

# Local Governing Boards in Calhoun County – Overall

## Meeting Schedules, List of Contacts for Agenda Information, and Related Details

**County Board of Commissioners:** Meets on **1st & 3rd Thursdays** (unless holidays disrupt the regular schedule) starting at **7pm** in the Board Room, 3rd Floor, County Building, 315 West Green Street, Marshall 49068.

*Note:* The Board is no longer rotating its 3rd-Thursday meetings among Battle Creek, Marshall, and Albion City Halls.

**Mary Lou Barrett** – Deputy Clerk to the Board <[MBarrett@CalhounCountyMI.gov](mailto:MBarrett@CalhounCountyMI.gov)> (269) 781-0910

=> **Latest contact:** Agenda packet for March 18 meeting – received March 12. (Responded to info-update request 9/25, 10/19.)

The 2010 meeting schedule is here: <http://www.CalhounCountyMI.gov/Government/MeetingSchedules.htm>

Agendas for 2010 meetings are here:

<http://www.CalhounCountyMI.org/Departments/BoardOfCommissioners/Agendas/OverviewBOCAgendas.htm>

Agendas are available as MS Word, WordPerfect, and PDF files. Attachments or even full packets may also be available in PDF format.

Minutes for 2009 (and a few videos of meetings) are here:

<http://www.CalhounCountyMI.gov/ReferenceDesk/Minutes/BoardOfCommissioners/OverviewBOCMinutes.htm>

An agenda subscription will continue until you ask to no longer receive agendas.

"Citizens' Time" 2x/meeting (agenda & non-agenda items); go to podium, announce name & home community, speak for up to 5 minutes.

### City Commissions/Councils

**Albion City Council:** Meets on **1st & 3rd Mondays** (unless a holiday falls on a meeting Monday) starting at **7pm**

in the Council Chambers on the 2nd Floor of Albion City Hall, 112 West Cass Street, Albion 49224.

**Sandee MacGeorge** – Human Resources Coordinator & Administrative Assistant to City Manager <[SMacGeorge@ci.Albion.MI.US](mailto:SMacGeorge@ci.Albion.MI.US)> (517) 629-7176

=> **Latest contact:** Agenda for March 15 meeting – received March 11. (No response to September info-update request.)

Agendas are prepared in MS Word, and are usually sent out the Friday before a Monday meeting. They can be sent as attachments to e-mail.

The city presumes you want to renew/continue a subscription until you ask to be removed from the list.

Minutes for 2007 and 2008 meetings, and 2009 meetings into September (in HTML format), are available on line and linked to:

[http://www.ci.Albion.MI.US/minutes/2007/2007council\\_minutes.htm](http://www.ci.Albion.MI.US/minutes/2007/2007council_minutes.htm)

This page's link to the next meeting's agenda offers a different e-mail for asking to be sent agendas: [eseaCityMgr@ci.Albion.MI.US](mailto:eseaCityMgr@ci.Albion.MI.US)

The city does not have FOIA or public-comment policies available in an electronic format. Hard copy of FOIA policy (4pp) is available.

**Battle Creek City Commission:** Meets on **1st & 3rd Tuesdays** starting at **7pm**

in the Commission Chambers on the 3rd floor of City Hall, 10 North Division Street, Battle Creek 49037

Commission meetings may be viewed live on Battle Creek AccessVision by Comcast cable subscribers who receive that channel.

**Deidre Laser** – Clerk/Battle Creek City <[DALaser@ci.Battle-Creek.MI.US](mailto:DALaser@ci.Battle-Creek.MI.US)> (269) 966-3348

<http://ci.Battle-Creek.MI.US/Services/Default.htm>

=> **Latest contact:** Notice of agenda for March 16 regular meeting – received March 12. (No response to info-update request.)

The clerk, as FOIA officer, can compile agendas into PDF format – but the City's preferred option for subscribers, media, etc. is to have its eGenda system send a notice with a link to an online agenda (itself hyperlinked to reports and other support information).

Agendas are generally prepared and posted the Thursday or Friday before a Tuesday meeting – and are available online here:

<http://www.golden-service.org/Pro/eGenda%206.nsf/Web%20Agendas%20and%20Minutes?OpenView>

This page also has links to minutes (also hyperlinked; drafts posted within 8 business days after meetings, approved at later meetings).

**Marshall City Council:** Holds regular meetings on **1st & 3rd Mondays** (unless a holiday falls on a meeting Monday) starting at **7pm**

in the Council Chambers on the 2nd Floor of Marshall City Hall, 323 West Michigan Avenue, Marshall 49068.

The meeting schedule is here: [http://www.cityofmarshall.com/reference/refdocs/2643-2010\\_CC\\_meeting\\_schedule.pdf](http://www.cityofmarshall.com/reference/refdocs/2643-2010_CC_meeting_schedule.pdf)

The Council also holds work-study meetings starting at **6pm** the same days – in the Conference Room across the hall.

**Tracy Nelson** – Deputy Clerk <[TNelson@CityofMarshall.com](mailto:TNelson@CityofMarshall.com)> OR

**Tom Tarkiewicz** – City Manager <[TTarkiewicz@CityofMarshall.com](mailto:TTarkiewicz@CityofMarshall.com)> <http://www.CityofMarshall.com/government/index.taf>

=> **Latest contact:** Agenda packet for March 15 meeting – received March 11. (Responded to info-update request Sept. 25.)

Agendas are in Acrobat PDF format, and are usually sent out (and posted on the City's Website) the Friday before a Monday meeting.

They can be found, along with formally approved minutes, at: <http://216.120.158.100/government/govClerk.taf>

The meeting schedule is here: [http://216.120.158.100/reference/refdocs/2332-2009\\_-\\_City\\_Council\\_Meeting\\_Schedule.pdf](http://216.120.158.100/reference/refdocs/2332-2009_-_City_Council_Meeting_Schedule.pdf)

As of the 2010/01/19 meeting, agenda **packets** are also being posted.

