

**Almont Community Schools
Minutes for Organizational Meeting
January 8, 2018
7:00 p.m.**

- I. **Call to Order at 7:00 pm**
- II. Pledge of Allegiance
- III. **Oath of Office**
No new trustees
- IV. **Roll Call** – John Brzozowski absent
Visitors 0
- 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

Miles nominates Owens as President for the 2018 calendar year.

Motion by Miles, supported by Manko, that nominations be closed and votes are cast for Owens as President of the Almont School Board for the 2018 calendar year.

The Chairperson calls for a roll call vote on the nomination of Owens for School Board President for the 2018 calendar year.

Roll Call Vote:

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

Nays: None

P, 1, 6-0-0

Vice-President

Miles nominates O’Neil, as Vice-President for the 2018 calendar year.

Motion by Miles, supported by Manko, that nominations be closed and votes are cast for O’Neil as Vice-President of the Almont School Board for the 2018 calendar year.

The President calls for a roll call vote on the nomination of O’Neil for Vice-President for the 2018 calendar year.

Roll Call Vote:

Ayes: Sullivan, Manko, Mitchell, Miles, Ownes, O’Neil

Nays: None

P, 2, 6-0-0

Secretary

Manko nominates Miles as Secretary for the 2018 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 2018 calendar year.

The President calls for a roll call vote on the nomination of Miles for Secretary for the 2018 calendar year.

Roll Call Vote:

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

Nays: None

P, 3, 6-0-0

Treasurer

Miles nominates Brzozowski as Treasurer for the 2018 calendar year.

Motion by Miles, supported by Manko, that nominations be closed and votes are cast for Brzozowski, as Treasurer of the Almont Board of Education for the 2018 calendar year.

The President calls for a roll call vote on the nomination of Brzozowski for Treasurer for the 2018 calendar year.

Roll Call Vote:

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

Nays: None

P, 4, 6-0-0

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, 6-0-0

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

Moved by Mitchell, supported by Manko, 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 March, May, November and December. These meetings will be set for the 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 22, 2018*
- February 26, 2018*
- *March 19, 2018*
- April 23, 2018*

**May 21, 2018*
June 25, 2018
July 23, 2018
August 27, 2018
September 24, 2018
October 22, 2018
**November 19, 2018*
**December 17, 2018*
**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.

Discussion: Mitchell inquired about moving meetings to Tuesdays.
P, 6, 6-0-0

IX. Naming of Depositories

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

Lakestone Bank
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, 6-0-0

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

Moved by Miles, supported by Manko, 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, FSA Maintenance Account, 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

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

P, 8, 6-0-0

(2nd Motion)

Use of Facsimile Signatures for Certain Checks

Moved by Miles, 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 and Lakestone Banks for payroll.

P, 9, 6-0-0

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

Moved by Miles, supported by Manko, the Board of Education authorize the Superintendent, Administrator of Finance, Board of Education

President, Board Secretary or Board Treasurer to transfer funds to and from all accounts.

P, 10, 6-0-0

(Second Motion)

Moved by Miles, supported by Manko, the Board of Education authorize the Administrator of Finance to receive account balances for all accounts.

P, 11, 6-0-0

XII. Authorization to Invest Surplus Funds

Moved by Miles, supported by Manko, 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, 6-0-0

XIII. Establishing Standing Committees

Moved by Miles, supported by Manko, the following Board Committees be established as Standing Committees for the 2018 calendar year:

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

Discussion: Miles inquired as to how everyone felt the new format worked in the last year.

P, 13, 6-0-0

XIV. Setting of Board of Education Compensation

Moved by Miles, 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, 6-0-0

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, 6-0-0

XVI. Representative at Intermediate School District Board of Education Meetings
Moved by Miles, supported by Manko, 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, 6-0-0

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, 6-0-0

XVIII. Public Comments
None

XIX. Board of Education Comments
Discussion about December meeting and getting the word out for the January meeting which will include the budget amendment.

XX. Adjournment
Moved by Miles, supported by Manko to adjourn the January 8th, 2018 organizational meeting at 7:52 pm.
P, 18, 7-0-0

Date

Jonathan Owens, President

John Miles, Secretary