

Organizational Meeting of the Houghton Lake Community Schools Board of Education was held Monday, July 21, 2008 in the Houghton Lake High School Library.

Members Present: Dean, Duquette, Harned, Maiani, Burger, Scherer, and Fry.

Members Absent: None

Administration/Staff: Superintendent Injasoulian, Jack Kramer, Matt Lewis, Stan Gardner, Patti Caswell, Gail Harned, Jenny VanDuinen, and Maureen Ruddy.

Visitors: Lou Ann Pacheco

Press: Cheryl Holladay – Houghton Lake Resorter
Jeff Patrus, Roscommon County Herald News

President Harned called the meeting to order at 7:32 p.m.

Oath of Office has already been completed.

Motion by Harned, support by Maiani to appoint Duquette as Acting Chairman of the Board.

Election of President

Motion by Dean, supported by Maiani to nominate Harned for President of the Board of Education for the 2008/2009 school year. Motion carried. 7 yes, 0 no.

Election of Vice-President

Motion by Harned, supported by Burger to nominate Dean for **Vice-President** of the Board of Education for the 2008/2009 school year. Motion carried 7 yes, 0 no.

Election of Secretary

Motion by Harned, supported by Dean to nomination Maiani for **Secretary** of the Board of Education for the 2008/2009 school year. Motion carried 7 yes, 0.

Election of Treasurer

Motion by Dean, supported by Harned to nominate Burger for **Treasurer** of the Board of Education for the 2008/2009 school year. Motion carried 7 yes, 0 no.

Work Sessions

Motion by Duquette, supported by Maiani to schedule the Board of Education work sessions the first Monday of each month, at 7:00 p.m. at the Board of Education Office. Motion carried Yes 7 , No 0

WORK SESSION DATES TO BE POSTED FOR THE 2008/2009 SCHOOL YEAR

August 4, 2008	November 3, 2008	February 2, 2009	May 4, 2009
September 8, 2008	December 1, 2007	March 2, 2009	June 1, 2009
October 6, 2008	January 5, 2009	April 6, 2009	July 13, 2009

When holiday falls next to or on Monday, the following Monday shall be used.

Regular Monthly Meetings

Motion by Duquette, supported by Burger that the regular monthly meetings of the Houghton Lake Board of Education shall be held on the third Monday of each month, at 7:00 p.m., at the Board of Education office.
Motion carried Yes 7, No 0

MEETING DATES TO BE POSTED FOR THE 2008/2009 SCHOOL YEAR

August 18, 2008	November 17, 2008	February 16, 2009	May 18, 2009
September 15, 2008	December 15, 2008	March 16, 2009	June 15, 2009
October 20, 2008	January 19, 2009	April 20, 2009	July 20, 2009

General Fund and Associated Accounts

Motion by Duquette, supported by Maiani to designate **J P Morgan Chase Bank** as depository for Houghton Lake Community School District for the General Fund and Associated Accounts listed below; and to authorize the administration to select the institution that is in the best interest of the school district, and also authorizes administration on behalf of this school district, and in its name to sign checks, or order payment or withdrawal of funds deposited, honor and pay any checks, receipts, or orders for the payment or withdrawal of funds (**except the Maintenance & Repair Fund**) when signed as follows:

General Fund - 2 signatures required

Board Treasurer or Board Secretary or Superintendent or Business Manager

BE IT FURTHER RESOLVED that said Bank is depository for:

Internal Accts.

