

**ALMONT COMMUNITY SCHOOLS  
MINUTES FOR ORGANIZATIONAL MEETING**

The Organizational Meeting of the Board of Education of the Almont Community Schools, No. 12, Counties of Lapeer, St Clair, Macomb and Oakland was held on Tuesday January 7, 2013, in the Board Meeting Room of Almont Elementary School, 401 Church Street, Almont, Michigan.

The meeting was called to order at 6:02 p.m.

**Present:** Nancy Boxey, John Miles, John Brzozowski, Scott Kmetz, Stephan Manko, Steven Hoffa, and Superintendent Joseph Candela.

**Absent:** Jonathan Owens

**Visitors:** None

**Pledge of Allegiance**

**Certification of Office - None**

**Roll Call**

Jonathan Owens was absent

**Approval of Agenda**

The agenda was approved as presented

**Reorganization of the Board**

**President:** Boxey nominates Hoffa as President for the 2014 calendar year.

Motion by Kmetz , supported by Miles, that nominations be closed and a unanimous vote cast for Hoffa as President of Almont School Board for the 2014 calendar year.

The Chairperson calls for vote on the nomination of Hoffa for School Board President for the 2014 calendar year.

(P), 1, 6-0-0

**Vice-President:** Boxey nominates Miles as Vice-President for the 2014 calendar year.

Motion by Boxey, supported by Manko that nominations be closed and a unanimous vote cast for Miles as Vice-President of Almont School Board for the 2014 calendar year.

The Chairperson calls for a vote on the nomination of Miles for Vice- President for the 2014 calendar year.

(P), 2, 6-0-0

**Secretary:** Miles nominates Boxey as Secretary for the 2014 calendar year.

Motion by Miles , supported by Brzozowski, that nominations be closed and a unanimous vote cast for Boxey as Secretary of Almont School Board for the 2014 calendar year.

The President calls for a vote on the nomination of Boxey for Secretary for the 2014 calendar year.

(P), 3, 6-0-0

**Treasurer:** Boxey nominates Brzozowski as Treasurer for the 2014 calendar year.

Motion by Boxey, supported by Manko, that nominations be closed and a unanimous vote cast for Brzozowski as Treasurer of Almont School Board for the 2014 calendar year.

The President calls for a vote on the nomination of Brzozowski for Treasurer for the 2014 calendar year.

(P), 4, 6-0-0

### **Approval of Board Policies**

Moved by Boxey a supported by Brzozowski the Board of Education adopt all Bylaws and Polices of the previous Board of Education subject to revision as necessary.

(P), 5, 6-0-0

### **Establish Location, Time and Dates of Board of Education Meetings**

Moved by Boxey supported by Kmetz the Regular Meetings of the Almont Board of Education be held in the Board of Education Meeting Room at 401 Church Street, Almont, MI at 7:00 p.m. on the fourth Monday of each month, except for May and December meetings which shall be set for the third Monday of the month; and that the dates for the Regular Meeting for the Board of Education be as follows:

January		1/27/14	
February		2/24/14	
March		3/24/14	
April		4/28/14	
May		5/19/14	*
June		6/23/14	
July		7/28/14	
August		8/25/14	
September		9/22/14	

October		10/27/14	
November		11/24/14	
December		12/15/14	*

\* not the 4th Monday

And further, that Informational and Special Meetings of the Board shall be held in the Board of Education Meeting Room in Almont Elementary at 401 Church Street, Almont, Michigan subject to call.

(P), 6, 6-0-0

**Discussion:** Mr. Miles questioned the May date. Mr. Hoffa doubled checked Memorial day and it is early in 2014 May 19<sup>th</sup> date is fine for regular meeting.

