

**Almont Community Schools  
Minutes for Organizational Meeting  
January 5, 2021  
7:00 p.m. via Zoom**

**Call to Order at 7:00 pm**

**Pledge of Allegiance**

**Oath of Office** (A. Edwards and J. Wade)

**Roll Call** - All Present

**Visitors** – 9

**Approval of Agenda** – No additions or deletions to the agenda

**Reorganization of the Board**

Motions for the offices of President, Vice President, Secretary and Treasurer were offered and voted upon. The President was chosen first, **then assumed the chair to conduct the election of the other positions.**

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***Nominations for President***

Sullivan nominates Mitchell as President for the 2021 calendar year.

**Superintendent** – are there any other nominations for President?

O’Neil nominates Miles as President for the 2021 calendar year.

Motion by Sullivan that nominations be closed and votes are cast for President of the Almont School Board for the 2021 calendar year.

Supported by: O’Neil

**Roll Call to close nominations:**

Ayes – Sullivan, Walton, Mitchell, Edwards, Wade, Miles, O’Neil

Nays – None

The **Superintendent** calls for a roll call vote on the nomination of Jennifer Mitchell for School Board President for the 2021 calendar year.

**Roll Call Vote:**

Ayes: Walton, Mitchell, Edwards, Wade, Sullivan

Nays: O’Neil, Miles

Jennifer Mitchell is the new BOE President

**P, 1, 5-2-0**

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***Nominations for Vice-President***

Sullivan nominates Walton, as Vice-President for the 2021 calendar year.

**President-** are there any other nominations for Vice President? - None

Motion by Sullivan, that nominations be closed and votes are cast for Walton as Vice-President of the Almont School Board for the 2021 calendar year.

Supported by: Miles

The **President** calls for a roll call vote on the nomination of Walton for Vice-President for the 2021 calendar year.

**Roll Call Vote:**

Ayes: Wade, Sullivan, O’Neil, Edwards, Miles, Mitchell, Walton

Nays: None

Dallas Walton is the new BOE Vice President

**P, 2, 7-0-0**

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***Nominations for Secretary***

O’Neil nominates Miles as Secretary for the 2021 calendar year.

**President** – are there any other nominations for Secretary? None

Motion by O’Neil that nominations be closed and votes are cast for Miles as Secretary of the Almont Board of Education for the 2021 calendar year.

Supported by: Sullivan

The **President** calls for a roll call vote on the nomination of Miles for Secretary for the 2021 calendar year.

Roll Call Vote:

Ayes: Sullivan, O’Neil, Edwards, Miles, Walton, Wade, Mitchell

Nays: None

John Miles will remain Secretary of the BOE.

**P, 3, 7-0-0**

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***Nomination for Treasurer***

Walton nominates O’Neil as Treasurer for the 2021 calendar year.

Discussion – O’Neil is not interested in Treasurer position.

O’Neil nominates Sullivan as Treasurer for the 2021 calendar year.

**President** – are there any other nominations for Treasurer? None

Motion by O’Neil , that nominations be closed and votes are cast for Sullivan, as Treasurer of the Almont Board of Education for the 2021 calendar year.

Supported by: Walton

The **President** calls for a roll call vote on the nomination of Sullivan for Treasurer for the 2021 calendar year.

Roll Call Vote:

Ayes: Miles, Walton, O’Neil, Wade, Edwards, Sullivan, Mitchell

Nays: None

Mike Sullivan will remain Treasurer of the BOE

**P, 4, 7-0-0**

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**Approval of Board Policies**

Moved by Walton supported by Sullivan, the Board of Education adopt all Bylaws and Polices of the previous Board of Education subject to revision as necessary.

**P, 5, 7-0-0**

**Roll Call Vote:**

Ayes: Walton, O'Neil, Miles, Wade, Edwards, Sullivan, Mitchell

Nays: None

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**Establishing Location, Time and Dates of Board of Education Meetings**

Moved by Miles, supported by Sullivan Meetings of the Almont Board of Education be held in the Media Center, at Almont High School, 4701 Howland Rd., Almont, Michigan at 7:00 p.m. on the Fourth Monday of each month except for the month of December. This meeting will be set for the Third Monday of the month. The dates of the Meetings of the Board of Education be as follows:

7:00 p.m.  
*January 25, 2021*  
*February 22, 2021*  
*March 22, 2021*  
*April 26, 202*  
*May 24, 2021*  
*June 28, 2021*  
*July 26, 2021*  
*August 23, 2021*  
*September 27, 2021*  
*October 25, 2021*  
*November 22, 2021*  
*\*December 13, 2021*  
*\*third Monday*

and further, that Committee, Informational and Special Meetings of the Board shall be held in the Board Conference Room of Almont High School at 4701 Howland Rd., Almont, Michigan subject to call.

