

Manchester Community Schools Board of Education Organizational Meeting  
Jr Sr High Auditorium - 20500 Dutch Drive, Manchester, MI  
January 21, 2025 @ 5:00 pm

### **Unofficial Organizational Meeting Minutes**

The Organizational Meeting was called to order by President Brandon Woods at 5:00pm.

#### Oath of Office

- Brandon Woods - Sworn in as reelected Board of Education Trustee
- Jennifer Caszatt - Sworn in as Board of Education Trustee
- Sarah Roth - Sworn in as Board of Education Trustee
- Colleen Schoenfeld - Sworn in as Board of Education Trustee

Members present: Brandon Woods, Sandra Wiitala, Michael Tindall, Rebecca Harvey, Jennifer Caszatt, Sarah Roth, Colleen Schoenfeld

Agenda was approved with a motion from Harvey, support Wiitala. Roll Call Vote: All yes (7-0)

#### **ORGANIZATIONAL ACTION ITEMS**

##### **A. Election of Officers (Board Policy 1152)**

##### **1. The floor opened for nomination for the office of President.**

Nominations:

Harvey nominated Woods

Schoenfeld nominated Wiitala

Close Nominations: Motion by Wiitala, support by Harvey.

Vote on Nominees: Wiitala or Woods

Woods - Woods

Wiitala - Wiitala

Tindall - Wiitala

Harvey - Woods

Caszatt - Wiitala

Roth - Wiitala

Schoenfeld - Wiitala

Wiitala voted in as President

##### **2. The floor opened for nomination for the office of Vice President.**

Nominations:

Wiitala nominated Tindall

Harvey nominated Woods

Close Nominations: Motion by Harvey, support Wiitala.

Vote on Nominees: Tindall or Woods

Woods - Woods

Wiitala - Tindall

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Tindall - Tindall  
Harvey - Woods  
Caszatt - Tindall  
Roth - Tindall  
Schoenfeld - Tindall

Tindall voted in as Vice President

**3. The floor opened for nomination for the Office of Secretary.**

Nominations:

Wiitala nominated Schoenfeld

Close Nominations: Motion by Tindall, support by Wiitala.

Vote on Nominee(s): Schoenfeld

Woods - Schoenfeld  
Wiitala - Schoenfeld  
Tindall - Schoenfeld  
Harvey - Schoenfeld  
Caszatt - Schoenfeld  
Roth - Schoenfeld  
Schoenfeld - Schoenfeld

Schoenfeld voted in as Secretary

**4. The floor opened for nomination for the Office of Treasurer.**

Nominations:

Tindall nominated Caszatt

Close Nominations: Motion by Wiitala, support Tindall.

Vote on Nominees: Horky and Novess

Woods - Caszatt  
Wiitala - Caszatt  
Tindall - Caszatt  
Harvey - Caszatt  
Caszatt - Caszatt  
Roth - Caszatt  
Schoenfeld - Caszatt

**A. Appointment of Building & Grounds, Finance & Personnel Committees**

Discussion: Should alternates go even if the other two are present? Doesn't matter since committees can't take action; only bring items to the Board.

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Building and Grounds:

- 1. Wiitala
- 2. Tindall
- 3. Woods

Finance Committee:

- 1. Tindall
- 2. Caszatt
- 3. Schoenfeld

Personnel Committee:

- 1. Harvey
- 2. Woods
- 3. Roth

Board Policies:

- 1. Schoenfeld
- 2. Harvey
- 3. Woods

**C. Set Date, Time and Location of Regular Meetings**

The Manchester Community Schools Board of Education regular meetings during 2024 were held on the third Monday of each month.

The Board establishes the third Monday of the month (exception in January to the third Tuesday of the month due to observance of MLK Day and February to the third Tuesday of the month due to observance of President’s Day) at 6:00 p.m. for regular Board meetings to be held in the Auditorium at the Jr/Sr High School - 20500 Dutch Dr., Manchester

Tuesday, February 18, 2025	Monday, August 18, 2025
Monday, March 17, 2025	Monday, September 15, 2025
Monday, April 21, 2025	Monday, October 20, 2025
Monday, May 19, 2025	Monday, November 17, 2025
Monday, June 16, 2025	Monday, December 15, 2025
Monday, July 21, 2025	Tuesday, January 20, 2026

The Board discussed resolving scheduling conflicts that are school, activity, or athletics related for the 2026 school year. Motion by Woods, support Tindall. Roll Call Vote: All yes (7-0)

Note: Additional Board meetings – special meetings, information/work/study sessions, and emergency meetings- may also be held as provided by Board Policy 1300 and law.

**D. Date and Time of Finance, Building & Grounds, Personnel Meetings**

Recommendation: That the Finance, Building & Grounds, Personnel Committee meet on an as needed basis as determined by the Committee Chair and/or the Superintendent.  
Motion by Harvey, support Woods. Roll Call Vote: All yes (7-0)

### **E. Depositories of School Funds**

Recommendation: That the following banks, savings, and loan institutions are approved as depositories for school district funds: Comerica Bank, Old National, and MILAF. The Board also discussed the possible closing of local Comerica Banks and future banking options.