The city asks that, if you want to renew/continue a subscription, you notify the city a month before the old subscription ends.

Public comment: 5 minutes on agenda items, 5 minutes on non-agenda items.

Longer presentations can sometimes be arranged. Council may ask persons involved in an agenda item to speak or ask questions.

**Springfield City Council:** Meets on **1st & 3rd Mondays** starting at **7:30pm** at Springfield City Hall, 601 Avenue A, Springfield 49037.

**Kris Vogel** – Clerk/Springfield City <[KVogel@SpringfieldMich.com](mailto:KVogel@SpringfieldMich.com)> 269-965-2354, extension 58

[www.SpringfieldMich.com](http://www.SpringfieldMich.com)

or **Frank Peterson** – City Manager/Springfield City <[FPeterson@SpringfieldMich.com](mailto:FPeterson@SpringfieldMich.com)>

=> **Latest contact:** Agenda packet for March 15 meeting – received March 11. (Responded to info-update request Sept. 25.)  
Agendas and supporting documentation are forwarded in Adobe Acrobat PDF format some time before meetings.

## **Township Boards**

**Albion Township:** Meets on **2nd Mondays** starting at **7:30pm** at the Township Hall, 28051 F Drive South, Albion 49224.

**Thomas Frank** – Supervisor/Albion Township <[ThomasFrank3792@yahoo.com](mailto:ThomasFrank3792@yahoo.com)> (517) 629-2289

=> **Latest contact:** Agenda for **March 16, 2009** regular meeting – received March **17, 2009**. (No response to the September information-update request.)  
Agendas are prepared in MS Word format.

**Athens Township:** Meets on **1st Tuesdays** starting at **7:30pm** at Township Hall, 130 East Burr Oak, Athens 49011.

**Debera Denney** – Clerk/Athens Township <[ATFD278@aol.com](mailto:ATFD278@aol.com)> (269) 729-5305

=> **Latest contact:** Agenda for March 2 meeting – received March **2 at 7:02pm**. (No response to Sept. info-update request.)  
The Board has recently begun using a formal agenda for its meetings, and making copies available in MS Word format.  
Citizens can already subscribe to receive minutes of past meetings (which are also prepared in MS Word format).

**Bedford Charter Township:** Meets on **2nd Thursdays** starting at **7:30pm** at the Township Hall, 115 South Uldriks Drive, Battle Creek 49017.

**Alberta Duck** – Clerk/Bedford Charter Township <[Alberta@BedfordCharterTwp.com](mailto:Alberta@BedfordCharterTwp.com)> (269) 965-1999

or Kathy <[Kathy@BedfordCharterTwp.com](mailto:Kathy@BedfordCharterTwp.com)> (269) 968-6917

=> **Latest contact:** Agenda for **April 9** meeting – received April **9 at 9:25am**. (Responded to info-update request September 25.)  
Agendas are prepared in MS Word format, but can also be sent as rich text in body of e-mail.  
Meeting minutes are printed in the Battle Creek *Shopper News* monthly.

**Burlington Township:** Meets on **2nd Thursdays** starting at **6pm** at the Township Hall, 135 Elm Street (PO Box 69), Burlington 49029.

**Thomas Case** – Supervisor/Burlington Township <[ThomasCase@rocketmail.com](mailto:ThomasCase@rocketmail.com)> (517) 765-2323

=> **Latest contact:** Agenda for March 11 meeting – received March 10. (No response to September info-update request.)  
Agendas are prepared in MS Word.

**Clarence Township:** Meets on **2nd Mondays** starting at **7pm** at the Township Hall, 27052 R Drive North, Albion 49224.

**Sheryl Proteau** – Clerk/Clarence Township <[SProteau@springcom.com](mailto:SProteau@springcom.com)> OR

**Sheryl Proteau** – Clerk/Clarence Township <[Clarence\\_Twp@springcom.com](mailto:Clarence_Twp@springcom.com)> (possible new e-mail address) (517) 857-2288

=> **Latest contact:** Explanatory e-mail received March 17, **2009**. (No response to the September information-update request.)  
Agendas are prepared the day of the meeting, on a typewriter. They can be mailed or faxed after meetings on request.

**Clarendon Township:** Meets on **2nd Mondays** starting at **7:30pm** at the Township Hall, 21947 R Drive South, Homer 49245.

**Sharla Vincent** – Clerk/Clarendon Township <[ClarendonClerk@yahoo.com](mailto:ClarendonClerk@yahoo.com)>

=> **Latest contact:** < **no response yet** to the subscription request or to the September information-update request >

**Convis Township:** Meets on **2nd Tuesdays** starting at **7pm** in the Township Hall, 19500 15 Mile Road, Marshall 49068.

**Julia Schafer** – Supervisor/Convis Township <[TopBossLaw@yahoo.com](mailto:TopBossLaw@yahoo.com)> (269) 789-0654

<http://www.ConvisTownship.org>

=> **Latest contact:** Agenda for **January 13, 2009** meeting – received January 12, **2009**. (Clerk responded to information-update request September 25; said she would try to get agenda information to me on the Thursdays before meetings.)

Agendas are scanned into graphic files in Adobe Acrobat PDF format. (No agendas have been forwarded since January.)

However, response to information-update request suggested agendas may be coming in the future.)

Minutes of meetings for January to August 2009 are available on the township's Website. However, agenda information is not visible.

