

**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 Monday January 7, 2013, in the Board Meeting Room of Almont Elementary School, 401 Church Street, Almont, Michigan.

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

**Absent:** None

**Visitors:** None

The meeting was called to order at 6:05 p.m.

**Pledge of Allegiance**

**Certification of Office**

Mrs. Boxey administered the oath of office to Stephan Manko, Steven Hoffa, and John Miles.

**Roll Call**

All were present

**Approval of Agenda**

The agenda was approved as presented

**Reorganization of the Board**

**President:** Brzozowski nominates Hoffa as President for the 2013 calendar year. Motion by Brzozowski, supported by Kmetz, that nominations be closed and a unanimous vote cast for Hoffa as President of Almont School Board for the 2013 calendar year.

The Chairperson calls for a roll call vote on the nomination of Hoffa for School Board President for the 2013 calendar year.  
(P), 1, 7-0-0

**Vice-President:** Brzozowski nominates Miles as Vice-President for the 2013 calendar year. Motion by Brzozowski, supported by Hoffa that nominations be closed and a unanimous vote cast for Miles as Vice-President of Almont School Board for the 2013 calendar year.

The Chairperson calls for a roll call vote on the nomination of Miles for Vice- President for the 2013 calendar year.

(P), 2, 7-0-0

**Secretary:** Hoffa nominates Boxey as Secretary for the 2013 calendar year.

Motion by Hoffa, supported by Miles, that nominations be closed and a unanimous vote cast for Boxey as Secretary of Almont School Board for the 2013 calendar year.

The President calls for a roll call vote on the nomination of Boxey for Secretary for the 2013 calendar year.

(P), 3, 7-0-0

**Treasurer:** Hoffa nominates Brzozowski as Treasurer for the 2013 calendar year.

Motion by Hoffa, supported by Walton, that nominations be closed and a unanimous vote cast for Brzozowski as Treasurer of Almont School Board for the 2013 calendar year.

The President calls for a roll call vote on the nomination of Brzozowski for Treasurer for the 2013 calendar year.

(P), 4, 7-0-0

#### **Approval of Board Policies**

Moved by Hoffa supported by Manko 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

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

Moved by Hoffa supported by Walton the Regular Meeting of the Almont Board of Education be held in the newly established 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 28, 2013

February 25, 2013

March 25, 2013

April 22, 2013

May 20, 2013 \*

June 24, 2013

July 22, 2013

August 26, 2013

September 23, 2013

October 28, 2013  
November 25, 2013  
December 16, 2013 \*

And further, that Special Meetings of the Board shall be held in the Conference Room in the Superintendent's Office at 401 Church Street, Almont, Michigan subject to call.  
(P), 6, 7-0-0

### **Naming of Depositories**

Moved by Hoffa supported by Brzozowski the Board of Education name the following depositories for the General fund, SAN Repayment, Hot Lunch Fund, Trust & Agency Funds, 2004 Refunding, 2006 Refunding, 2002 Debt Retirement Fund, 2012 Refunding, QZAB, Athletic Fund, Accounts Payable 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 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, 7-0-0

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

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

Accounts Payable: (including General Fund, Hot Lunch Fund, 2002 Debt Retirement Fund, 2004 Refunding , 2006 Refunding, 2012 Refunding, QZAB and Utility Company Checks)

2 of 4: Officers of the Board - President, Vice-President, Secretary, and Treasurer

Trust and Agency Accounts:

High School

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

Middle School

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

Orchard Primary

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

Payroll and Withholding,

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

**Discussion:**

Mr. Hoffa asked that the motion be amended to change the Payroll and Withholding to the following:

Payroll and Withholding

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

Amended Motion was moved by Brzozowski and supported by Hoffa.

(P), 8, 7-0-0

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

**Authorization for Transferring Funds**

Moved by Brzozowski, supported by Hoffa, 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

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

(P), 11, 7-0-0

**Authorization to Invest Surplus Funds**

Moved by Brzowski, supported by Walton, 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

**Establishing Standing Committees**

Moved by Hoffa, supported by Brzowski, the following Board Committees be established as Standing Committees for the 2013 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 Hoffa, supported by Walton, 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, 7-0-0

**Nominations to the MASB Delegate Assembly**

Moved by Hoffa, supported by Brzowski, that Walton be nominated for the MASB Delegate Assembly and this Board directs 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 Hoffa, supported by Walton that Manko 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 Hoffa, supported by Walton, that the Executive Assistant be appointed as the person responsible for posting meetings of the Almont Board of Education.

(P), 17, 7-0-0

#### **Public Comments: None**

#### **Discussion Board:**

Mr. Miles asked what if Mr. Walton cannot be the MASB delegate. Mr. Hoffa stated that they would then assign someone else.

Mr. Brzozowski asked Mr. Candela how the first day from break went since we closed 2 days earlier than expected in December. Mr. Candela stated that it was a quiet day which was what he expected since our district did not specifically have any incidents before the break but some of the other districts did have specific concerns (North Branch, Imlay, Dryden and Lapeer). We do have a few kids out with the flu which could become a concern.

Mr. Miles was wondering if he could delete some items from the Board Drop Box. Mr. Hoffa stated no. If one person deletes all items disappear from every ones box. Mr. Candela stated we will keep old meeting agendas and packets for now. We can possible move things around a little so it's organized more.

Mr. Kmetz was wondering if we are going to put Board pictures on the website and if so when. Mr. Candela stated that we would like pictures of board members but if you do not have one then we will be taking pictures after the January meeting.

Mr. Candela stated that Jeff Soles feels that the Sinking Bond Loan Fund will go through with the only change being that the new rules call for an end date set in granite. He believes it will go through end of January first of February. Mr. Miles wondered what the amortization period was. Mr. Candela will check into for an exact answer. Mr. Candela stated that we will be saving around 2 million dollars.

Mr. Candela asked that the February work session be moved from Feb. 18<sup>th</sup> to either the 19<sup>th</sup> or 20<sup>th</sup>. It was decided on the 19<sup>th</sup> at 6:00 p.m.

Mr. Candela also reminded the board about the Board Goals Workshop on March 2<sup>nd</sup> at Camp Skyline from 8 a.m. – 1 p.m.

#### **Adjournment**

**Meeting was adjourned at 6:35 p.m.**

**Signed by:**

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**Nancy Boxey, Secretary**

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**Steve Hoffa, President**