, July 20, 2015 – 5:30 p.m.

President Kerri Millett called the Organizational Meeting of the Board of Education to order at 5:32 p.m. in the Central Commons Board Room.

Present: Kerri Millett Scott Swihart Gwen Donmyer
Ann Bird Paul Gorsuch Dave Hamlin

Absent: Geoff Smith

Administration Dr. Thomas Langdon, Superintendent
Present: Julie Evans, Assistant Superintendent
Ray Sterling, Business Manager

Visitors: Dan Root, Michelle Patrick-Sturgis Journal, Mike Stiles-WBET Radio,
Von Metzger

A motion was made by Mr. Hamlin with support from Mr. Gorsuch to approve the agenda as presented. 6 ayes – 0 nays, motion approved.

Dr. Millett stated that the Finance Committee of the Board of Education had reviewed the following action items and had no questions. Recommendations by Dr. Thomas Langdon, Superintendent, for the Board:

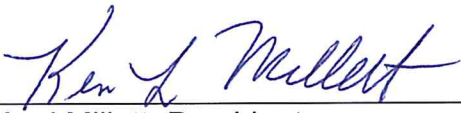
- A. The Board will use the Michigan Liquid Asset Fund and designate Sturgis Bank and Trust Co. as the local depository for Accounts Payable, Payroll, Trust and Agency, Flexible Spending, Capital Projects, and Debt Retirement Accounts. The Board designates Fifth Third Bank as the depository for Health Savings Accounts.
- B. The Board shall designate the Superintendent and/or Business Manager to sign checks, contracts, agreements, and purchase orders on its behalf and further, that all administrators be authorized to sign purchase orders and petty cash checks.
- C. The Board of Education will establish the schedule for study sessions and regular meetings. In general, the meetings will be held on the second and third Mondays of the month. The second Monday will be a study session in the SCC Board Room. The third Monday will be the regular meeting and location will vary, with meetings scheduled at each school building. There will normally be one scheduled meeting in July, August, December and February.
- D. Grant the Superintendent, Business Manager, Bookkeeper and Superintendent's Secretary the authority to access the District Safety Deposit Box.
- E. Authorize the Superintendent and Business Manager to attend and delegate as necessary the routine responsibilities of the Board Treasurer and Secretary including, but not limited to, investing funds, conducting elections, and posting

notices in accordance with Board Policy. The Board Finance Committee is charged with the task of approving recommendations for the movement of investments.

- F. Retain the Thrun Law Firm, P.C. for the 2015-2016 school year. Dresser, Dresser, Haas & Caywood will continue to be used for specific local issues.
- G. The Board shall designate the Superintendent, Business Manager, and / or Assistant Superintendent to apply for and oversee Federal and State Programs as required for Civil Rights Compliance.
- H. The Board shall designate the Business Manager as Electronic Transfer Officer (ETO).
- I. The Board shall approve program coordinators listed in public notices as required for Civil Rights Compliance.

There was a motion by Mr. Hamlin with support from Mr. Gorsuch to approve items A-I as presented. 6 ayes, 0 nays, motion approved.

Dr. Millett adjourned the organizational meeting at 5:42 p.m. after a motion of support by Mrs. Bird with support from Mrs. Donmyer. 6 ayes, 0 nays, motion approved.



Kerri Millett, President



Paul Gorsuch, Secretary

Sturgis Public School District, St. Joseph County
Minutes of the Combined Study Session/Regular Meeting of the Board of Education
Held in the Sturgis Central Commons Board Room
Monday, July 20, 2015 – 5:30 p.m.

The Combined Meeting of the Board of Education was called to order by President Kerri Millett at 5:43 p.m.

A motion was made by Mr. Hamlin with support from Mrs. Donmyer to approve the agenda as presented. 7 ayes – 0 nays, motion approved.