A downloadable meeting schedule, for more than just the Township Board, through March 2010 (1 page, PDF) is available at:

[http://www.ConvisTownship.org/literature\\_28328/2009\\_Convis\\_Township\\_Meeting\\_Schedule](http://www.ConvisTownship.org/literature_28328/2009_Convis_Township_Meeting_Schedule)

**Eckford Township:** Meets on **3rd Mondays** starting at **8pm** at the Township Hall, 21000 F Drive South, Marshall 49068.

*Note:* The Township's mailing address is reported (on the County's Website) as 6612 23 Mile Road, Homer 49245.

**Kimberly Hinkley** – Clerk/Eckford Township <[EckfordTwpClerk@aol.com](mailto:EckfordTwpClerk@aol.com)> (269) 781-9222

=> **Latest contact:** Agenda for March 15 regular meeting – received March 11.

Agendas are prepared in MS Word format; they are distributed (as far as possible) the Friday before the Monday of a meeting.

The township asks that a citizen who wants to renew a subscription contact them one month before the old subscription expires.

**Emmett Charter Township:** Meets on **2nd Thursdays** starting at **7pm** at the Harper Creek Community Schools Administration Building, 7454 B Drive North, Battle Creek 49014. *Note:* The address of the Township Hall is 620 Cliff Street, Battle Creek 49014.

**Gloria Maichele** – Clerk/Emmett Charter Township <[GMaichele@emmett.org](mailto:GMaichele@emmett.org)> (269) 968-0241 [www.emmett.org](http://www.emmett.org)

=> **Latest contact:** Agenda for **January 8, 2009** regular meeting – received January 6.

(Responded to information-update request September 25, saying all contact info listed was correct.)

Agendas are prepared in MS Word format. No formal subscription/distribution list, but the clerk has said she e-mails agendas on request.

**Fredonia Township:** Meets on **3rd Mondays** starting at **6:30pm** at the Fire Station-Township Hall, 8803 17 Mile Road, Marshall 49068.

**Ruth Albaugh** – Clerk/Fredonia Township <[Clerk@FredoniaTownship.com](mailto:Clerk@FredoniaTownship.com)> (269) 781-8115

or **Dianna Baker** – Sexton/Fredonia Township <[Sexton@FredoniaTownship.com](mailto:Sexton@FredoniaTownship.com)> <http://www.FredoniaTownship.com/>

=> **Latest contact:** Agenda for **November 16** regular meeting – received November 12.

Agendas are prepared around the Thursday of the week before the meeting, and reportedly can be e-mailed (or faxed) to requesters.

Text forms of agendas can also be sent in the body of e-mail messages.

**Homer Township:** Meets on **2nd Tuesdays** starting at **7pm** at the Municipal Building, 130 East Main Street, Homer 49245.

*Note:* The township's mailing address is reported (on the County's Website) as 386 Grandview Avenue, Homer 49245.

**Jennifer Johnson** – Clerk/Homer Township <[HomerTwnshp@broadstripe.net](mailto:HomerTwnshp@broadstripe.net)> (517) 568-5730

=> **Latest contact:** Agenda for March 8 regular meeting – received March 7.

Agendas are prepared in MS Word format.

They are not e-mailed to Board members before meetings – but when they are prepared, they can be sent to requesters.

Public comments: 3 minutes on non-agenda items near start of meeting ("Public Voice" time); Board may add time at end of meeting.

Citizens can also speak one time for 3 minutes on each agenda item after Board discussion and before the Board votes.

**Lee Township:** Meets on **2nd Wednesdays** starting at **7pm** in the Township Hall, 23045 21 Mile Road, Olivet 49076.

**Clayton Boesen** – Clerk and FOIA Administrator/Lee Township <[LeeTwp@sbcglobal.net](mailto:LeeTwp@sbcglobal.net)> (269) 749-9292

=> **Latest contact:** Explanatory e-mail received **February 3, 2009**; discussion and **jalp's** offer of technical assistance at February 4 meeting, **2009**. (No response to September information-update request.)

The township currently has only **hard-copy** agendas. A template file apparently exists, but monthly versions are not saved – just printed.

*Note:* A price of \$13.42 (including charging \$10 for a minimum 1 hour's labor) was quoted for mailing a copy of a 1-page agenda.

**Leroy Township:** Meets on **3rd Tuesdays** starting at **7pm** in the Community Room, Township Hall, 8146 4 Mile Road, East Leroy 49051.

**Sharon Gasser** – Clerk/Leroy Township <[Clerk@LeroyTownship.org](mailto:Clerk@LeroyTownship.org)> (269) 979-9421

=> **Latest contact:** Agenda for **November 17** regular meeting – received November **17 at 2:56pm**.

Agendas are prepared and offered in MS Word format.

**Marengo Township:** Meets on **last Tuesdays** (whether 4th or 5th Tuesday of that month) starting at **7pm**

at the Township Hall, 13995 23 Mile Road, Albion 49224.

**Doreen VanSickle** – Clerk/Marengo Township <[DSickle\\_2000@yahoo.com](mailto:DSickle_2000@yahoo.com)>

or **Robert Brownell** – Supervisor (& "FOIA Chair", according to a hard-copy message sent January 9, 2009) (269) 781-8422

=> **Latest contact:** Explanatory e-mail received **January 7, 2009**; discussion, offer of technical help at January 27, **2009** meeting.

*Note:* The township initially offered only a **hard-copy** subscription (which it claimed would cost it \$30 for 6 months).

However, the original FOIA request for **electronic** records was renewed based on Michigan statute and case law.

At last report (over a year ago), the township said it was checking what it could legally do.

**Marshall Township:** Meets on **3rd Mondays** starting at **7pm** at the Township Hall, 13551 Myron Avery Drive, Marshall 49068.

**Cynthia Sink** -- Clerk/Marshall Township <[Marshall\\_Twp@sbcglobal.net](mailto:Marshall_Twp@sbcglobal.net)> (269) 781-7976 <http://www.MarshallTownship.org/>

=> **Latest contact:** Agenda packet for March 15 regular meeting – received March 11.

