

BUCHANAN COMMUNITY SCHOOLS, BERRIEN COUNTY, MICHIGAN

JANUARY 21, 2025

ORGANIZATIONAL MEETING

BUCHANAN HIGH SCHOOL

**CALL TO ORDER**

**OPENING OF MEETING BY:** Superintendent Robinson opened the meeting at 6:05pm

**PLEDGE OF ALLEGIANCE**

Mrs. Robinson led the Pledge of Allegiance.

**CEREMONIAL OATH OF OFFICE**

Mrs. Robinson administered a Ceremonial Oath of Office to Kelly Laesch and Jake Brown.

**ROLL CALL**

**PRESENT:** C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

**ABSENT:** None

**OTHERS PRESENT:** Superintendent Robinson, Mark Kurland, Phil Place, Michelle Munyon

**ELECTION OF ACTING CHAIRPERSON**

MOTION by **H. Burnett**, SECONDED BY Member **K. Laesch**, that Superintendent Robinson serve as the acting chairperson until the election of a President has been completed.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**PRESIDENT**

I, **C. Carlson**, nominate **K. Berry**, to serve as President of the Buchanan Board of Education until the organizational meeting in January of 2026.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**VICE PRESIDENT**

I, **C. Carlson**, nominate **H. Burnett**, to serve as Vice President of the Buchanan Board of Education until the organizational meeting in January of 2026.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SECRETARY**

I, **H. Burnett**, nominate **K. Laesch**, to serve as Secretary of the Buchanan Board of Education until the organizational meeting in January of 2026.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**TREASURER**

I, **H. Burnett**, nominate **C. Carlson**, to serve as Treasurer of the Buchanan Board of Education until the organizational meeting in January of 2026.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**ADOPTION OF AGENDA**

MOTION by **K. Laesch**, SECONDED BY Member **J. Brackett**, the agenda for the organizational meeting of January 21, 2025 be adopted as written.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**RECOGNITION OF VISITORS**

Mrs. Berry & Mrs. Robinson welcomed all.

**POINTS OF PRIDE**

School Board Member Recognition

**SUPERINTENDENT &  
DEPARTMENT REPORTS**

Updates for BHS & CTE, BMS, Moccasin, Ottawa, Athletics & BVA, Business Office, Food Service, Information Technology, Transportation, and Operations & Instructional Systems were provided respectively.

**PRESENTATIONS**

None.

**INFORMATION/REPORTS &  
NEW BUSINESS**

Facilities Planning Committee – December 17<sup>th</sup> Meeting

Parent Advisory Committee – December 12<sup>th</sup> Meeting

Human Resources Committee – January 8<sup>th</sup> Meeting

Superintendent & Buck Parent Conversations – January 14<sup>th</sup> Meeting

**PUBLIC COMMENT**

None.

**ADOPTION OF CONSENT  
AGENDA**

MOTION by **J. Brackett**, SECONDED BY Member **K. Laesch**, the Board of Education approves the consent agenda for the organizational meeting of January 21, 2025 be adopted as written:

1. Minutes:

- 12-16-2024 Regular Meeting
- 1-14-2025 Work Session

2. Warrants:

- Treasury & Expenditure Reports – December 2024
- Dashboard – December 2024

3. Recommendations to Hire as submitted for:

Recommended Employee	Title
Lauren Powers	5th Grade Teacher
Renee Apolin	ECSE Teacher
Sheena Getz	Paraprofessional, Ottawa

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**2025 COMMITTEE  
AMENDMENTS**

MOTION by **C. Carlson**, SECONDED BY Member **K. Berry**, the Buchanan Board of Education approves the following committee Amendments:

- Addition of a Student Discipline Reinstatement Committee, which includes 2 board members and 1 alternate.
- Combining our Facilities Planning and Finance Committees into one named Facilities and Finance Committee.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**COMMITTEE  
ASSIGNMENTS**

MOTION by **H. Burnett**, SECONDED BY Member **K. Laesch**, the Buchanan Board of Education appoints the following board members to the committees as specified below for the 2025 calendar year.

COMMITTEE	MEMBER	MEMBER	MEMBER
	#1	#2	#3
FACILITIES & FINANCE	Carlson	Berry	Brown
HUMAN RESOURCES	Laesch	Berry	Brackett
BOARD POLICY	Burnett	Brackett	Carlin
PUBLIC RELATIONS	Brown	Carlin	Berry
EMERGENCY/SECURITY	Burnett	Carlson	Laesch
CURRICULUM & PROGRAMMING	Carlin	Laesch	Brackett
STUDENT DISCIPLINE REINSTATEMENT	Brown	Burnett	ALT. Carlin
BERRIEN/CASS SCHOOL BOARD ASSOCIATION	Carlson	ALT. BROWN	
BRESA VOTING REPRESENTATIVE	Berry	ALT. CARLSON	
MASB VOTING DELEGATE & LEGISLATIVE REPRESENTATIVE	Burnett	ALT. BRACKETT	
FARM ADVISORY	Laesch		

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**BUILDING LIAISONS**

MOTION by **J. Brackett**, SECONDED BY Member **C. Carlson**, the Buchanan Board of Education appoints the following board members to serve in the capacity of building liaisons as specified below for the 2025 calendar year:

BUCHANAN HIGH SCHOOL	Burnett	Berry	Carlin
BUCHANAN MIDDLE SCHOOL	Burnett	Carlson	Brackett
MOCCASIN ELEMENTARY SCHOOL	Burnett	Laesch	Carlson
OTTAWA ELEMENTARY SCHOOL	Burnett	Brackett	Laesch
BUCHANAN VIRTUAL ACADEMY (BVA)	Burnett	Brown	

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**LEGAL COUNSEL**

MOTION by **H. Burnett**, SECONDED BY Member **K. Laesch**, the Buchanan Board of Education appoints Thrun Law Firm of Lansing, Michigan as board legal counsel for the 2025 calendar year.