<u>Present:</u>	Kerri Millett	Paul Gorsuch	Gwen Donmyer
	Scott Swihart	Dave Hamlin	Ann Bird
	Geoff Smith		

Absent:

Administration	Dr. Thomas Langdon, Superintendent
<u>Present:</u>	Julie Evans, Assistant Superintendent
	Ray Sterling, Business Manager

<u>Visitors</u>	Dan Root, Michelle Patrick-Sturgis Journal, Mike Stiles-WBET Radio, Von Metzger
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<u>Public Comments:</u>	There were no public comments.
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<u>The Consent Agenda:</u>	June meeting minutes, financial statements and invoices were reviewed. There were no questions. A motion was made by Mr. Gorsuch with support from Mrs. Bird to approve the Consent Agenda. 7 ayes – 0 nays, motion approved.
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Action Items for immediate consideration:

A. Administrative Contracts

Contract increases were requested for Mr. Dan Root, Director of Facilities and Maintenance and for Mr. Ray Sterling, Business Manager. It was noted that both are taking on more duties and both increases were in the budget. Mr. Swihart requested more notice in the future. A motion was made by Mrs. Donmyer to authorize the increases. There was support from Mr. Smith. 7 ayes, 0 nays, motion approved.

B. Health Savings Account Contribution

It was requested by Mr. Sterling that the Board continue contributions to H.S.A. accounts for employees choosing the green (high deductible) plan. There was a motion to approve by Mr. Smith with support from Mr. Hamlin. 7 ayes, 0 nays, motion approved.

C. Bus Bid

Bids received were reviewed by Mr. Dan Root. He also noted that we have a new mechanic, Jason Hopper. There was a motion to award the bus bid for a used 2014 bus to Hoekstra Transportation by Mrs. Bird with support from Mr. Smith. 7 ayes, 0 nays, motion approved.

D. School Loan Revolving Fund Resolution

Mr. Sterling reviewed the annual resolution. There was a motion to approve by Mrs. Donmyer with support from Mr. Gorsuch. 7 ayes, 0 nays, motion approved.

Discussion Item:

A. 2015-2016 School Improvement Plan

Mrs. Julie Evans reviewed the plan process and goals. Grants are an important part of the plan.

In administrative reports Mr. Sterling had nothing further.

Mrs. Evans mentioned that Mr. Tommy Cameron is the new Director of CTE at the St. Joseph County ISD. There were more interviews today for the Wall Principal job. There are good candidates. Title I teacher interviews were last week.

Dr. Langdon reviewed status of summer projects, including SHS parking lot, Ivanhoe St. and SMS freezer. Other parking lots will have some repair work. The admin retreat will be Friday, August 14 at Camp Fort Hill. Von Metzger is doing well replacing Janene Kosman in technology. Plans are being discussed for a football tailgate with parent information available.

Mr. Dan Root mentioned that Jump Start (Summer School) began today. Mrs. Evans added that it is a four week program with new experiences built in, like field trips.

In Board Comments Mrs. Donmyer had seen information on a school with a friendship rock as a place for kids to gather and meet new friends. There is a friendship bench at Eastwood. Mrs. Bird took part in the Wall Principal interviews and also thought there were great candidates. The Eastwood garden is open and the building is looking good. Mr. Swihart thanked Mrs. Karen Stimson, Admin Asst. to Dr. Langdon for her efforts putting the information together for the Board of Ed meetings. He would like to see information out sooner to allow time for review, especially during the months with only one meeting. Mr. Gorsuch thanked those that work over the summer. Thanks to Von Metzger for tech help during his first official meeting.

At 7:00 p.m. there was a motion to adjourn to executive session by Mr. Smith with support from Mrs. Donmyer. Roll call – Ayes: Donmyer, Smith, Millett, Swihart, Hamlin, Bird and Gorsuch. Motion approved.

Combined Meeting Minutes

July 20, 2015

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At 7:47 p.m. there was a motion to resume open session by Mr. Smith with support from Mr. Hamlin. Roll call – Ayes: Donmyer, Smith, Millett, Swihart, Hamlin, Bird and Gorsuch. Motion approved.

Dr. Millett adjourned the meeting at 7:50p.m., after a motion by Mrs. Donmyer with support from Mr. Hamlin. 7 ayes, 0 nays, motion approved.



Kerri Millett, President



Paul Gorsuch, Secretary

AUTHORITY: Act 92, 2005, as amended
COMPLETION: Required
Due Date: August 1, 2015



Bureau of Bond Finance
School Loan Revolving Fund
430 W. Allegan
Lansing, MI 48922

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

**School Loan Revolving Fund
Annual Loan Application
Cover Transmittal**

School District Name Sturgis Public Schools

District Code 75-010

☐ Winter Levy ☒ Summer/Split Levy

PURPOSE: Use this form as a cover sheet and checklist when returning your Annual Loan Activity Application.
(Please check off indicated items)

☒ School Board certified resolution (with board votes recorded on page 2)

☒ Annual Loan Worksheet

☒ Copy of *Reconciled* Bank Statements

CONTACT PERSON IF CHANGED: Person to whom questions and correspondence concerning this application should be directed.