Agendas prepared in MS Word format. Agenda packets are now available as well, in PDF format.

The township asks that a citizen who wants to renew a subscription contact them two months before the old subscription expires.

**Newton Township:** Meets on **2nd Tuesdays** starting at **7pm** at the Township Hall, 7988 G Drive South, Ceresco 49033.

**Mary Aldrich** -- Clerk/Newton Township <[NewtonClerk@comcast.net](mailto:NewtonClerk@comcast.net)> (269) 979-3212 [www.NewtonTwp.org](http://www.NewtonTwp.org)

=> **Latest contact:** Spreadsheet template of agendas for the year (in Excel format) – received **March 17, 2009**.

(Not updated since – and no response to the September information-update request.)

Agendas kept on monthly worksheets of yearly Excel spreadsheet file; no answer yet to follow-up question on how spreadsheet is updated.

**Pennfield Charter Township:** Meets on **2nd Tuesdays** starting at **7pm** at the Pennfield Middle School Cafeteria,

8587 Pennfield Road (= 8587 Q Drive North), Battle Creek 49017. Township office: 20260 Capital Ave NE, Battle Creek 49017.

**Kathleen R. Case** – Clerk/Pennfield Charter Township <[clerk@PennfieldTwp.com](mailto:clerk@PennfieldTwp.com)> (269) 968-8549

=> **Latest contact:** Agenda for March 9 regular meeting – received March 8.

Agendas are prepared in MS Word format. Minutes are posted here: <http://www.PennfieldTwp.com/minutes.php>

**Sheridan Township:** Meets on **3rd Tuesdays** starting at **7:30pm** at the Township Hall, 13355 29 Mile Road, Albion 49224.

**Brenda Heisler** – Clerk/Sheridan Township <[BBHeisler@yahoo.com](mailto:BBHeisler@yahoo.com)> (517) 629-2604

=> **Latest contact:** E-mail that agenda for budget meeting **March 17, 2009** was not ready as of 4pm March 16 – received March 16, **2009**. (No response to September information-update request.)

Reportedly, the board skips meeting some months – and agendas are sometimes not prepared until the day of the meeting.

Township uses a 3-minute rule for meeting comments (with identification and address of those speaking), and MTA FOIA cost guidelines.

**Tekonsha Township:** Meets **1st Mondays** (unless that Monday falls on a holiday, in which case the Board meets the following Tuesday) starting at **7pm** at Township Hall, 127 E. Jackson, Tekonsha 49092.

**Brad Smith** – Supervisor/Tekonsha Township <[TekTwpSup@charterinternet.com](mailto:TekTwpSup@charterinternet.com)> (517) 767-3366 or (517) 767-4234

=> **Latest contact:** Agenda for **June 1** regular meeting – received May 28. (Notice of new supervisor received June 6.) (No response to September information-update request.)

Agendas are prepared in MS Word format by noon on Thursday before a meeting. (A hard copy of the meeting schedule was offered.)

If you want more information about an item on the agenda, contact the township office.

The township does not have a written policy either on FOIA implementation and fees or on public comment at Board meetings.

## **Village Boards**

**Athens Village:** Meets on **2nd Tuesdays** starting at **7pm** at the Township Hall, 129 East Burr Oak Street (PO Box 116), Athens 49011.

**Bonnie Conant** – Clerk/Athens Village <[BonnieJC44@aol.com](mailto:BonnieJC44@aol.com)> (269) 729-5515

=> **Latest contact:** < **still no response yet** to the subscription request or to the September information-update request >

**Burlington Village:** Meets on **2nd Mondays** starting at **7:30pm** at the Village Office, 215 West Leroy Street (PO Box 99), Burlington 49029.

**Dan Caldwell** – Mayor/Burlington Village <[DanCaldwell\\_BurlingtonVillage@yahoo.com](mailto:DanCaldwell_BurlingtonVillage@yahoo.com)>

=> **Latest contact:** Agenda for **February 8** regular meeting – received February 7.

Agendas are prepared in Microsoft Works .WPS file format.

**Homer Village:** Meets on **1st Mondays** starting at **7pm** in the Municipal Building, 130 East Main Street (PO Box 155), Homer 49245.

**Teresa Hayes** – Clerk/Homer Village <[clerk@HomerMich.org](mailto:clerk@HomerMich.org)>

or **Jerry Stonebraker** – Manager/Homer Village <[manager@HomerMich.org](mailto:manager@HomerMich.org)>

(517) 568-4321

or **Dawn Renfroe** – Treasurer/Homer Village <[treasurer@HomerMich.org](mailto:treasurer@HomerMich.org)>

=> **Latest contact:** E-mail thanking jalp for ideas on posting agendas at the village's Website – received **March 18, 2009**. (Responded to information-update request September 25.)

Village reportedly asks anyone who wants an agenda subscription to ask the village office for a copy the Friday before each Monday meeting.

Village posts one agenda (in MS Word .DOC format), for the next upcoming meeting, at its Website: <http://www.HomerMich.org>

The agenda link is at: [http://www.HomerMich.org/Homer\\_documents/Homer\\_Village\\_Council\\_meeting\\_agenda.asp](http://www.HomerMich.org/Homer_documents/Homer_Village_Council_meeting_agenda.asp)

**Tekonsha Village:** Meets on **2nd Mondays** starting at **7pm** at the Village Office, 537 North Church Street (PO Box 301), Tekonsha 49092.

**Sara Miller** – Clerk/Tekonsha Village <[TekVillMI@cbpu.com](mailto:TekVillMI@cbpu.com)>

(517) 767-3725 or c/o Village Office (517) 767-4204

[www.cbpu.com/TekVillMI](http://www.cbpu.com/TekVillMI)

=> **Latest contact:** Telephone & e-mail correspondence **January 26, 2009**. (No response to September information-update request.)