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

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**SCHOOL DEPOSITORIES**

MOTION by **K. Laesch**, SECONDED BY Member **H. Burnett**, the following institutions be retained as depositories for the appropriate school funds for the 2025 calendar year:

- Honor Credit Union
- United Federal Credit Union
- Michigan CLASS Investment Pool
- BMO Harris Bank
- UMB Financial Corporation

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, and H. Burnett

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

**AUDITOR SERVICES**

MOTION by **C. Carlson**, SECONDED BY Member **J. Brackett**, the Buchanan Board of Education approves the recommendation as submitted by Business Office Specialist, Carrie Brunsting, for utilization of audit services from Kruggel Lawton & Company.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**COOPERATIVE  
AGREEMENTS**

MOTION by **J. Brackett**, SECONDED BY Member **K. Laesch**, the Buchanan Board of Education approves the cooperative agreements for the 2025 calendar year with the following entities:

- REMC Association of Michigan
- School Speciality
- HPS Group Purchasing
- MSBO Bus Purchasing
- Grate Lakes Consotrium

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**BUCHANAN VIRTUAL  
ACADEMY GRADUATION  
CERTIFICATION**

MOTION by **H. Burnett**, SECONDED **K. Laesch**, upon satisfactory completion of district requirements for high school graduation, the Board of Education hereby approves:

Buchanan Virtual Academy Students:

- Aaron Howell
- Kahyly Mattimore
- Grace Karpinski
- Justin Schaff
- Pamela Owens

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**2025 CLOSE UP PROPOSAL  
FOR OVERNIGHT STUDENT  
TRIP**

MOTION by **C. Carlson**, SECONDED **H. Burnett**, the Buchanan Board of Education approves the Close Up Trip to Washington D.C. from March 23, 2025 returning March 28, 2025 in accordance with board policy #5506, under the supervision of Mr. Tony DeOrnellas.

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**DONATION APPROVALS  
OVER \$1,000**

MOTION by **J. Brackett**, SECONDED **K. Laesch**, the Buchanan Board of Education approves the following donations:

- To the CTE Auto Program  
2010 Toyota Prius, Value \$3,259

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None    **MOTION ADOPTED**

**2024-2025 BUDGET  
AMENDMENT**

MOTION by **C. Carlson**, SECONDED **H. Burnett**, the Buchanan Board of Education, in accordance with the General Appropriations Act, accepts the Buchanan

Community Schools amended budget appropriation resolution for the fiscal year 2024-2025 as presented. Said documents are to be entered into the minutes of this meeting and take immediate effect.

AMENDMENT TO GENERAL APPROPRIATION  
Resolution for Adoption by the Board of Education of  
Buchanan Community School District  
GENERAL FUND  
January 21, 2025

Resolved, that this resolution shall be the general appropriations of Buchanan Community School District for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Buchanan Community School District.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the general fund of the school district for fiscal year 2024-2025 which includes 18 mills of ad valorem taxes to be levied on non-homestead and non-qualified agricultural property to be used for operating purposes is amended as follows:

<u>Revenue:</u>	
1xx Local	\$ 3,123,049
2xx Other Political Subdivisions	-
3xx State	16,717,775
4xx Federal	526,128
5xx -6xx Other Financing Sources	688,549
TOTAL REVENUE	\$21,055,501
Total Fund Balance, July 1, 2024 Available to Appropriate	\$ 5,203,193
TOTAL AVAILABLE TO APPROPRIATE	\$ 26,258,694

Be it further resolved, that \$ 22,146,318 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures:</u>	
1xx Instruction	
11x Basic Programs	\$ 10,219,850
12x Added Needs	2,406,888
2xx Support Services	
21x Pupil Support	1,481,673
22x Instructional Staff Support	960,394
23x General Administration	509,686
24x School Administration	1,121,587
25x Business Services	383,793
26x Operations and Maintenance	2,436,669
27x Transportation	1,360,173
28x – 29x Other Central Support	909,454
3xx Community Services	6,150
4xx – 6xx Other Financing Uses	350,000
TOTAL APPROPRIATED	\$ 22,146,318
Projected June 30, 2025 Fund Balance	\$ 4,112,376

Further Resolved, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

This resolution shall take effect January 21, 2025

ROLL CALL VOTE: C. Carlson, J. Brackett, J. Brown, K. Laesch, S. Carlin, K. Berry, and H. Burnett

NAYS: None **MOTION ADOPTED**

**QUESTIONS & COMMENTS  
FROM BOARD MEMBERS**

Board members spoke.

**NEXT BOARD MEETING**

Tuesday, February 18 at 6:00pm.

**ADJOURNMENT**

6:54 pm

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Mrs. Kelly Laesch, Secretary, Board of Education  
(Minutes adopted at the 2/18/2025 meeting)