Name: Ray Sterling

Title: Business Manager

E-Mail Address: rsterling@sturgisps.org

Telephone #: 269-221-0931

Fax #: 269-659-1584

Certification: I have reviewed the application for the purpose of assuring that borrowing from the School Loan Revolving Fund has been minimized through proper allocation of the debt levy. I certify that the information contained in this application is complete and accurate in all respects.


(Signature of Authorized Officer)
refer to section 5 of the board resolution

Business Manager 7-20-15
(Title) (Date)

MAILING INSTRUCTIONS:

Return ONE copy by August 1, 2015 to TREASURY at the above address.

Direct questions to:

Cathy Clark, School Bond Loan Auditor

Telephone: 517-373-3962 Fax: 517-241-1233

For Treasury Use Only:

Borrow (Repay) _____

School Bond Qualification and Loan Program
School Loan Revolving Fund
Bureau of Bond Finance
Michigan Department of Treasury
430 W. Allegan
Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
For Participation in the School Bond Qualification and Loan Program

Legal Name of School District	District Code No.	County
Sturgis Public Schools	75-010	St. Joseph County

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 20th day of July, 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of July, 2015.

Paul Gorsuch
(Type or Print Name of Secretary)

Paul Gorsuch
(Signature of Secretary)

Geoff Smith
(Type or Print Name of Treasurer, Board of Education)

[Signature]
(Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by Kerri Millett, President.

Present: Members Millett, Donmyer, Bird, Hamlin, Swihart, Gorsuch, Smith

Absent: Members None

The following preamble and resolution were offered by Member Donmyer

and supported by Member Gorsuch

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2015)	7.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2015		\$ 1,024.64
Estimated amount to borrow from or repay to the SBLF and/or SLRF		965,885
Estimated accrued interest		5,569
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2016		972,478

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Business Manager is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members Millett, Donmyer, Bird, Hamlin, Swihart, Gorsuch, Smith

Nayes: Members None

Instructions for Internet us

1. Please enter data in the shaded areas only.

UNLIMITED TAX QUALIFIED BONDS

SCHOOL DISTRICT CODE: 75-010

SCHOOL DISTRICT NAME: Sturais Public Schools

TOTAL DEBT MII I AGE TO BE I EVIED:

75-010

Sturais Public Schools

700

2015 Taxable Valuation = 410 932 299

2010 Taxable Variation = 15,560,050

II 1701 Taxable Value =	13,500,000
Total Equivalent Value =	126 103 340

Total Equivalent Value = 428,492,349

Less: 2015 IFA, DDA, & LDFA Captured Value =:

2015 Summer or Split Annual Loan Worksheet

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
Bond Issue Date MM/DD/YYYY (If variable rate issue, indicate attach current P&I schedule) Due Nov 1, 2015	Debt Service Payment (Principal & Interest) Due May 1, 2016	Fees Due	Debt Service Payments (Principal, Interest & Fees) Total (b + c + d)	RECONCILED Debt Fund Balance, June 30, 2015 Including Cash, Investments, Accrued Interest, Transfers, etc.	Estimated \$ Delinquency	Funds Needed for Nov 2015/May 2016 Debt Service Payments (e - f + g)	Pro-rated Millage Allocation (h / total h) * total millage to be levied	Actual Millage Allocation *	(If "0"; enter "0")	Revenues to be Collected from 2015 Tax Levy (j * Taxable Value/1000)	Estimated Amount to Borrow from SLRF for Nov 2015-May
03/02/05											
02/12/15	864,197	2,110,600	750	2,975,547	223,760	143,301	2,895,088	5.129	4.800	2,047,163	847,925
02/12/15	167,301	1,046,271	750	1,214,323	223,760	65,680	1,056,242	1.871	2.200	938,283	117,959
Totals	1,031,498	3,156,871	1,500	4,189,870	447,520	208,981	3,951,331	7.000	7.000	2,985,446	965,885

* IF SIGNIFICANT ADJUSTMENTS ARE MADE TO THE ACTUAL MILLAGE ALLOCATION AS COMPARED TO THE PRORATED MILLAGE ALLOCATION, PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR BASIS.