The village has e-mail but was unfamiliar with attaching files to e-mails; offered to fax agendas. No co-ordination on transmission methods yet.

## **School Boards**

**Calhoun Intermediate School District:** Meets on **3rd Wednesdays** starting at **6:30pm** at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall 49068 (unless otherwise noted).

**ReNae Anderson** – Executive Assistant to the Superintendent/CISD <[AndersoR@CalhounISD.org](mailto:AndersoR@CalhounISD.org)> (269) 789-2450

=> **Latest contact:** Agenda for March 17 meeting – received March 11. (Responded to info-update request September 25.)

A page on CISD's Website has a meeting schedule for the 2009-10 school year: <http://www.CalhounISD.org/yourISD/CISDboard/>

Agendas are prepared in MS Word and Adobe Acrobat PDF formats.

If you want to continue a subscription past the time it expires, the CISD asks that you submit a new FOIA request.

**Kellogg Community College:** Meets on **3rd Wednesdays** starting at **6pm** from April to September, and at **6:30pm** from October to March;

Unless otherwise announced, meetings are at

the Board Room (Room 301A, Roll Health and Administration Building); KCC; 450 North Avenue; Battle Creek, MI 49017.

**Jamie Kline** – Executive Assistant to the President <[KlineJ@Kellogg.edu](mailto:KlineJ@Kellogg.edu)>

(269) 965-3931 x2204

=> **Latest contact:** Agenda for March 17 meeting, FOIA policy – received March 12. (New addition.)

Minutes of past Board meetings are available at: <http://www.Kellogg.edu/about/board.html>

Agendas are prepared in a type of MS Word format.

Subscriptions to "future issuances of regularly published public records" for up to six months ("unless extended") will be arranged through the President (as FOIA Co-ordinator), who may charge an escrow deposit of \$25 to cover costs.

**Albion Public Schools:** Meets on **2nd Tuesdays** starting at **7pm** at Crowell School, 1418 Cooper Street, Albion 49224.

**Susan Armistead** -- Administrative Assistant to the Superintendent <[SArmiste@Albion.K12.MI.US](mailto:SArmiste@Albion.K12.MI.US)> (517) 629-9166

<http://www.Albion.K12.MI.US/education/components/scrapbook/default.php?sectiondetailid=589>

=> **Latest contact:** Agenda for rescheduled March 16 meeting; received March 12. (No response to Sept. info-update request.)

Agendas are prepared in MS Word format. The district has said it will add requesters to the agenda distribution list.

The district is updating its Website, and aims to post agendas online soon. Minutes of past meetings are available at:

<http://www.Albion.K12.MI.US/education/components/docmgr/default.php?sectiondetailid=353&>

**Athens Area Schools:** Meets on **1st & 3rd Mondays** starting at **7pm** at Athens High School, 300 East Holcomb Street, Athens 49011.

**Diana Casselman** – Executive Secretary <[CasselD@Athens.K12.MI.US](mailto:CasselD@Athens.K12.MI.US)> (269) 729-5427

<http://www.AthensK12.org/index.php>

=> **Latest contact:** Explanatory e-mail claiming district posts agendas & minutes on its Website – received *February 2, 2009*.

Otherwise, the District has still made **no response yet** to the subscription request or the September information-update request.

Agendas for 2006-07 & 2007-08 school years are on line (in Adobe Acrobat PDF format) at: <http://www.AthensK12.org/agenda/>

Most recent agenda posted is for **October 20, 2008** meeting.

There is a schedule of 2009-2010 meetings posted at: <http://www.AthensK12.org/agenda/2009-2010.pdf>

**Battle Creek Public Schools:** Meets on **3rd Mondays** starting at **7pm** (unless holidays or school breaks interfere)

with work sessions starting at **5:30pm** (or other special meetings as needed and scheduled) before the regular meeting.

Meetings are usually held in the Fireplace Room, 3rd Floor, at Willard Library, 7 West Van Buren Street, Battle Creek 49017.

The January 2009 meeting will be held at Assembly Hall, Miller Stone Building, 77 Capital Avenue Northeast, Battle Creek 49017.

**Nichole Greene** – Administrative Secretary <[NGreene@Battle-Creek.K12.MI.US](mailto:NGreene@Battle-Creek.K12.MI.US)> (269) 965-9466

<http://www.BattleCreekPublicSchools.org/>

=> **Latest contact:** Agendas for **June** 15 meetings – received June 12. (No response to September info-update request.)

Agendas are prepared in MS Word format. Agendas are also being posted online (currently 2009/02/09 to 2010/01/13) at:

<http://moodle.Battle-Creek.K12.MI.US/course/view.php?id=1345>

**Bellevue Community Schools:** Meets on **1st & 3rd Mondays** starting at **6:30pm** in the High School /Jr. High Library at 576 West Love Street, Bellevue 49021.

**Diane Bass** – Administrative Assistant <[DBass@Bellevue-Schools.com](mailto:DBass@Bellevue-Schools.com)> (269) 763-9432

=> **Latest contact:** Agenda for **January 20, 2009** regular meeting – received January 19.

(Responded to information-update request September 29; said the district was in Eaton County – but Calhoun ISD lists it.)

A 2008-09 meeting schedule was posted at: [http://www.Bellevue-Schools.com/?School%20Board&page\\_id=32](http://www.Bellevue-Schools.com/?School%20Board&page_id=32) but is no longer.

Agendas are prepared and offered in MS Word format.

**Harper Creek Community Schools:** Meets on **2nd & 4th Mondays** starting at **7pm** at 7454 B Drive North, Battle Creek 49014.

