

**Almont Community Schools
Minutes for Organizational Meeting
January 6, 2020
7:00 p.m.**

Call to Order at 7:00 pm

Pledge of Allegiance

Roll Call - All Present

Visitors - 2

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.**

President

O’Neil nominates Bowman as President for the 2020 calendar year.

Motion by O’Neil, supported by Sullivan, that nominations be closed and votes are cast for Bowman as President of the Almont School Board for the 2020 calendar year.

The Chairperson calls for a roll call vote on the nomination of Bowman for School Board President for the 2020 calendar year.

Roll Call Vote:

Ayes: Sullivan, Mitchell, Miles, O’Neil, Walton, Brzozowski and Bowman

Nays: None

P, 1, 7-0-0

Vice-President

Brzozowski nominates O’Neil, as Vice-President for the 2020 calendar year.

Motion by Brzozowski, supported by Sullivan, that nominations be closed and votes are cast for O’Neil as Vice-President of the Almont School Board for the 2020 calendar year.

The President calls for a roll call vote on the nomination of O’Neil for Vice-President for the 2020 calendar year.

Roll Call Vote:

Ayes: Sullivan, Brzozowski, Mitchell, Miles, O’Neil, Walton and Bowman

Nays: None

P, 2, 7-0-0

Secretary

Brzozowski, nominates Miles as Secretary for the 2020 calendar year.

Motion by Brzozowski, supported by O’Neil that nominations be closed and

votes are cast for Miles as Secretary of the Almont Board of Education for the 2020 calendar year.

The President calls for a roll call vote on the nomination of Miles for Secretary for the 2020 calendar year.

Roll Call Vote:

Ayes: Walton, Mitchell, Sullivan, O'Neil, Miles, Brzozowski and Bowman,

Nays: None

P, 3, 7-0-0

Treasurer

Brzozowski nominates Sullivan as Treasurer for the 2020 calendar year.

Motion by Brzozowski, supported by O'Neil, that nominations be closed and votes are cast for Sullivan, as Treasurer of the Almont Board of Education for the 2020 calendar year.

The President calls for a roll call vote on the nomination of Sullivan for Treasurer for the 2020 calendar year.

Roll Call Vote:

Ayes: Sullivan, O'Neil, Mitchell, Walton, Miles, Brzozowski, and Bowman

Nays: None

P, 4, 7-0-0

Approval of Board Policies

Moved by O'Neil, 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

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 months of May and December. These meetings will be set for the Third Monday and Second Monday of the month respectively; and that the dates of the Meetings of the Board of Education be as follows:

7:00 p.m.

January 27, 2020

February 24, 2020

March 23, 2020

April 27, 2020

**May 18, 2020*

June 22, 2020

July 27, 2020

August 24, 2020

September 28, 2020

October 26, 2020

November 23, 2020

***December 14, 2020*

**third Monday*

*** second 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.

Discussion: Walton wondered if we could have meetings at different buildings occasionally. Bowman stated that Committee and Special Meetings would be a good time to do this if the Board was interested.

P, 6, 7-0-0

Naming of Depositories

Moved by Sullivan, 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:

Lakestone

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.

Discussion: Bowman wondered about Lakestone name change. Brzozowski said this will not take place until May 2020.

P, 7, 7-0-0

Authorization of Officials to Sign Checks (two motions)

(First Motion)

Moved by Sullivan supported by O’Neil, 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 Paul Bowman,
Vice President Jill O’Neil,
Secretary John Miles,
Treasurer Mike Sullivan
Other: Superintendent William Kalmar

Payroll and Withholding Accounts

Payroll and Withholding

2 of 5: Superintendent William Kalmar,
Board President Paul Bowman,
Vice President Jill O’Neil,
Board Secretary John Miles,
Board Treasurer Mike Sullivan

Trust & Agency Accounts

High School account ending in 9889

2 of 4: Building Principal, Elizabeth Gallagher
Head Secretary, Joyce Burkland
Superintendent, Willam 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 Jennifer Szlachta
Head Secretary Susan Stone,
Superintendent William Kalmar

(2nd Motion)

Use of Facsimile Signatures for Certain Checks

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

P, 9, 7-0-0

Authorization for Transferring Funds and Receiving Account

Balances (two motions)

(First Motion)

Moved by Sullivan, supported by O’Neil, the Board of Education authorize the Superintendent William Kalmar, Administrator of Finance Barbara Potter, Board of Education President Paul Bowman, Board Secretary John Miles or Board Treasurer Mike Sullivan to transfer funds to and from all accounts.

P, 10, 7-0-0

(Second Motion)

Moved by O’Neil, supported by Sullivan, the Board of Education authorize the Administrator of Finance Barbara Potter to receive account balances for all accounts.

P, 11, 7-0-0

Authorization to Invest Surplus Funds

Moved by Sullivan, supported by O’Neil, 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

Establishing Standing Committees

Moved by Sullivan, supported by O’Neil, the following Board Committees be established as Standing Committees for the 2020 calendar year:

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

P, 13, 7-0-0

Setting of Board of Education Compensation

Moved by Sullivan, supported by O’Neil, 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

Nominations to the MASB Delegate Assembly

Moved by Brzozowski, supported by O’Neil, that Jennifer Mitchell 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

Representative at Intermediate School District Board of Education Meetings

Moved by Brzozowski, supported by O’Neil, that Jennifer Mitchell; 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

Designation of Individuals Responsible for Posting Meetings

Moved by Brzozowski, supported by O’Neil, that the Administrative Assistant be appointed as the person responsible for posting meetings of the Almont Board of Education.

P, 17, 7-0-0

Consent Agenda

Approval of Minutes

Moved by Miles, supported by Brzozowski, the Board of Education approve the Consent Agenda:

- A. Approval of the Minutes from the November 25, 2020 Regular Meeting
- B. Approval of the Minutes from the November 25, 2020 Closed Session
- C. Approval of the Minutes from the December 5, 2020 Special Meeting – Teachers Contract

P, 18, 7-0-0

Approval of Bills Payable

Moved by Brzozowski supported by O’Neil, the Board of Education approve the bills payable and the financial reports as proposed by administration and reviewed by the Finance Committee as follows:

November 26, 2019-December 16, 2019

General Fund Total	\$	296,511.59
School Lunch Fund*	\$	4,716.67
2014 Sinking Fund	\$	-
Sub-total	\$	301,228.26

ACH/Wire Transactions:		
Payroll	\$	791,371.00
EduStaff	\$	6,223.71
Health Equity H.S.A. Payments	\$	17,740.91
2012 Refunding Bonds	\$	-
2013 SBL Refinance	\$	-
2013 Refunding Bonds	\$	-
2016 Refunding Bonds	\$	-
QZAB Energy	\$	-
Procare Fees Automatic payment	\$	236.91
Meal Magic Fees Automatic Payment	\$	5.15
Total Funds Spent	\$	1,116,805.94

Check numbers 39177-39257

Void checks n/a

P, 19, 7-0-0

**New Business
Policy**

Approval of Emergency Operations Plan

Moved by Mitchell supported by O'Neil the Board of Education approve the Emergency Operations Plan as presented.

P, 20, 7-0-0

Public Comments

None

Board of Education Comments

Mitchell, Kalmar discussion regarding posting EOP
Walton, Bowman cyber threat questions

Adjournment

Moved by Miles, supported by O'Neil to adjourn the January 6th, 2020 Organizational Meeting at 7:34 pm.

P, 21, 7-0-0

Date

Paul Bowman, President

John Miles, Secretary