**P, 6, 7-0-0**

**Roll Call Vote:**

Ayes: O'Neil, Miles, Wade, Edwards, Sullivan, Walton, Mitchell

Nays: None

**(Discussion about Zoom Meetings vs. Media Center)**

**Naming of Depositories**

Moved by Miles supported by O'Neil the Board of Education name the following depositories for the General Fund, Food Service Fund, Payroll Account, Trust & Agency Funds, FSA Maintenance Account, HRA Account, Procure, Payschools, Athletics, 2016 Refunding, 2012 Refunding, 2014 Sinking Fund, Accounts Payable Account, 2013 SBL Refinance, and 2013 Refunding and:

ChoiceOne  
Tri-County Bank  
PNC Bank  
US Bank

Huntington Bank  
(hereinafter referred to as "Banks").

That the Banks are hereby designated as Trustees on behalf of the Almont Community School District (hereinafter referred to as "Local Unit") and authorized to accept the Local Unit's surplus funds for deposit as defined in Michigan Public Act 367 of the Public Acts of 1982 (hereinafter referred to as "Act") or other appropriate regulation.

That the Treasurer, Superintendent and Administrator of Finance of the Local Unit be, and are hereby authorized to enter into a trust agreement with the Banks providing for the investment of surplus funds in accordance with the Act or other appropriate regulation.

That any agreements, authorizations or directions required to be signed or given in connection with the intent of this Resolution may be signed or given by Treasurer, Superintendent of Schools and Administrator of Finance, whose signatures shall be duly certified to the Banks and the Banks hereby are authorized to accept any surplus funds for investment in accordance with the Act and any agreement entered into between the Local Unit and Bank in connection herewith.

That the authority given by this Resolution is in addition to, and shall not amend or repeal any depository or investment authority granted by any other Resolution of the Local Unit.

**P, 7, 7-0-0**

**Roll Call Vote:**

Ayes: Miles, Wade, Edwards, Sullivan, Walton, O'Neil, Mitchell

Nays: None

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**Authorization of Officials to Sign Checks (two motions)**

**(First Motion)**

Moved by Sullivan, supported by Walton, the Board of Education authorize the following officials to sign checks for the appropriate accounts, at the same time removing all previous signees from the accounts.

**Miscellaneous Accounts**

(Including General Fund, Food Service Fund, 2016 Refunding, 2012 Refunding, Accounts Payable, FSA Maintenance Account, Procure, Payschools, Athletics, FSA, HRA, SBL Refinance 2013, 2014 Sinking Fund and Refunding 2013)

2 of 5: Officers of the Board -  
Board President, Jennifer Mitchell  
Vice President, Dallas Walton  
Secretary, John Miles  
Treasurer, Michael Sullivan  
Other: Superintendent William Kalmar

**Payroll and Withholding Accounts**

Payroll and Withholding  
2 of 5: Superintendent, William Kalmar,  
Board President, Jennifer Mitchell  
Vice President, Dallas Walton  
Board Secretary, John Miles

Board Treasurer, Michael Sullivan

**Trust & Agency Accounts**

**High School account ending in 9889**

2 of 4: Building Principal, Elizabeth Gallagher  
Head Secretary, Joyce Burkland  
Superintendent, William Kalmar  
Dean of Students, Ross Gauthier

**High School – Athletic Account ending in 6731**

2 of 4: Building Principal, Elizabeth Gallagher  
Athletic Secretary, Debbie Lemon  
Superintendent, William Kalmar  
Athletic Director, Ross Gauthier

**Middle School**

2 of 4: Building Principal Kimberly VonHiltmayer,  
Head Secretary Terrie Graat,  
Superintendent William Kalmar,  
Dean of Students Jay Zieglowsky

**Orchard Primary**

2 of 3: Building Principal, Jamie Miller  
Head Secretary Susan Stone,  
Superintendent William Kalmar

**P, 8, 7-0-0**

**Roll Call Vote:**

Ayes: Wade, Edwards, Sullivan, Walton, O’Neil, Miles, Mitchell  
Nays: None

**(2<sup>nd</sup> Motion)**

**Use of Facsimile Signatures for Certain Checks**

Moved by Sullivan supported by Wade, the Board of Education authorize the use of facsimile signatures for checks under \$5,000 drawn on ChoiceOne Accounts Payable; and ChoiceOne Banks for payroll.

