

Official 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

p.m.

Close Nominations: Austin Support: Naylor

Vote on Nominee(s): Woods

Ryan Novess-Woods

Mike Austin- Woods

Corey Horkey-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 Horkey

Close Nominations: Naylor Support: Woods

Vote on Nominee(s): Horkey

Ryan Novess-Horkey

Mike Austin- Horkey

Corey Horkey-Horkey

Rebecca Harvey- Horkey

Michael Tindall-Horkey

Kody Naylor-Horkey

Brandon Woods-Horkey

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

Building and Grounds:

1. Naylor
2. Tindall
3. Alt. Austin

Finance Committee:

1. Tindall
2. Horkey
3. Alt. Novess

Personnel Committee:

1. Harvey
2. Woods
3. Alt. Naylor

Board Policies:

1. Novess
2. Naylor
3. Alt. Woods

Manchester Community Schools January 24, 2022 Board of Education Organizational Meeting @ 5:30

p.m.

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

July 18, 2022

February 28, 2022 (Pres. Day Feb. 21 - no school) March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

Motion: Woods Support: Naylor

August 22, 2022 September 19, 2022

October 17, 2022 November 21, 2022

December 19, 2022 January 23, 2023

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.

Manchester Community Schools January 24, 2022 Board of Education Organizational Meeting @ 5:30

p.m.

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

Manchester Community Schools January 24, 2022 Board of Education Organizational Meeting @ 5:30 p.m.

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

Manchester Community Schools January 24, 2022 Board of Education Organizational Meeting @ 5:30 p.m.

VIII. ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in black ink that reads "Brandon M. Woods". The signature is written in a cursive, flowing style.

Brandon Woods
BOE Secretary

BW/kz