

ORGANIZATIONAL MEETING AGENDA NARRATIVES
Monday, January 15, 2018, 6:00 p.m., WHS Media Center

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Election of Officers

Seat Officers:

Office of the President – Nomination and voting process facilitated by the superintendent.

Once a president has been elected, he/she will continue to facilitate the process beginning with vice president, then treasurer and finally secretary.

The election process will be conducted by a voice vote. Candidates will be voted on in order of nomination. In the event that the first candidate receives a majority of the votes, the election will be closed. In the event of a tie, the vote will be repeated until one of the candidates receives a majority of the votes.

4. Approval of Bylaws (Section 0000 Bylaws of the NEOLA Policy Manual)

Please review your policy manual (Section 0000 Bylaws of NEOLA) prior to the meeting and bring along any notes you may have regarding the bylaws. A motion is needed to approve the Bylaws, which establish the district’s legal status and board functions.

I recommend that the Board of Education move to approve our current bylaws.

5. Scheduling of Regular Monthly School Board Meetings

The 3rd Monday of each month continues to work out well for our regular meetings, and the 6:30 p.m. starting time also seems to be popular. It is recommended that we will continue to meet as we have in the past. A motion will be needed to establish the days (3rd Monday of the month unless otherwise changed by the Board/times/location of the meetings for the coming year.)

For your reference, a list of the dates for the coming year are:

Date	Place
January 15, 2018	Westwood High School
February 19, 2018	Westwood High School
March 19, 2018	Westwood High School
April 9, or 23, 2018	Westwood High School
May 21, 2018	Westwood High School
June 18, 2018	Westwood High School
July 16, 2018	Westwood High School
August 20, 2018	Westwood High School
September 17, 2018	Westwood High School
October 15, 2018	Westwood High School
November 12, 19, or 26, 2018	Westwood High School
December 17, 2018	Westwood High School

6. Discussion of Ad-Hoc Committees

The current listing of committees is attached for your review. Revisiting our Committee memberships each year is a helpful experience, since it affords our members with opportunities to serve in a variety of capacities during their Board tenure. Members should come prepared to discuss their assignments and/or desires. After discussion, assignments will be finalized by the president and shared with the entire Board in the days ahead.

Over the past few years, it's been agreed that each committee will be an ad hoc committee and meet when there is business at hand. This process can continue if the board so chooses.

7. Designation of Depositories for School Funds.

mBank, continues to provide excellent service to our school in all account and investment areas, and the administration recommends all accounts (General Fund Money Market - Payroll & Accounts Payable, Debt Retirement, Sinking Fund, Athletic Fund, Cafeteria Fund, Business Office Revolving Fund, WHS Activity Fund, Aspen Ridge MS Activity Fund, Aspen Ridge Elementary Activity Fund, Lois Hebert, and Kitty Kososki Scholarship Funds, and Central Office Activity Fund) remain the same for 2018. A motion will be needed to approve **mBank** as the depository for the year ending December 31, 2018. As an FYI, we also use Wells Fargo for our payroll direct deposits that are sent to numerous banks in the U.P. The fee is approximately \$60/payroll. We are exploring a transfer to mBank in the summer of 2018 for payroll direct deposits.

I recommend that we designate mBank as our School Fund Depository (and possible future payroll direct depository) and Wells Fargo as an additional payroll direct deposit distribution bank.

8. Check Signature Authorizations

Annual designation authorizing the execution of checks for our various school accounts and electronic transfers is necessary at each Organizational Meeting. The Board has designated the Superintendent and Administrative Assistant for Finance for all accounts as in the past. The principal/assistant principal and secretary of each building are on the activity accounts and the athletic director is on the athletic fund. Jody Salmi (Payroll) makes direct deposit electronic transfers and is also on the revolving fund. A motion to authorize the administrators detailed above to execute checks from school accounts is needed.

I recommend that the Board of Education authorize the Superintendent and Administrative Assistant for Finance to sign checks and make electronic transfers from all accounts. Additionally, I recommend that the Board of Education authorize the Principals and Secretaries of each building to sign checks from the activity accounts, the Athletic Director to sign checks from the Athletic Fund, and the Payroll Clerk to make electronic transfers and sign checks from the Revolving Fund.

9. Delegation of Election Duties

The Superintendent was delegated in the past to handle election duties on behalf of the board. A motion is needed to assign the Superintendent to manage election duties on behalf of the Board.

I recommend that the Board of Education delegate the Superintendent to handle all election duties on behalf of the District.

10. Approval of Annual Retainer Contracts

Thrun Law Firm – Legal Matters

Anderson-Tackman – Annual Audit—currently under contract.

IDI (Integrated Designs, Incorporated) – Architectural Services—currently under contract.

A motion is needed to retain Thrun Law Firm for any Legal Matters at this time.