#### **Naming of Depositories**

Moved by Brzozowski supported by Kmetz the Board of Education name the following depositories for the General Fund, SAN Repayment, Food Service Fund, Trust & Agency Funds, Building & Site Fund, 2004 Refunding, 2006 Refunding, 2002 Debt Retirement Fund, 2012 Refunding, QZAB, Athletic Fund, Accounts Payable Account, Employee Health Reimbursement, 2013 SBL Refinance, 2013 Refunding and Payroll Accounts:

Tri-County Bank

PNC Bank

US 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 Business Manager 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 the Treasurer, Superintendent of Schools and Business Manager, 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 the 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, 6-0-0

### **Authorization of Officials to Sign Checks**

Moved by Brzozowski supported by Kmetz the Board of Education authorize the following officials to sign checks for the appropriate accounts:

#### **Accounts Payable:**

(including General Fund, Food Service Fund, 2002 Debt Retirement Fund, 2004 Refunding, and 2006 Refunding, 2012 Refunding, QZAB, Employee Health Reimbursement, 2013 SBL Refinance, 2013 Refunding and Utility Company Checks )

#### **Trust and Agency Accounts:**

High School

2 of 5: Building Principal, Head Secretary, Assistant Principal, Business Manager, Superintendent

Middle School

2 of 5: Building Principal, Head Secretary, Vice Principal Business Manager, Superintendent

Orchard Primary

2 or 4: Building Principal, Head Secretary, Business Manager, Superintendent

#### **Payroll and Withholding:**

2 of 5: Superintendent, Board President, Board Secretary, Board Treasurer, Business Manager

Discussion: Mrs. Boxey asked if it would be advantageous to add the Vice Principal to the Middle School. All agreed. Motion amended to include Vice Principal to Middle School.

(Moved by Brzozowski supported by Kmetz)

(P), 8, 6-0-0

#### **Facsimile Signatures:**

Moved by Brzozowski supported by Kmetz, the Board of Education authorize the use of facsimile signatures for checks under \$5,000 drawn on PNC Accounts Payable; and PNC and Tri-County Banks for payroll.

(P), 9, 6-0-0

### **Authorization for Transferring Funds**

Moved by Brzozowski, supported by Kmetz, the Board of Education authorize the Superintendent, Business Manager, Board of Education President, Board Secretary, or Board Treasurer to transfer funds to and from all accounts.

(P), 10, 6-0-0

Moved by Brzozowski, supported by Kmetz, the Board of Education authorize the Business Manager to receive account balances for all accounts.

(P), 11, 6-0-0

### **Authorization to Invest Surplus Funds**

Moved by Brzozowski, supported by Kmetz, the Board of Education authorize the Business Manager 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, 6-0-0

### **Establishing Standing Committees**

Moved by Miles, supported by Manko, the following Board Committees be established as Standing Committees for the 2014 calendar year:

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

(P), 13, 6-0-0

**Discussion:** Mr. Hoffa made the point that the committees are ad hoc committees that will only meet as called upon by the Superintendent as necessary.

### **Setting of Board of Education Compensation**

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

President: \$100.00

Vice-President: was \$100.00

Secretary: \$100.00

Treasurer: \$100.00

(P), 14, 6-0-0

**Discussion:** Mr. Miles inquired if we could change when the compensation is paid to December or January to better align with the new election dates. Mr. Hoffa stated that is

something that could be discussed between the Business Manager and the Superintendent, but would not effect the motion set before them at this time.

**Nominations to the MASB Delegate Assembly**

Moved by Boxey, supported by Kmetz, that Owens be nominated for the MASB Delegate Assembly and this Board directs the administration to forward this nomination immediately to MASB.

(P), 15, 6-0-0

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

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

(P), 16, 6-0-0

**Designation of Individuals Responsible for Posting Meetings**

Moved by Boxey, supported by Brzozowski, that the Executive Assistant be appointed as the person responsible for posting meetings of the Almont Board of Education.

(P), 17, 6-0-0

**Public Comments: None**

**Discussion Board: None**

**Adjournment**

**Meeting was adjourned at 6:32 p.m.**

**Signed by:**

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**Nancy Boxey, Secretary**

\_\_\_\_\_

**Steve Hoffa, President**

**Date:** \_\_\_\_\_