



**MASON COUNTY CENTRAL SCHOOLS BOARD OF EDUCATION**  
**First Biannual ORGANIZATIONAL MEETING MINUTES**  
**July 13, 2015**



**Board of Education Conference Room**

- 1) **CALL TO ORDER**  
President Sherry Wyman called the meeting to order at 7:02 p.m.
- 2) **ROLL CALL**  
**Members Present:** Jeff Barnett, Jim Schulte, Gena Nelson, Carl Geers, John Wagner, Sherry Wyman  
**Members Absent:** Randy Saxton  
**Others Present:** Jeff Mount, Kristie Courtland-Willick, Carla Mayer
- 3) **PLEDGE OF ALLEGIANCE**  
Mrs. Nelson led attendees in the Pledge of Allegiance.
- 4) **INFORMATIONAL REPORTS**
  - A. **Appointment of School District Attorney – Mr. Mount**  
Mr. Mount recommended the Board continue to retain Thrun Law Firm, P.C., as legal counsel for the year, with Mike Farrell as the primary attorney. The Board concurred.
- 5) **\*ACTION ITEMS**
  - A. **Bonding of District Personnel, Depository of Funds, and Official Signatures**  
A motion was made by Nelson, supported by Wagner, to approve the bonding of district personnel, depository of funds, and official signatures for 2015-16 as presented (appendix A attached). Motion carried 6 – 0.
  - B. **Regular Monthly Meeting Dates, Times and Places**  
A motion was made by Schulte, supported by Nelson, to approve the monthly meeting calendar of dates, times and locations for 2015-16 (attached appendix B. Motion carried 6 – 0.
  - C. **Agenda Format and Termination Time for Board Session**  
A motion was made by Schulte, supported by Geers, to approve the agenda format for regular and organizational meetings as presented and meeting ending time of no later than 10:00 p.m. or three hours duration. Motion carried 6 – 0.
  - D. **Set Tuition Rates for 2015-2015**  
Motion was made by Schulte, supported by Geers, to set tuition rates for the 2015-16 school year at \$1.00, with the amount to generally be waived. Motion carried 6 – 0.
- 6) **DELEGATIONS, COMMUNICATIONS AND EXPRESSIONS FROM THE PUBLIC, CLOSED SESSION**  
None
- 7) **OTHER**  
None.
- 8) **ADJOURNMENT**  
As there was no further business President Wyman declared the meeting adjourned at 7:12 p.m.

Respectfully Submitted,

  
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Gena Nelson, Secretary

Appendix A  
**DEPOSITORY OF FUNDS, BONDING, OFFICIAL SIGNATURES**

WHEREAS, state statute provides that the board shall determine bank depositories; and WHEREAS, Public Act 22, commonly referred to as the School Surety Bond Law, exempts treasurers of General Powers districts from posting a surety bond when the authority for administering district money rests with district employees through a resolution of the board:

THEREFORE, BE IT RESOLVED, that The Bank of New York Mellon, PNC, West Shore Bank, and the Michigan Liquid Asset Fund are hereby designated as depositories of this school district, and that the appropriate accounts be opened and maintained in the name of the school district with said institutions, subject to the rules and regulations established from time to time by said institutions; that the superintendent of schools, the business manager, and the bookkeeper are authorized on behalf of Mason County Central School District and in its name to sign checks, receipts or order for payment, or withdrawal of funds deposited in said accounts or deposited to the credit of said school district, except as provided in this resolution in said institution; and, said institution is hereby authorized and directed to honor and pay any of said checks, receipts or orders for the payment or withdrawal of funds deposited to the credit of said school district when so signed; and

BE IT FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of its amendment or rescission shall have been received by said Bank and that receipt of such notice shall not affect any actions taken by the Bank thereto; and

BE IT FURTHER RESOLVED, that the accounts under the signature of the Superintendent, Bookkeeper, and Business Manager shall be;

General Fund Disbursement Account, Payroll Account – PNC

BE IT FURTHER RESOLVED, that the superintendent of schools designates the following persons as official school signatures for the following accounts:

Petty Cash Checking	Superintendent, Business Manager, Bookkeeper, Administrative Assistant
General Fund Sweep	Superintendent, Business Manager, Bookkeeper
Activity-Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
School Service Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
2006 Series A Debt Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
2006 Series B Debt Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
2014 Refunding Debt Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
2006 Series A Capital Project Municipal Investment Fund	Superintendent, Business Manager, Bookkeeper
Petty Cash Community Education Enrichment Checking	Superintendent, Business Manager, Bookkeeper, Enrichment Coordinator
Petty Cash Driver Education Checking	Superintendent, Business Manager, Bookkeeper, Driver Education Coordinator

BE IT FURTHER RESOLVED, that the school district treasurer not be bonded, in accordance with Section 380.124 of the School Code of 1976, revised; and

BE IT FURTHER RESOLVED, that we bond Superintendent, Business Manager, and Bookkeeper for a minimum of \$25,000, Administrative Assistant for a minimum of \$10,000, and Athletic Director and Clerk for a minimum of \$5,000 each; and

BE IT FURTHER RESOLVED, that the Superintendent, and/or Business Manager have the authority to sign loans and contracts on behalf of the Mason County Central School District.

## Appendix B

## MASON COUNTY CENTRAL SCHOOLS Board Meeting Dates for 2015-2016

DATE	LOCATION
<b>2015</b>	
July 13 Work Session at 6:00 p.m. ....	High School Room D4
Organizational Meeting at 7:00 p.m. ....	High School Board Room
Regular Meeting at 7:10 p.m. ....	High School Board Room
August 10 Regular Meeting at 7:00 p.m. ....	High School Board Room
August 24 Regular Meeting at 7:00 p.m. ....	High School Board Room
September 21 .....	High School Board Room
(A Special Meeting may be called between September and October meetings if needed to address State Aid borrowing)	
October 19 .....	High School Board Room
November 16 .....	Upper Elementary
December 14 Board Work Session at 6:00 p.m. Regular Meeting at 7:00 p.m. ....	High School Board Room
<b>2016</b>	
January 11 Organizational meeting at 6:45 p.m. Regular Meeting at 7:00 p.m. ....	High School Board Room
January 25 .....	High School Board Room
February 22 .....	Middle School
March 21 .....	Scottville Elementary
April 25 .....	High School Board Room
May 16 .....	High School
June 13 .....	Victory Early Childhood Center
June 27 .....	High School Board Room

Appendix C

**AGENDA FORMAT**

- I. CALL TO ORDER: President
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL: President
- IV. CONSENT APPROVAL OF AGENDA
- V. \*CONSENT AGENDA
- VI. DELEGATIONS, COMMUNICATIONS AND EXPRESSIONS FROM THE PUBLIC (30 minutes maximum; see attached citizen's participation sheet)
- VII. INFORMATIONAL REPORTS
- VIII. ADMINISTRATIVE REPORTS
- IX. BOARD REPORTS (2<sup>nd</sup> meeting of the month)
- X. \*ACTION ITEMS
- XI. ADDITIONAL EXPRESSIONS FROM THE PUBLIC (20 minutes maximum: see attached citizen's participation sheet).
- XII. \*CLOSED SESSION
- XIII. OTHER
- XIV. ADJOURNMENT

\* Denotes action required