

**ALMONT COMMUNITY SCHOOLS  
MINUTES  
2015 ORGANIZATIONAL MEETING**

The Organizational Meeting of the Board of Education of the Almont Community Schools, No. 12, Counties of Lapeer, St Clair, Macomb and Oakland was held on Thursday January 8, 2015, in the Media Center of Almont Middle School, 4624 Kidder, Almont, Michigan.

The meeting was called to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

**Present:** Jill O'Neil, John Miles, John Brzozowski, Stephan Manko, Steven Hoffa, Jonathan Owens, and Superintendent Joseph Candela.

**Absent:** Mr. Kmetz

**Visitors:** None

**Approval of Agenda**

The agenda was approved as presented

**Reorganization of the Board**

**President:** Brzozowski nominates Hoffa as President for the 2015 calendar year.  
Motion by Brzozowski, supported by Owens, that nominations be closed and votes cast for Hoffa as President of Almont School Board for the 2015 calendar year.

The Chairperson calls for vote on the nomination of Hoffa for School Board President for the 2015 calendar year.

(P), 1, 6-0-0

Roll Call Vote: Ayes: Owens, Manko, O'Neil, Brzozowski, Miles, Hoffa Nays: None

**Vice-President:** Brzozowski nominates Manko as Vice-President for the 2015 calendar year.  
Motion by Brzozowski, supported by Owens that nominations be closed and votes cast for Manko as Vice-President of Almont School Board for the 2015 calendar year.

The President calls for a vote on the nomination of Manko for Vice-President for the 2015 calendar year.

(P), 2, 6-0-0

Roll Call Vote: Ayes: O'Neil, Owens, Manko, Miles, Brzozowski, Hoffa Nays: None

**Secretary:** Brzozowski nominates Miles as Secretary for the 2015 calendar year.  
Motion by Brzozowski , supported by Owens, that nominations be closed and votes cast for Miles as Secretary of Almont School Board for the 2015 calendar year.

The President calls for a vote on the nomination of Miles for Secretary for the 2015 calendar year.

(P), 3, 6-0-0

Roll Call Vote: Ayes: Manko, O'Neil, Owens, Brzozowski, Miles, Hoffa Nays: None

**Treasurer:** Owens nominates Brzozowski as Treasurer for the 2015 calendar year.  
Motion by Owens, supported by Manko, that nominations be closed and votes cast for Brzozowski as Treasurer of Almont School Board for the 2015 calendar year.

The President calls for a vote on the nomination of Brzozowski for Treasurer for the 2015 calendar year.

(P), 4, 6-0-0

Roll Call Vote: Ayes: Miles, Owens, Brzozowski, Kmetz, O'Neil, Manko, Hoffa Nays: None

### **Approval of Board Policies**

Moved by Miles and supported by Manko the Board of Education adopt all Bylaws and Polices of the previous Board of Education subject to revision as necessary.

(P), 5, 6-0-0

### **Establish Location, Time and Dates of Board of Education Meetings**

Moved by Miles supported by Manko, Meetings of the Almont Board of Education be held in the Media Center, at Almont Middle School, 4624 Kidder, Almont, Michigan at 6:00 p.m. on the Third Monday of the month and 7:00 p.m. on the Fourth Monday of each month, except for the months of May, and December. May meetings will be set for the Second and Third Monday of the month and December Meetings will be set for the First and Second Monday of the month; and that the dates of the Meetings of the Board of Education be as follows:

#### 6:00 p.m.

January 19, 2015  
February 16, 2015  
March 16, 2015  
April 20, 2015  
\*May 11, 2015  
June 15, 2015  
July 20, 2015  
August 17, 2015  
September 21, 2015  
October 19, 2015

#### 7:00 p.m.

January 26, 2015  
February 23, 2015  
March 23, 2015  
April 27, 2015  
\*May 18, 2015  
June 22, 2015  
July 27, 2015  
August 24, 2015  
September 28, 2015  
October 26, 2015

November 16, 2015  
\*\*December 7, 2015  
\*second Monday  
\*\*first Monday

November 23, 2015  
\*\*December 14, 2015  
\*third Monday  
\*\*second Monday

and further, that Informational and Special Meetings of the Board shall be held in the Media Center of Almont Middle School at 4624 Kidder, Almont, Michigan subject to call.  
(P), 6, 6-0-0

### **Naming of Depositories**

Moved by Brzozowski supported by Manko the Board of Education name the following depositories for the General Fund, SAN Repayment, Food Service Fund, Trust & Agency Funds, 2006 Refunding, 2012 Refunding, QZAB, 2014 Sinking Fund, Athletic Fund, Accounts Payable Account, Employee Health Reimbursement 2013, SBL Refinance 2013, 2013 Refunding and Payroll Accounts:

Tri-County Bank  
PNC Bank  
US Bank  
(hereinafter referred to as "Banks")

That the Banks are hereby designated as Trustees on behalf of the Almont Community School District (hereinafter referred to as "Local Unit") and authorized to accept the Local Unit's surplus funds for deposit as defined in ;Michigan Public Act 367 of the Public Acts of 1982 (hereinafter referred to as "Act") or other appropriate regulation.