(2nd-Monday meetings are regular meetings; 4th-Monday meetings are special meetings or Committee of the Whole meetings.)

**Gail Braman** – Executive Secretary to the Superintendent <[BramanG@HarperCreek.net](mailto:BramanG@HarperCreek.net)> (269) 441-6555

=> **Latest contact:** Agenda for March 22 special meeting – received March 19. (Responded to info-update request Sept. 25.)

Agendas and minutes are prepared in MS Word format. Minutes and some agendas are now also posted online:

[http://www.HarperCreek.net/group\\_profile\\_view.aspx?id=c43f0abf-ed78-41bd-982f-297a5a54ab7f](http://www.HarperCreek.net/group_profile_view.aspx?id=c43f0abf-ed78-41bd-982f-297a5a54ab7f)

**Homer Community Schools:** Meets on **3rd Mondays** (with exceptions posted on the Website) starting at **7pm** in the Media Center at Homer High School, 403 South Hillsdale, Homer 49245.

**Kathy Mills** – Finance <[MillKa@HomerSchools.net](mailto:MillKa@HomerSchools.net)> (517) 724-9332

=> **Latest contact:** Agenda for March 15 meeting – received March 12. (No response yet to September info-update request.)

2008-09 meeting schedule was posted at: <http://www.HomerSchools.net/index.php/Board-of-Education/Board-meetings>

Some agendas and minutes have been posted at: <http://www.HomerSchools.net/index.php/downloads?func=select&id=5>

(*Note:* As of this update, Website seems to be having problems.) Agendas are prepared in MS Word format.

**Lakeview School District:** Usually meets on **3rd Mondays** (though there are exceptions) starting at **7pm** in the Development Room at Territorial School, 15 Arbor Street, Battle Creek 49015.

**Karen Dysinger** – Administrative Executive Secretary to the Superintendent <[KDysinger@LakeviewSpartans.org](mailto:KDysinger@LakeviewSpartans.org)> (269) 565-2411

=> **Latest contact:** Agenda and packet of all supporting documents for **June** 15 regular meeting – received June 12.

(Responded to information-update request September 25.)

Agendas and supporting documents (in separate files) are prepared in PDF format and sent attached to one e-mail. Agendas are also available on the District's Website by 4pm the Friday before the Monday's meeting (click on District, then Board of Education).

Agendas July 2009-January 2010 posted at: <http://www.LakeviewSpartans.org/district.cfm?subpage=259551>

Minutes July-December 2009 posted at: <http://www.LakeviewSpartans.org/district.cfm?subpage=173798>

Past minutes for the current July 1-June 30 year (after final approval), and the yearly meeting schedule/calendar, are also available.  
Public comment: 30 minutes total, 3-5 minutes per person (Board President can cut time per person or Board can add overall time).

Speaker must give name, address; if representative of group, must say if her/his comments are the group's official position.

Delegation may pick 1 speaker; up to 15 minutes on 1 topic.

There are two times on the agenda for public comments, one toward the beginning of the agenda and the other toward the end.

**Mar-Lee Schools:** Meets on **2nd Tuesdays** starting at **8pm** at Mar-Lee School, 21236 H Drive North, Marshall 49068.

**William LeTarte** – Superintendent <[LeTarteW@Mar-Lee.org](mailto:LeTarteW@Mar-Lee.org)> (269) 781-5412 <http://www.Mar-Lee.org/>

=> **Latest contact:** Agenda for **May** 12 regular meeting – received May 7. (Responded to information-update request Sept. 27.)  
Agendas are prepared in MS Word format, and should be ready between Wednesday and Friday of the week prior to a meeting.

**Marshall Public Schools:** Work sessions on **2nd Mondays** and business sessions on **4th Mondays** starting at **7pm**.

*Exception:* December 14, 2009 was a combined work and business session.

Generally, meetings are in the Community Room, 100 East Green Street, Marshall 49068. However, there have been exceptions.

**Kimberly VanWormer** – Secretary to the Superintendent <[KVanWormer@Marshall.K12.MI.US](mailto:KVanWormer@Marshall.K12.MI.US)> (269) 781-1250, ext. 1105

or **Martha Robinson** – Secretary to the Assistant Superintendent <[MRobinson@Marshall.K12.MI.US](mailto:MRobinson@Marshall.K12.MI.US)> (269) 781-1250, ext. 1112

=> **Latest contact:** Agenda for March 22 meeting – received March 19. (Responded to info-update request September 25.)

**Board minutes and agendas are available here:** <http://www.Marshall.K12.MI.US/board.html>

Agendas are prepared in Adobe Acrobat PDF format, and usually sent out (and posted online) on the Friday before a Monday meeting.

**Olivet Community Schools:** Meets on **2nd & 4th Mondays** starting at **6:30pm** at the Middle School Library, 255 1st Street, Olivet 49076.

**Teresa Montague** – Secretary to Superintendent <[MontagT@OlivetSchools.org](mailto:MontagT@OlivetSchools.org)> (269) 749-9129 <http://www.OlivetSchools.org/>

=> **Latest contact:** Agenda for February 22 meeting – received February 22. (Responded to information-update request Sept. 25.)

Agendas are prepared and distributed in Adobe Acrobat PDF and/or MS Word .DOCX file format;

supporting information is reportedly only available in hard copy.

**Pennfield Schools:** Meets on **3rd Mondays** starting at **7pm** in the Library of the Middle School,

8587 Q Drive North (= 8587 Pennfield Drive), Battle Creek 49017.

**Kathy Swartz** – Receptionist/Technology <[SwartzK@Pennfield.net](mailto:SwartzK@Pennfield.net)> (269) 441-5531 <http://www.Pennfield.K12.MI.US/>

=> **Latest contact:** < **still no response yet** to the subscription request or the September information-update request >

Agenda for most recent meeting seems to be posted at: <http://www.boarddocs.com/mi/penn/Board.nsf/Public>

Website has 2009-10 meeting schedule posted at: <http://www.Pennfield.K12.MI.US/admin/board.htm>

**Tekonsha Community Schools:** Meets on **2nd Tuesdays** starting at **7pm**

in the High School Media Center, 245 South Elm Street, Tekonsha 49092.