Motion by Woods, support Harvey. Roll Call Vote: All yes (7-0)

### **F. Authorized Signatures on Financial Accounts – General Fund, Debt Funds, Construction Funds and Scholarship Accounts**

Recommendation: That the Board authorizes any TWO of the following signatures to make investments in conformance with Board policy which includes but not limited to CD's, Municipal Investment Accounts, and Michigan School District Liquid Asset Fund Plus, investment instruments of the US government for the school district: *Treasurer, Superintendent, and Finance Director*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds approved by the Board.

Motion by Woods, support Harvey. Roll Call Vote: All yes (7-0)

#### **1. School Activity Funds**

Purchase orders must be signed by the following: *Building Principal and Advisor*. The Superintendent must also sign any purchase orders from the accounts in excess of \$500.00.

Recommendation: That the Board authorizes any TWO of the following five to sign checks from the Activity Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion by Woods, support Tindall. Roll Call Vote: All yes (7-0)

#### **2. School Food Service Fund**

Purchase orders must be signed by the following: Food Service Director.

Recommendation: That the Board authorizes any TWO of the following five to sign checks from the Food Service Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion by Woods, support Harvey. Roll Call Vote: All yes (7-0)

#### **3. Payroll Account**

Recommendation: That the Board authorizes the *Superintendent, President, or Treasurer* to sign checks from the payroll account.

Motion by Harvey, support Tindall. Roll Call Vote: All yes (7-0)

#### **4. Facsimile Signatures**

Recommendation: That the Board honor and authorize as genuine facsimile signatures of any of the following: *President, Vice-President, Treasurer, Secretary, Superintendent, and Finance Director*.

Motion by Tindall, support Woods. Roll Call Vote: All yes (7-0)

#### **5. Investments**

Recommendation: That the Board authorizes any TWO of the following signatures to make investments in conformance with Board policy which includes but not limited to CD's, Municipal Investment Accounts, and Michigan School District Liquid Asset Fund Plus, investment instruments of the US government for the school district: *Treasurer, Superintendent, and Finance Director*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds

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approved by the Board.

Motion by Woods, support Harvey. Roll Call Vote: All yes (7-0)

#### **6. Appointment of Legal Firm**

Recommendation: That the Board appoints the legal firm, Thrun Law Firm, P.C., of Lansing, Michigan as general counsel and that the Superintendent be authorized to engage other specific legal counsel, as the need may arise.

Motion Tindall, support Roth. Roll Call Vote: All yes (7-0)

#### **G. Authorization for Post Approval of Monthly Expenditures**

Recommendation: That the Board authorizes the Superintendent to approve the payment of accounts on a monthly basis with post approval by the Board of Education at the next regular monthly meeting.

Motion by Harvey, support Woods. Roll Call Vote: All yes (7-0)

#### **H. Ad Hoc Committee – Board Representatives; for 2024**

Food Service (1) - Harvey

Community Education (1) - Wiitala

District School Improvement (3) - Wiitala, Woods, Tindall

Health Advisory (2) - Roth, Caszatt

Superintendent Evaluation (Full Board)

CRC (1) - Schoenfeld

Education Foundation (1) - (Board President or Designee) - Wiitala

Klager Building Liaison (1) - Woods

Riverside Building Liaison (1) - Roth

Jr/Sr. High Building Liaison (1) - Harvey

WASB Representative (1) - Wiitala

WASB LRN (1) - Wiitala

SRSLY (1) - Schoenfeld

#### **I. Designation of Person for Posting Public Notices of Meetings**

Recommendation: That the Superintendent and Recording Secretary of the Board be designated for posting Public Notice of Meetings.

Motion Tindall, support Roth. Roll Call Vote: All yes (7-0)

#### **J. Delegation of Election Duties**

Recommendation: That the Secretary of the Board and Chief Election Officer delegate election duties to, Superintendent and the Administrative Assistant/Recording Secretary of the Board.

Motion Tindall, support Caszatt. Roll Call Vote: All yes (7-0)

#### **K. Electronic Transfer of Funds**

Recommendation: The Board authorizes the Business Manager, or designee, and the Superintendent to transfer funds by electronic transfer, except where a check is specifically required.

Motion Harvey, support Woods. Roll Call Vote: All yes (7-0)

#### **L. Authorization for Document Signature**

Recommendation: The Board authorizes the Secretary of the Board to sign promissory notes, State Aid

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notes, tax anticipation notes, or any other document authorized by and on behalf of the Board. Any other officer of the Board may sign documents for the Board in the absence of the Secretary of the Board.

Motion Harvey, support Woods. Roll Call Vote: All yes (7-0))

**VI. PUBLIC PARTICIPATION -**

- S. Harvey - Request for Live Streaming and calendar conflict resolutions.

**VII. OTHER -** None

**VIII. ADJOURNMENT**

Motion Woods, support Harvey.

Vote: All yes

Time: 5:36pm