**P, 9, 7-0-0**

**Roll Call Vote:**

Ayes: Edwards, Sullivan, Walton, O’Neil, Miles, Wade, Mitchell  
Nays: None

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**Authorization for Transferring Funds and Receiving Account**

**Balances (two motions)**

**(First Motion)**

Moved by Sullivan, supported by Walton, the Board of Education authorize the Superintendent William Kalmar, Administrator of Finance Beth Granger, Board of Education President Jennifer Mitchell, Board Secretary John Miles or Board Treasurer Michael Sullivan to transfer funds to and from all accounts.

**P, 10, 7-0-0**

**Roll Call Vote:**

Ayes: Sullivan, O’Neil, Walton, Wade, Miles, Edwards, Mitchell  
Nays: None

**(Second Motion)**

Moved by Sullivan, supported by Walton, the Board of Education authorize the Administrator of Finance Beth Granger to receive account balances for all accounts.

**P, 11, 7-0-0**

**Roll Call Vote:**

Ayes: Walton, Sullivan, Miles, Edwards, O’Neil, Wade, Mitchell

Nays: None

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**Authorization to Invest Surplus Funds**

Moved by Sullivan, supported by Wade, the Board of Education authorize the Administrator of Finance as the designated agent of the Board Treasurer, to invest debt retirement funds, building & site funds, building and site sinking funds or general funds of the District in accordance with MCLA 380.1223, following generally accepted business practices and in the best interest of the District.

**P, 12, 7-0-0**

**Roll Call Vote:**

Ayes: Edwards, Wade, Miles, O’Neil, Walton, Sullivan, Mitchell

Nays: None

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**Establishing Standing Committees**

Moved by Miles, supported by Sullivan, the following Board Committees be established as Standing Committees for the 2021 calendar year:

- Building & Site Committee    Curriculum Committee
- Finance Committee            Policy Committee
- Personnel Committee

**P, 13, 7-0-0**

**Roll Call Vote:**

Ayes: O’Neil, Sullivan, Walton, Miles, Edwards, Wade, Mitchell

Nays: None

(Discussion – format of committees going forward and if that should be discussed at this time)

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**Setting of Board of Education Compensation**

Moved by Sullivan, supported by Wade, the wages for members of the Board of Education be set at \$20.00 per meeting, up to a maximum of 24 meetings per year, with the Board officers to receive the following additional payment:

- President:                    \$100.00
- Vice-President:            \$100.00
- Secretary:                 \$100.00
- Treasurer:                 \$100.00

**P, 14, 7-0-0**

**Roll Call Vote:**

Ayes: Sullivan, Miles, Edwards, Wade, O’Neil, Walton, Mitchell

Nays: None

(Discussion: concerning why the amounts are what they are)

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**Nominations to the MASB Delegate Assembly**

Moved by Sullivan, supported by Walton, that Edwards be nominated for the MASB Delegate Assembly and this Board direct the administration to forward this nomination immediately to MASB.

**P, 15, 7-0-0**

**Roll Call Vote:**

Ayes: Walton, Miles, Edwards, Wade, O’Neil, Sullivan, Mitchell

Nays: None

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**Representative at Intermediate School District Board of Education Meetings**

Moved by Miles, supported by Walton, that Wade be appointed as the Almont School Board's representative at the Lapeer County Intermediate School District Board of Education meetings.

**P, 16, 7-0-0**

**Roll Call Vote:**

Ayes: Miles, Edwards, Wade, O’Neil, Sullivan, Walton, Mitchell

Nays: None

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**Designation of Individuals Responsible for Posting Meetings**

Moved by Miles, supported by Sullivan, that the Administrative Assistant be appointed as the person responsible for posting meetings of the Almont Board of Education.

**P, 17, 7-0-0**

**Roll Call Vote:**

Ayes: Edwards, Wade, O’Neil, Sullivan, Walton, Miles, Mitchell

Nays: None

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**Public Comments**

None

**Board of Education Comments**

Mrs. O’Neil decided to resign and will submit letter by the end of the week.

Mr. Miles thanked Mrs. O’Neil for her service and apologized for his terrible internet service.

**Adjournment**

Moved by Miles, supported by Sullivan to adjourn the January 5<sup>th</sup>, 2021 Organizational Meeting at 8:05 pm.

**P, 18, 7-0-0**

**Roll Call Vote:**

**P, 18, 7-0-0**

Ayes: Wade, Edwards, Miles, Sullivan, O’Neil, Walton, Mitchell

Nays: None

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Date

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Jennifer Mitchell, President

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John Miles, Secretary