

Unofficial Meeting Minutes

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

Members present: Brandon Woods, Ryan Novess, Corey Horky, Sandra Wiitala, Rebecca Harvey, Michael Tindall, Jeff White

Agenda was approved with a motion from Woods, support by Harvey. 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
White nominated Wiitala

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

Vote on Nominees: Wiitala or Woods

Woods - Woods
Novess - Woods
Horky - Woods
Wiitala - Wiitala
Harvey - Woods
Tindall - Wiitala
White - Wiitala

Woods voted in as President

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

Nominations: Woods nominated Novess
Horky nominated Wiitala

Close Nominations: Motion by Wiitala, support by Naylor. Roll Call Vote: All yes (7-0)

Vote on Nominees: Novess or Wiitala

Woods - Novess
Novess - Novess
Horky - Wiitala
Wiitala - Wiitala
Harvey - Novess
Tindall - Wiitala
White - Wiitala

Wiitala voted in as Vice President

3. The floor opened for nomination for the office of Secretary.

Nominations: Horky nominated White

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

Vote on Nominee(s): White

Woods - White
Novess - White
Horky - White
Wiitala - White
Harvey - White
Tindall - White
White - White

White voted in as Secretary

4. The floor opened for nomination for the office of Treasurer.

Nominations: Harvey nominated Horky

White nominated Novess

Close Nominations: Motion by Novess , support by Novess . Roll Call Vote: All yes (7-0)

Vote on Nominees: Horky and Novess

Woods - Horky
Novess - Horky
Horky - Novess
Wiitala - Horky
Harvey - Horky
Tindall - Horky
White - Horky

B. 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.

Building and Grounds:

1. Tindall
2. Novess
3. Alt. Wiitala

Finance Committee:

1. Horky
2. Tindall
3. Alt. White

Personnel Committee:

1. Harvey
2. Woods
3. Alt. Wiitala

Board Policies:

1. Harvey

- 2. Novess
- 3. Alt. White

C. Set Date, Time and Location of Regular Meetings

The Manchester Community Schools Board of Education regular meetings during 2023 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 20, 2024	Monday, August 19, 2024
Monday, March 18, 2024	Monday, September 16, 2024
Monday, April 15 ,2024	Monday, October 21, 2024
Monday, May 20, 2024	Monday, November 18, 2024
Monday, June 17, 2024	Monday, December 16, 2024
Monday, July 15, 2024	Tuesday, January 21, 2025

Motion by Novess , support by Woods. 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 Woods, support by Novess. 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.

Motion by Harvey, support by Wiitala. 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 by 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 Novess, support by Woods. 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 by Novess. 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 by Novess. 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 Woods, support by Novess. 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 approved by the Board.

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

H. Ad Hoc Committee – Board Representatives; for 2024

Food Service (1) - White

Community Education (1) - Wiitala

District School Improvement (2) - Woods, Wiitala

Health Advisory (2) - Novess, Whi

Superintendent Evaluation (Full Board)

CRC (1) - Tindall

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

Klager Building Liaison (1) - Novess

Riverside Building Liaison (1) - White

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

WASB Representative (1) -Novess

WASB LRN (1) - Novess

SRSLY (1) - White

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

VI. PUBLIC PARTICIPATION - None

VII. OTHER - B. Woods - Congratulations to everyone in their new roles moving for.

VIII. ADJOURNMENT

Motion by Woods, support by Harvey. Vote: All yes

Time: 5:26