

### Unofficial Meeting Minutes

The Organizational Meeting was called to order by President Ryan Novess at 5:30 PM.

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

Agenda was approved with a motion from Austin, supported by Tindall. Vote: All yes

#### ORGANIZATIONAL ACTION ITEMS

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

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

Nominations: Rebecca Harvey nominated Rebecca Harvey  
Brandon Woods nominated Michael Tindall

Close Nominations: Woods      Support: Austin

Vote on Nominees: Harvey, Tindall

Ryan Novess-Tindall

Mike Austin- Tindall

Corey Horky-Tindall

Rebecca Harvey- Harvey

Michael Tindall-Tindall

Kody Naylor-Tindall

Brandon Woods-Tindall

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

Nominations: Ryan Novess

Close Nominations: Austin      Support: Woods

Vote on Nominee(s): Novess

Ryan Novess-Novess

Mike Austin- Novess

Corey Horky-Novess

Rebecca Harvey- No

Michael Tindall-Novess

Kody Naylor-Novess

Brandon Woods-Novess

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

Nominations: Brandon Woods

Close Nominations: Austin      Support: Naylor  
Vote on Nominee(s): Woods  
Ryan Novess-Woods  
Mike Austin- Woods  
Corey Horky-Woods  
Rebecca Harvey- Woods  
Michael Tindall-Woods  
Kody Naylor-Woods  
Brandon Woods-Woods

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

Nominations: Corey Horky

Close Nominations: Naylor      Support: Woods  
Vote on Nominee(s): Horky  
Ryan Novess-Horky  
Mike Austin- Horky  
Corey Horky-Horky  
Rebecca Harvey- Horky  
Michael Tindall-Horky  
Kody Naylor-Horky  
Brandon Woods-Horky

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

Building and Grounds:

1. Naylor
2. Tindall
3. Alt. Austin

Finance Committee:

1. Tindall
2. Horky
3. Alt. Novess

Personnel Committee:

1. Harvey
2. Woods
3. Alt. Naylor

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 2021 were held on the third Monday of each month.

Recommendation: That the Board establish the third Monday of the month (exception in January to the fourth Monday of the month due to observance of MLK Day and to the fourth Monday 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

February 28, 2022 (Pres. Day Feb. 21 - no school)	August 22, 2022
March 21, 2022	September 19, 2022
April 18, 2022	October 17, 2022
May 16, 2022	November 21, 2022
June 20, 2022	December 19, 2022
July 18, 2022	January 23, 2023

Motion: Woods      Support: Naylor

Discussion: Harvey- Keep dates streamlined to the third Monday of the month? Horky and Tindall -Keep the same as is. Will keep as stated.

Roll Call Vote: Yay - ( Tindall, Novess, Horky, Woods, Austin, Naylor) Nay(s)-Harvey

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

Discussion: Woods-How often? Quarterly? Should Board Policy be added? Tindall- Needs to be put on the calendar.

### 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: Novess      Support: Woods      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: Austin      Support: Woods      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: Austin      Support: Novess      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 Activity Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion: Austin      Support: Woods      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: Austin      Support: 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: Austin      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 approved by the Board.

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

**H. Ad Hoc Committee – Board Representatives; for 2022**

Food Service (1) - Naylor  
Community Education (1) - Austin  
District School Improvement (2) - Austin, Woods  
Health Advisory (2) - Novess, Austin  
Superintendent Evaluation (Full Board)  
CRC (1) - Tindall  
Education Foundation (1) - (Board President or Designee) - Tindall  
Klager Building Liaison (1) - Novess  
Riverside Building Liaison (1) - Naylor  
Jr/Sr. High Building Liaison (1) - Woods  
WASB Representative (1) - Novess  
WASB LRN (1) - Novess  
SRSLY (1) - Austin

Roll Call Vote: All yes; 7-0

**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 Woods 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: Austin Support: Naylor 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: Austin Support: Novess 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

**VI. PUBLIC PARTICIPATION - None**

**VII. OTHER**

**VIII. ADJOURNMENT**

Motion: Austin    Support: Naylor    Vote: All yes; 7-0    Time: 6:14PM