**Madilyn Upston** – Administrative/Elementary Secretary <[MUpston@Tekonsha.K12.MI.US](mailto:MUpston@Tekonsha.K12.MI.US)> (517) 767-4121, ext. 300

=> **Latest contact:** Agenda for **March** 10, **2009** regular meeting – received March **17, 2009**.

(Responded to information-update request September 25, with 2009-10 meeting schedule.)

2008-09 meeting schedule posted at: <http://www.Tekonsha.K12.MI.US/08-09/2008-09%20Board%20Meetings.htm>

2009-10 schedule not yet posted, but reported to be same (2nd Tuesdays at 7pm). Agendas are prepared in MS Word format.

**Union City Community Schools:** Meets on 3rd Mondays starting at 7pm in the High School Media Center,

430 Saint Joseph Street, Union City 49094

**Kelly AcMoody** – Administrative Assistant <[KAcMoody@UnionCitySchools.org](mailto:KAcMoody@UnionCitySchools.org)> (517) 741-3300

<http://www.UnionCitySchools.org/>

=> **Latest contact:** Agenda for March 15 meeting – received March 10. (Responded to info-update request September 28.)

Agendas are prepared in Adobe Acrobat PDF format.

The district asks that a citizen who wants to renew a subscription contact the district when the old subscription is done.

*The next three listings are for charter schools (public school academies), which are publicly funded and thus subject to FOIA.*

**Arbor Academy/Battle Creek:** < *meeting date/time unknown*; place is presumably > at the school, 55 Arbor Street, Battle Creek 49015.

Arbor Academy/Battle Creek <[information@Arbor-Academy.org](mailto:information@Arbor-Academy.org)> (269) 963-5851 <http://www.Arbor-Academy.org>

=> **Latest contact:** < **still no response yet** to the subscription request or the September information-update request >

**Endeavor Charter Academy:** Meets **every other month**; first known meeting was on **3rd Wednesday** starting at **5:30pm**

at the school, 380 North Helmer Road, Springfield 49037.

**Theresa Sacharski** – Partner Services Administrative Coordinator/Co-ordinator/National Heritage Academies (sponsor)

<[TSacharski@HeritageAcademies.com](mailto:TSacharski@HeritageAcademies.com)>

(877) 223-6402, extension 2836 to NHA; (269) 962-9300 to Endeavor <http://Endeavor.HeritageAcademies.com/>

=> **Latest contact:** Agenda packet for March 17 meeting – received March 8. (Responded to info-update request Sept. 29.)

Agenda packets are sent in Adobe Acrobat PDF format. Subscriptions should be renewed at the end of the subscription period.

Public comment: Typically at end of meeting (as shown on the agenda). Citizens are expected to address the board in a respectful manner.

**Marshall Academy:** Generally meets on **2nd Thursdays** starting at **6:30pm** at the school, 18203 Homer Road, Marshall 49068.

**Brent Swan** – Headmaster/Marshall Academy <[BSwan@MarshallAcademy.org](mailto:BSwan@MarshallAcademy.org)> (269) 781-6330

or **Stephanie Wigginton** <[SWigginton@MJManagement.com](mailto:SWigginton@MJManagement.com)>

<http://www.MarshallAcademy.org/>

or **Kelly Inch** <[KInch@MJManagement.com](mailto:KInch@MJManagement.com)>

=> **Latest contact:** Agenda for March 11 meeting – received March 5. (No response to September info-update request.)

The Academy has agreed to e-mail agendas; requesters who do not receive agendas before the meeting can contact the Headmaster.

*The next three listings are for religious schools, which are not publicly funded and so not subject to FOIA. No info-update request was sent.*

**Battle Creek Area Catholic Schools:** Meets on **3rd Mondays** of *every other month* (or the 4th Monday if the 3rd Monday is a holiday)

starting at **5:30pm** at the St. Joseph's Church Parish Center, 61 North 23rd Street, Battle Creek 49015.

*Note:* Mail addressed to the Board should be sent to 63 North 24th Street, Battle Creek 49015.

**Father Bob Creagan** – Pastor Administrator <[FatherCreagan@BCACS.org](mailto:FatherCreagan@BCACS.org)> (269) 963-1131

=> **Latest contact:** Explanatory e-mail received **January 24, 2009.**

A meeting schedule used to be posted as part of this Webpage, but is no longer: [http://www.BCACS.org/contacts\\_maps.htm](http://www.BCACS.org/contacts_maps.htm)

BCACS has said it does not have “electronic subscriptions” to agendas – but meetings are open, and agendas are available at them.

**Battle Creek Christian School:** < *meeting date/time unknown*; place is presumably > at the school, 1035 Wagner Drive, Battle Creek 49017.

Battle Creek Christian Schools <[info@BCChristian.org](mailto:info@BCChristian.org)> (269) 963-0649 or (269) 963-7936 <http://www.BCChristian.org>

=> **Latest contact:** < **still no response yet** to the meeting-agenda information request >

**Calhoun Christian School:** Meets on **2nd Mondays** < *time unknown* > at the school, 20 South Woodrow Avenue, Battle Creek 49015.

