

**Almont Community Schools
Minutes for Organizational Meeting
January 5, 2017
7:00 p.m.**

- I. **Call to Order at 7:00 pm**
- II. Pledge of Allegiance
- III. **Oath of Office**
Dr. Kalmar administered the Oath of Office to Jennifer Mitchell and Michael Sullivan
- IV. **Roll Call – All Present**
Visitors - 12
- V. **Approval of Agenda – No additions or deletions to the agenda**
- VI. **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 Owens as President for the 2017 calendar year.

Motion by O’Neil, supported by Mitchell, that nominations be closed and votes are cast for Owens as President of the Almont School Board for the 2017 calendar year.

The Chairperson calls for a roll call vote on the nomination of Owens for School Board President for the 2017 calendar year.

Roll Call Vote:

Ayes: Brzozowski, Mitchell, Manko, Owens, Sullivan, O’Neil, Miles

Nays: None

P, 1, 7-0-0

Vice-President

Mitchell nominates O’Neil, as Vice-President for the 2017 calendar year.

Motion by Mitchell, supported by O’Neil, that nominations be closed and votes are cast for O’Neil as Vice-President of the Almont School Board for the 2017 calendar year.

The President calls for a roll call vote on the nomination of O’Neil for Vice-President for the 2017 calendar year.

Roll Call Vote:

Ayes: Sullivan, Manko, Brzozowski, Miles, Mitchell, O’Neil, Owens

Nays: None

P, 2, 7-0-0

Secretary

Manko nominates Miles as Secretary for the 2017 calendar year.

Motion by Manko supported by O’Neil that nominations be closed and votes are cast for Miles as Secretary of the Almont Board of Education for the 2017 calendar year.

The President calls for a roll call vote on the nomination of Miles for Secretary for the 2017 calendar year.

Roll Call Vote:

Ayes: Manko, O’Neil, Mitchell, Brzozowski, Sullivan, Miles, Owens

Nays: None

P, 3, 7-0-0

Treasurer

Manko nominates Brzozowski as Treasurer for the 2017 calendar year.

Motion by Manko, supported by O’Neil, that nominations be closed and votes are cast for Brzozowski, as Treasurer of the Almont Board of Education for the 2017 calendar year.

The President calls for a roll call vote on the nomination of Brzozowski for Treasurer for the 2017 calendar year.

Roll Call Vote:

Ayes: Miles, O’Neil, Brzozowski, Mitchell, Sullivan, Manko, Owens

P, 4, 7-0-0

VII. Approval of Board Policies

Moved by Manko, supported by O’Neil, 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

VIII. Establishing Location, Time and Dates of Board of Education Meetings

Moved by Manko, supported by O’Neil 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 Third Monday of the month and 7:00 p.m. on the Fourth Monday of each month, except for the months of November and December. These meetings will be set for the Second and Third Monday of the month; and that the dates of the Meetings of the Board of Education be as follows:

7:00 p.m.
January 16, 2017
February 20, 2017
March 20, 2017

7:00 p.m.
January 23, 2017
February 27, 2017
March 27, 2017

April 17, 2017
May 15, 2017
June 19, 2017
July 17, 2017
August 21, 2017
September 18, 2017
October 16, 2017
**November 13, 2017*
**December 11, 2017*

April 24, 2017
May 22, 2017
June 26, 2017
July 24, 2017
August 28, 2017
September 25, 2017
October 23, 2017
**November 20, 2017*
**December 18, 2017*

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

DISCUSSION:

Members discussed work session vs. committee meeting format.
Motion was amended as follows:

Manko moved O'Neil supported that the motion be amended by striking all wording regarding the third Monday of the month and adding the word Committee after Informational in the last paragraph. We will also change the location for Information, Committee, and Special meetings to the Board of Education Conference Room at 4701 Howland Rd., Almont, MI.

P, 6, 7-0-0

IX. Naming of Depositories

Moved by Brzozowski, supported by Manko the Board of Education name the following depositories for the General Fund, Food Service Fund, Trust & Agency Funds, 2016 Refunding, 2012 Refunding, 2014 Sinking Fund, Athletic Fund, Accounts Payable Account, Employee Health Reimbursement, 2013 SBL Refinance, 2013 Refunding and Payroll Account:

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 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 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 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

X. **Authorization of Officials to Sign Checks (two motions)
(First Motion)**

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

Miscellaneous Accounts

(Including General Fund, Food Service Fund, 2016 Refunding, 2012 Refunding, Employee Health Reimbursement, Accounts Payable, SBL Refinance 2013, 2014 Sinking Fund and Refunding 2013)

2 of 5: Officers of the Board – President, Vice President, Secretary, Treasurer. Other: Superintendent

Payroll and Withholding Accounts

Payroll and Withholding

2 of 4: Superintendent, Board President, Board Secretary, Board Treasurer

Trust & Agency Accounts,

High School —~~Internal Account~~

2 of 3: Building Principal, Head Secretary, Superintendent

High School – Athletic Account

2 of 4: Building Principal, Athletic Secretary, Superintendent, Athletic Director

Middle School

2 of 3: Building Principal, Head Secretary, Superintendent

Orchard Primary

2 of 3: Building Principal, Head Secretary, Superintendent

DISCUSSION:

Board discussed the need to the wording of ‘Internal Account’ when referring to the Trust and Agency Accounts. It is redundant.

Moved by Brzozowski supported by O’Neil to amend the motion by removing the word ‘internal account’ after the word High School and leave the rest of the motion as presented.

P, 8, 7-0-0

(2nd Motion)

Use of Facsimile Signatures for Certain Checks

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

P, 9, 7-0-0

XI. **Authorization for Transferring Funds and Receiving Account Balances (two motions)**

(First Motion)

Moved by Brzozowski, supported by Manko, 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, 7-0-0

(Second Motion)

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

P, 11, 7-0-0

XII. **Authorization to Invest Surplus Funds**

Moved by Brzozowski, supported by Manko, 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, 7-0-0

XIII. **Establishing Standing Committees**

Moved by Miles, supported by Manko, the following Board Committees be established as Standing Committees for the 2017 calendar year:

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

P, 13, 7-0-0

DISCUSSION:

Board discussed trying to make sure that if possible members are on committees that meet on the same night. Also thought maybe combining committees would work but this does not look possible without creating a quorum.

XIV. Setting of Board of Education Compensation

Moved by Brzozowski, supported by Manko, 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

DISCUSSION:

Board discussed the fact that the amount has not changed in over 10 years and that most years they meet more than 24 times, especially now that the Board is going back to committees. In the future may need to look at policies to address the extra compensation that the officers receive.

XV. Nominations to the MASB Delegate Assembly

Moved by Manko, supported by Brzozowski, 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

XVI. Representative at Intermediate School District Board of Education Meetings

Moved by Manko, supported by Brzozowski, that Michael Sullivan 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

XVII. Designation of Individuals Responsible for Posting Meetings

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

P, 17, 7-0-0

XVIII. Public Comments

None

XIIX. Board of Education Comments

Mr. Brzozowski mentioned they needed to start discussing the Board Goals Workshop.

XIX. Adjournment

Moved by Miles, supported by Manko to adjourn the January 5th, 2017 organizational meeting at 8:12 pm.

P, 18, 7-0-0

Date

Jonathan Owens, President

John Miles, Secretary