

### Unofficial Meeting Minutes

The Organizational Meeting was called to order by Superintendent Dr. Bradley Bezeau at 5:00PM.

Members present: REbecca Harvey, Mike Austin, Michael Tindall, Corey Horky, Kody Naylor, Ryan Novess and Brandon Woods

Agenda was approved with a motion from Naylor; supported by Tindall. 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, by Dr. Bezeau.

Nominations:

Motion: Tindall      Support: Austin      To Nominate: Rebecca Harvey

Motion: Naylor      Support: Woods      To Nominate: Ryan Novess

Close Nominations:

Motion : Tindall      Support: Horky

Vote on Nominees:

Harvey - 3 yays (Austin, Tindall, Harvey)

Novess - 4 yays (Woods, Naylor, Horky, Novess); 3 nays (Harvey, Austin, Tindall)

Novess is elected president by a vote of 4 to 3.

Novess takes over with meeting Agenda items.

2. The floor opened for nominations for the office of Vice-President.

Nominations:

Motion: Horky      Support: Woods      To Nominate: Mike Austin

Close Nominations:

Motion: Austin      Support: Naylor      Vote: All yes - Austin is elected Vice President

Austin elected as Vice President

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

Nominations:

Harvey and Tindall declined nomination

Motion: Austin      Support: Naylor      To Nominate: Brandon Woods

Close Nominations:

Motion: Austin      Support: Woods      Vote: All yes - Woods is elected Secretary

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

Nominations:

Motion: Austin      Support: Naylor      To Nominate: Corey Horky

Close Nominations:

Motion: Austin      Support: Novess      Vote: All yes - Horky is elected Treasurer

**B. Appointment of Building & Grounds, Finance, Personnel & Board Policy Committees**

Building and Grounds:

1. Tindall
2. Naylor
3. Alt. Austin

Finance Committee:

1. Tindall
2. Horky
3. Alt. Novess

Personnel Committee:

1. Harvey
2. Tindall
3. Alt. Woods

Board Policies:

1. Novess
2. Naylor
3. Alt. Woods

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

The Manchester Community Schools Board of Education regular meetings during 2020 were held on the third Monday of each month, except for the months of January and February.

Recommendation: That the Board establish the third Monday of the month (exception in January and February) at 6:00 p.m. for regular Board meetings to be held in the Boardroom at Riverside Intermediate School.

February 22, 2021	August 16, 2021
March 15, 2021	September 20, 2021
April 19, 2021	October 18, 2021
May 17, 2021	November 15, 2021
June 21, 2021	December 20, 2021
July 19, 2021	January 24, 2022

Motion: Harvey      Support: Novess

Tindall would like to move the July 19th meeting to July 26th due to a personal conflict. Harvey suggests that meetings stay as is. Roll Call Vote: All yes, 7-0 to remain as planned.

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: Austin      Support: Horky      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: Naylor      Support: Horky      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 Business Manager*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds approved by the Board.

Motion: Austin      Support: Woods      Roll Call Vote: All yes; 7-0

**a. 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: Austin      Support: Woods      Roll Call Vote: All yes; 7-0

**b. 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 Activity Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion: Austin      Support: Novess      Roll Call Vote: All yes; 7-0

**c. Payroll Account**

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

Motion: Woods      Support: Austin      Roll Call Vote: All yes; 7-0

**d. 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 Business Manager*.

Motion: Woods      Support: Austin      Roll Call Vote: All yes; 7-0

**e. 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 Business Manager*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds approved by the Board.

Motion: Woods      Support: Novess      Roll Call Vote: All yes; 7-0

**f. 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: Austin     Support: Horky     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: Woods     Support: Austin     Roll Call Vote: All yes; 7-0

**H. Ad Hoc Committee – Board Representatives; for 2020**

Food Service (1) - Naylor

Community Education (1) - Austin

District School Improvement (2) - Austin, Woods

Health Advisory (2) - Novess, Horky

Superintendent Evaluation (Full Board)

CRC (1) - Tindall

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

Klager Building Liaison (1) - Novess

Riverside Building Liaison (1) - Tindall

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

WASB Representative (1) - Novess

WASB LRN (1) - Novess

SRSLY (1) - Austin

**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: Austin     Support: Novess     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: Horky     Support: Austin     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: Woods     Support: Austin     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: Austin     Support: Naylor     Roll Call Vote: All yes; 7-0

**V. BOARD OF EDUCATION APPRECIATION**

The Board will be presented with a certificate of appreciation and small gifts from staff.

**VI. PUBLIC PARTICIPATION**

Jacob Mann welcomed the new Board members and thanked all members for all they do.

**VII. OTHER**

**VIII. ADJOURNMENT**

Motion: Naylor Support: Horky Vote: All yes; 7-0 Time: 5:46PM