NOTICE OF SPECIAL SCHOOL BOARD MEETING

**PLEASE TAKE NOTICE THAT THERE WILL BE A SPECIAL
MEETING OF THE BOARD OF EDUCATION OF STURGIS,
MICHIGAN:**

DATE OF MEETING: Wednesday, July 29, 2015

PLACE OF MEETING: Sturgis Central Commons
107 W. West St.
Sturgis, MI 49091

HOUR OF MEETING: 12:00 Noon

TO CONSIDER: Hiring of Wall Elementary
Principal

**TELEPHONE NUMBER OF
PRINCIPAL OFFICE OF
BOARD OF EDUCATION:** (269) 659-1502

**BOARD MIUNTES ARE
LOCATED AT THE PRINCIPAL
OFFICE OF THE BOARD OF
EDUCATION:**

107 W. West St.
Sturgis, MI 49091



Paul Gorsuch, Secretary

Sturgis Public School District, St. Joseph County
Minutes of the Special Meeting of the Board of Education
Held in the Sturgis Central Commons Board Room
Wednesday, July 29, 2015 – 12:00 p.m.

The Special Meeting of the Board of Education was called to order by President Kerri Millett at 12:00 p.m.

A motion to approve the agenda with the addition of a closed session to discuss superintendent evaluation was made by Mrs. Bird with support from Mrs. Donmyer. 7 ayes – 0 nays, motion approved.

<u>Present:</u>	Ann Bird	Dave Hamlin	Kerri Millett
	Gwen Donmyer	Scott Swihart	Geoff Smith
	Paul Gorsuch		

Absent:

Administration	Dr. Thomas Langdon, Superintendent
<u>Present:</u>	Julie Evans, Assistant Superintendent
	Ray Sterling, Business Manager

<u>Visitors:</u>	Michelle Patrick-Sturgis Journal, Brian Tallmadge, Nicole Airgood, Shawn Caldwell, Jill Lyn Caldwell, Michael Miller, Mike Stiles-WBET Radio
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<u>Public Comments:</u>	There were no public comments.
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<u>Action Items:</u>	<p>A. Hiring of Wall Elementary Principal</p> <p>Dr. Langdon reviewed the process in narrowing the field of candidates and making the selection for recommendation to the Board. A committee including Wall teachers and Board member Ann Bird, along with Julie Evans made up the interview committee. Dr. Millett asked Mr. Caldwell about his last position in Fremont, noting the positive comments from people he worked with. During his tenure, test scores went up from the 60's to the 90's.</p> <p>A motion was made by Mrs. Donmyer with support from Mr. Smith to offer Mr. Caldwell the Wall Principal position. 7 ayes, 0 nays, motion is approved.</p>
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In administrative reports Mr. Sterling had nothing further.

Mrs. Evans is still interviewing for teaching positions. More to follow.

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Dr. Langdon added that he will be attending an ISD retreat and BAA meetings next week. Work is almost complete on the high school parking lot.

In Board Comments Mr. Gorsuch welcomed the Caldwells. Mr. Swihart noted that Mr. Caldwell has big shoes to fill and that Wall is his building. Mr. Hamlin, Dr. Millett, Mr. Smith, Mrs. Bird and Mrs. Donmyer all offered their congratulations and welcomed the Caldwells, too. Mrs. Bird added that she was glad to be part of the process and thanked Mrs. Evans for her work on the interviews. It was then discussed that Dr. Millett and Mrs. Donmyer would switch buildings for the year. Anyone else wishing to switch should contact Mrs. Stimson.

The Board adjourned to executive session at 12:25 p.m. after a motion by Mr. Smith with support from Mr. Hamlin. Roll call – Swihart, Millett, Bird, Hamlin, Gorsuch, Smith and Donmyer voted aye. There were no nays. Motion approved.

At 12:45 p.m. there was a motion to resume open session by Mrs. Donmyer with support from Mr. Smith. Roll call- Swihart, Millett, Bird, Hamlin, Gorsuch, Smith and Donmyer voted aye. There were no nays. Motion approved.

Dr. Millett adjourned the meeting at 12:45 p.m., after a motion by Mr. Hamlin with support from Mr. Swihart. 6 ayes, 0 nays, motion approved. Mr. Smith left the meeting before the vote to adjourn.



Kerri Millett, President



Paul Gorsuch, Secretary