**Rick Weesner** – President/Board of Directors <[RWeesner@CalhounChristian.org](mailto:RWeesner@CalhounChristian.org)> (269) 965-5560

<http://www.CalhounChristian.org/contacts.htm>

=> **Latest contact:** E-mail saying CCS “does not distribute administrative information to the general public” – received **January 19, 2009.**

ask board president, in writing (e-mail OK) one week in advance, for approval to address the board; outline purpose/content of remarks; addresses are usually scheduled near the start of the meeting; generally, there is a 5-minute time limit

## **Library Boards**

**Albion District Library:** Meets on **2nd Mondays** starting at **4:30pm** at the Library, 501 South Superior Street, Albion 49224.

Kathleen Seidl – Administrative Assistant <[KSeidl@AlbionLibrary.org](mailto:KSeidl@AlbionLibrary.org)> (517) 629-3993

=> **Latest contact:** Agenda for **April** 13 regular meeting – received April 8. (No response to September info-update request.)

Agendas are prepared in MS Word and/or included in the body of an e-mail message, usually a few days before the meeting.

**Athens Community Library:** < *meeting date/time unknown*; place is presumably > at the Library, 106 East Burr Oak, Athens 49011.

**Diane K. Garlets** – Director [no electronic contact information known] (269) 729-4479

=> **Latest contact:** < **still no request made yet** . . . because there is still **no known electronic contact information** >

**Burlington Township Library:** < *meeting date/time unknown*; place is presumably > at the Library, 135 North Elm Street, Burlington 49029.

**Rosemary Mottinger** – Director <[BurlingtonLibrary@CharterInternet.com](mailto:BurlingtonLibrary@CharterInternet.com)> (517) 765-2702

=> **Latest contact:** < **still no response yet** to the subscription request – or to the September information-update request >

**Homer Public Library:** Meets on **4th Mondays** of *every other month* starting at **5pm** at the Library, 141 W. Main Street, Homer 49245.

**Sandi Van Wert** – Director <[HPL@cablespeed.com](mailto:HPL@cablespeed.com)> (517) 568-3450

=> **Latest contact:** Agenda for **September** 28 meeting – received September 25. (Responded to info-update request Sept. 25.)

Agendas are prepared in MS Word or pasted into e-mail in plain text, and are expected to be ready about a week before the meeting.

**Marshall District Library:** Meets on **2nd Tuesdays** starting at **7pm** at the Library, 124 West Green Street, Marshall 49068.

**Laurie St. Laurent** – Library Director <[StLaurentL@MarshallDistrictLibrary.org](mailto:StLaurentL@MarshallDistrictLibrary.org)> (269) 781-7821, extension 11

<http://www.MarshallDistrictLibrary.org/>

=> **Latest contact:** Agenda for **January** 12 regular meeting – received January 7.

Agendas are prepared in HTML format (or MS Outlook Express format and included in the body of an e-mail message: plain or rich text).

**Tekonsha Township Public Library:** < *meeting date/time unknown*; place is presumably > at the Library,  
230 South Church Street, Tekonsha 49092.

Leslie B. Waltz – Director [no electronic contact information known]

(517) 767-4769

=> **Latest contact:** < *still no request made yet* . . . because there is still **no known electronic contact information** >

**Willard Public Library:** Meets on **3rd Wednesdays** starting at **5pm** in the meeting room of the Library, 7 W. Van Buren, Battle Creek 49017.

**Rick Hulsey** – Director <[RHulsey@Willard.Lib.MI.US](mailto:RHulsey@Willard.Lib.MI.US)>

*Note:* packet now comes from

or **Amanda Paffhausen** – Systems Administrator <[AFryer@Willard.Lib.MI.US](mailto:AFryer@Willard.Lib.MI.US)>

(269) 968-8166

[workcentre@Willard.Lib.MI.US](mailto:workcentre@Willard.Lib.MI.US)

or **Bridget Banks** – Administrative Assistant <[BBanks@Willard.Lib.MI.US](mailto:BBanks@Willard.Lib.MI.US)>

=> **Latest contact:** Agenda packet for March 17 meeting – received March 9. (Responded to info-update request Sept. 30.)

Agendas and information packets are being provided in Adobe Acrobat PDF format and can be downloaded from the Library's Website:

[http://www.Willard.Lib.MI.US/rooms/portal/page/21336 About the Library](http://www.Willard.Lib.MI.US/rooms/portal/page/21336>About%20the%20Library) (pull-down options on left side of page)

The page also has links to approved minutes of previous meetings, and financial reports (also in Adobe Acrobat PDF format).

The 2009-10 meeting schedule is here: [http://www.Willard.Lib.MI.US/rooms/images/wpll\\_images/2009\\_2010schedule.pdf](http://www.Willard.Lib.MI.US/rooms/images/wpll_images/2009_2010schedule.pdf)

"Public Comment" is item II (of VIII) on the basic order of business for regular meetings. President sets guidelines at each meeting to:

1) give attendees equal chance to be heard; 2) maximize value of information provided; 3) avoid/reduce repetition or redundancy.

## **What Else Should Be Here?**

Should we be posting the latest available agendas here? If we have someone observing a particular governing body, should we try posting reports from them? (Or would linking to those reports be enough?) What other local governing bodies should we be watching? (Planning Commissions or Zoning Boards of Appeals? The Road Commission?) Should this page be split up into different pages for the county, cities, townships, villages, etc.? Or should each local governing unit get its own page? Should we set up another page with everybody's FOIA policies and contact information for FOIA requests? (Well, *that* I've done some work on . . . in [PDF](#) and [HTML](#).)

If you have ideas or suggestions – or if you see something here that needs to be corrected (a link, a contact point or person, whatever) – *please contact* **John Anthony La Pietra** via:

e-mail: <[jalp@triton.net](mailto:jalp@triton.net)>

phone: (269) 781-9478

mail: 386 Boyer Court / Marshall, MI 49068

last updated: 5:30pm March 19, 2010

back to [jalp's home page](#)