That the Treasurer, Superintendent and Business Manager of the Local Unit be, and are hereby authorized to enter into a trust agreement with the Banks providing for the investment of surplus funds in accordance with the Act or other appropriate regulation.

That any agreements, authorizations or directions required to be signed or given in connection with the intent of this Resolution may be signed or given by the Treasurer, Superintendent of Schools and Business Manager, whose signatures shall be duly certified to the Banks and the Banks hereby are authorized to accept any surplus funds for investment in accordance with the Act and any agreement entered into between the Local Unit and the Bank in connection herewith.

That the authority given by this Resolution is in addition to, and shall not amend or repeal any depository or investment authority granted by any other Resolution of the Local Unit.  
(P), 7, 6-0-0

## **Authorization of Officials to Sign Checks (two motions)**

### **(First Motion)**

Moved by Brzozowski supported by Miles the Board of Education authorize the following officials to sign checks for the appropriate accounts:

#### **Miscellaneous Accounts**

(Including General Fund, Food Service Fund, 2006 Refunding, 2012 Refunding, QZAB, Employee Health Reimbursement 2013, PNC Business Checking, SBL Refinance 2013, 2014 Sinking Fund and Refunding 2013)

2 of 5: Officers of the Board – President, Vice President, Secretary, Treasurer. Other: Superintendent

#### **Payroll and Withholding Accounts**

Payroll and Withholding

2 of 4: Superintendent, Board President, Board Secretary, Board Treasurer

#### **Trust & Agency Accounts,**

High School – Internal Account

2 of 3: Building Principal, Head Secretary, Superintendent

High School – Athletic Account

2 of 4: Building Principal, Athletic Secretary, Superintendent, Athletic Director

Middle School

2 of 3: Building Principal, Head Secretary, Superintendent

Orchard Primary

2 of 3: Building Principal, Head Secretary, Superintendent

(P), 8, 6-0-0

### **(Second motion)**

#### **Facsimile Signatures**

Moved by Brzozowski supported by Owens, the Board of Education authorize the use of facsimile signatures for checks under \$5,000 drawn on PNC Accounts Payable; and PNC and Tri-County Banks for payroll.

(P), 9, 6-0-0

### **Authorization for Transferring Funds (two motions)**

#### **(First Motion)**

Moved by Brzozowski, supported by Owens, the Board of Education authorize the Superintendent, Business Manager, Board of Education President, Board Secretary, or Board Treasurer to transfer funds to and from all accounts.

(P), 10, 6-0-0

#### **(Second Motion)**

Moved by Brzozowski, supported by Manko, the Board of Education authorize the Business Manager to receive account balances for all accounts.

(P), 11, 6-0-0

### **Authorization to Invest Surplus Funds**

Moved by Brzozowski, supported by Owens, the Board of Education authorize the Business Manager as the designated agent of the Board Treasurer, to invest debt retirement funds, building & site funds, building and site sinking funds or general funds of the District in accordance with MCLA 380.1223, following generally accepted business practices and in the best interest of the District.

(P), 12, 6-0-0

### **Establishing Standing Committees**

Moved by Miles, supported by Manko, the following Board Committees be established as Standing Committees for the 2015 calendar year:

Building & Site Committee	Curriculum Committee
Finance Committee	Policy Committee
Personnel Committee	

(P), 13, 6-0-0

### **Setting of Board of Education Compensation**

Moved by Brzozowski, supported by Owens, the wages for member of the Board of Education be set at \$20.00 per meeting up to a maximum of 24 meeting per year, with the Board officers to receive the following additional payment:

President: \$100.00

Vice-President: was \$100.00

Secretary: \$100.00

Treasurer: \$100.00

(P), 14, 6-0-0

### **Nominations to the MASB Delegate Assembly**

Moved by Brzozowski, supported by Owens, that O'Neil be nominated for the MASB Delegate Assembly and this Board directs the administration to forward this nomination immediately to MASB.

(P), 15, 6-0-0

### **Representative at Intermediate School District Board of Education Meetings**

Moved by Brzozowski, supported by Owens that O'Neil be appointed as the Almont School Board's representative at the Lapeer County Intermediate School District Board of Education meetings.

**Discussion:** Mr. Hoffa felt that this may be a conflict of interest. Motion amended:

Moved by Brzozowski, supported by Owens that Manko be appointed as the Almont School Board's representative at the Lapeer County Intermediate School District Board of Education meetings.

(P), 16, 6-0-0

### **Designation of Individuals Responsible for Posting Meetings**

Moved by Miles, supported by Brzozowski, that the Executive Assistant be appointed as the person responsible for posting meetings of the Almont Board of Education.

(P), 17, 6-0-0

**Public Comments: None**

**Discussion Board: None**

**Adjournment**

**Meeting was adjourned at 7:25 p.m.**

**Signed by:**

---

**John Miles, Secretary**

---

**Steve Hoffa, President**

**Date:\_\_\_\_\_**