

Grass Lake Community Schools

899 South Union Street • Grass Lake, Michigan 49240

(517) 522-5540 • Fax (517) 522-8195

Grass Lake Community Schools Organizational Meeting of the Board of Education

Monday, July 18, 2011

7:00 p.m.

George Long Elementary

Library/Media Center

BOARD MEMBERS PRESENT

Mark Burnett

Darrell Hart

Florine Herendeen

John Paterra

Kimberly Seaburg

Tim Waskiewicz

David Wright

ADMINISTRATORS

Brad Hamilton

Michelle Clark

GUESTS

Patricia Hart

Margaret Henthorne

Kyleigh Lessard

Shannon Maynard

Juliana Paterra

PRESIDING OFFICER:

Tim Waskiewicz, President

Certified Correct

Mark Burnett, Secretary

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1. Call to Order

The meeting was called to order by Superintendent Hamilton at 7 p.m.

2. Administration of the Oath of Office to Newly Elected School Board Members

Superintendent Hamilton swore in new Member Darrell Hart and re-elected Member John Paterra.

3. Election of Officers

Mr. Hamilton asked for nominations for president.

Moved by Member Burnett, supported by Member Seaburg, to nominate Tim Waskiewicz for President. Moved by Member Hart, supported by Member Paterra, to close the polls. All present voted Aye. Motion Carried.

President Waskiewicz took over running the meeting.

Moved by Member Paterra, with no support, to nominate Kimberly Seaburg for vice-president. No vote on the motion.

Moved by Member Burnett, supported by Member Hart, to nominate Florine Herendeen for Vice President. Moved by Member Hart, supported by Member Seaburg, to close the ballot and cast a unanimous vote for Member Herendeen. All present voted Aye. Motion Carried.

Moved by Member Hart, supported by Member Herendeen, to nominate Mark Burnett for secretary. Moved by Member Seaburg, with no support, to nominate John Paterra. Moved by Member Hart, supported by Member Seaburg, to close the nominations and cast a unanimous vote for Member Burnett. All present voted Aye. Motion Carried.

Moved by Member Herendeen, supported by Member Burnett, to nominate David Wright for Treasurer. Moved by Member Hart, supported by Member Burnett, to close the polls and cast a unanimous vote for Member Wright. All present voted Aye. Motion Carried.

4. Establish Meeting Dates for Regular Board Meetings and Work Sessions for the 2011-2012 school year.

Moved by Member Burnett, supported by Member Herendeen, to approve the attached schedules of regular Board of Education Meetings continuing on the second Monday of each month at 7:00 p.m., and Work Sessions continuing to be held the fourth Monday of each month at 7:00 p.m. For 2011-2012 the board meetings will be held in the George Long Elementary library. All present voted Aye. Motion Carried.

5. Designation of Bank Depositories

Moved by Member Hart, supported by Member Wright, to name Comerica Bank, Grass Lake Branch, as the depositor for the School District's funds for the 2011-2012 school year. All present voted Aye. Motion Carried.

6. Name Signatures for Bank Accounts

A. General Fund Savings

Moved by Member Herendeen, supported by Burnett, to approve Superintendent Hamilton and Board Treasurer, David Wright, as the authorized signatures for the General Fund Savings Account. All present voted Aye. Motion Carried.

B. General Fund Checking

Moved by Member Herendeen, supported by Member Hart, to approve Superintendent Hamilton and Board Treasurer, David Wright, as the authorized signatures for the General Fund Checking Account. All present voted Aye. Motion Carried.

C. Debt Retirement

Moved by Member Herendeen, supported by Member Seaburg, to approve Board President, Tim Waskiewicz, and Board Treasurer, David Wright, as the authorized signatures for the Debt Retirement Account. All present voted Aye. Motion Carried.

D. Payroll

Moved by Member Seaburg, supported by Member Herendeen, to approve Superintendent Hamilton or Board Treasurer, David Wright, as the authorized signatures for the Payroll account. All present voted Aye. Motion Carried.

E. Cafeteria

Moved by Member Hart, supported by Member Herendeen, to approve Superintendent Hamilton, the Administrative Assistant or the Bookkeeper as authorized signatures for the Cafeteria Account. All present voted Aye. Motion Carried.

F. Athletics

Moved by Member Seaburg, supported by Member Herendeen, to approve Superintendent Hamilton, the Administrative Assistant, Athletic Director, Bookkeeper or Assistant Bookkeeper (two signatures required) as the authorized signatures for the Athletic Account. All present voted Aye. Motion Carried.

G. Activities

Moved by Member Hart, supported by Member Herendeen, to approve Superintendent Hamilton, the Administrative Assistant or Bookkeeper as authorized signatures for the Activities Account. All present voted Aye. Motion Carried.

H. Construction

Moved by Member Seaburg, supported by Member Hart, to approve Superintendent Hamilton or Board Treasurer, David Wright, as authorized signatures for the Construction Account. All present voted Aye. Motion Carried.

7. Facsimile Signatures

Moved by Member Burnett, supported by Member Wright, to authorize the use of facsimile signatures where and when applicable. All present voted Aye. Motion Carried.

8. Investments

Moved by Member Hart, supported by Member Burnett, to authorize the Superintendent (or designee) to invest available surplus funds in whatever State licensed investment repository yields the best return for the school district for the 2011-2012 school year. All present voted Aye. Motion Carried.

9. Approval of Annual Retainers

Moved by Member Herendeen, supported by Member Hart, to retain the services of Drake, Watters & Associates for auditing purposes, Thrun Law Firm, P.C. as legal counsel, and NEOLA for board policies, all for the 2011-2012 school year. All present voted Aye. Motion Carried.

10. Adoption of By-Laws

Moved by Member Seaburg, supported by Member Wright, to adopt the By-Laws as found in the 0000 series of the Board Policy Manual. All present voted Aye. Motion Carried.

11. Establish Committee Assignments

Moved by Member Burnett, supported by Member Herendeen, to approve the following Board committee assignments for the 2011-2012 school year: Athletic Committee – Members Burnett, Pattera and Wright, Buildings and Grounds Committee – Members Burnett, Seaburg and Wright, Policy Committee – Members Burnett, Herendeen and Hart, Personnel Committee – Members Herendeen, Pattera and Hart, Support Services Committee – Members Pattera, Hart and Seaburg, Technology Committee – Members Herendeen, Waskiewicz and Wright, Legislative Liaison – Member Waskiewicz, and Jackson County School Board Rep. meeting coordinator – Florine Herendeen. All present voted Aye. Motion Carried.

12. Adjournment

Moved by Member Seaburg, supported by Member Wright, to adjourn the meeting. All present voted Aye. Motion Carried. The meeting was adjourned at 7:18 p.m.