High School – 1 signature required: Superintendent or Director Business/Finance or High School Principal or Assistant High School Principal, Athletic Director

Middle School – 1 signature required: Superintendent or Director Business/Finance or Middle School Principal or Assistant Middle School Principal

Food Service - 1 signature required: Superintendent or Director Business/Finance or Bookkeeper

Payroll - 1 signature required: Superintendent or Director Business/Finance or Bookkeeper

Athletic Dept. - 1 signature required: Superintendent or Director Business/Finance or Bookkeeper

Community Playground Project - 1 signature required: Superintendent or Director Business/Finance or Treasurer

Adult Education - 1 signature required: Superintendent or Director Business/Finance or Bookkeeper

Maintenance & Repair - 1 signature required: Board Secretary or Board Treasurer or Superintendent or Director of Business/Finance

QZAB - 1 signature required: Board Secretary or Board Treasurer or Superintendent or Director Business/Finance or Bookkeeper

Money Market - 1 signature required; Board Secretary or Board Treasurer or Superintendent or Director Business/Finance or Bookkeeper

Motion carried Yes 7, No 0

Investment of School Funds –

Discussion followed, with Business Manager Lewis recommending/requesting two additional banks be added to the district list: 5th/3rd Bank and Byron Bank.

Motion by Duquette, supported by Dean to approve J.P. Morgan Chase, Chemical Bank, Northwestern Bank, 5th/3rd Bank, Byron Bank, and MILAF Investment Account as the districts financial/investment providers:

WHEREAS it is the intent of the Houghton Lake Community School District to maximize its return on balances from time to time available in the various funds of the District, and

WHEREAS it has been the past practice of the Houghton Lake Community Schools District to have its Superintendent, or Director Business/Finance as the designated agent of the Treasurer, make immediate investment of available balances,

NOW, THEREFORE, BE IT RESOLVED that the Superintendent, or Director Business/Finance as the designated agent of the Treasurer, be authorized and is hereby directed to invest the balances from time to time available in the various funds of the district in accordance with Section 380.1223, as amended; and,

WHEREAS Sections 622, 1221, and 1223 of the School Code expressly allow general powers school districts (public school districts) to participate in investment pools, as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Acts of 1982, being Section 129.111 to 129.118 of the Michigan Compiled laws, composed entirely of instruments that are legal for direct investment by public school districts; and

WHEREAS the Urban Cooperation Act of 1967, 1967 PA 4, Ex. Sess. No. 7, MCLA 124.501 et seq, as amended, provides that two or more public school districts of the State of Michigan may jointly cooperate in the exercise or in the performance of their respective governmental functions, powers or responsibilities and may enter into such joint agreements as may be deemed appropriate for such purposes when such agreements have been adopted by all such cooperating Public School Districts; and

WHEREAS the Declaration of Trust (Interlocal Agreement) and an information statement relating to the Fund have been presented to this Board; and

WHEREAS the Declaration of Trust authorizes Public School Districts to adopt and enter into the Declaration of Trust and become participants of the Fund; and

WHEREAS this Board deems it advisable for the District to adopt and enter into the Declaration of Trust and become a participant of the Fund for the purpose of the joint investment of the district's money with those of other Public School Districts so as to enhance the investment earnings accruing to each Public School District.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The District shall join with other Public School Districts in accordance with the provisions of Sections 622, 1221 and 1223 of the School Code and in accordance with the Urban Cooperation Act of 1967, as applicable, by becoming a participant of a Fund in entering into the Declaration of Trust, which Declaration of it had been set out verbatim in this resolution.

2. The District is hereby authorized to invest its available funds from time to time and to withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust.

BE IT FURTHER RESOLVED

that all such investments heretofore made are hereby ratified and validated. Motion carried Yes 7, No 0

Payment of Expenses

Motion by Duquette, supported by Maiani to designate the director of Business and Finance to pay all bills in advance from all district accounts except from the Maintenance and Repair Fund.

Motion carried Yes 7, No 0

Designation of Health Care Provider

Motion by Duquette, supported by Maiani that the primary that the primary care providers listed below are hereby designated as the primary care providers for the Houghton Lake Community Schools:

Primary Care

Mid Michigan Health Park

Mercy Primary Care Assoc. (all Houghton Lake)

And, if need arises, that injured students be taken to the Emergency Room of

Mercy Hospital - Grayling

Mid Michigan Hospital - Clare

Regional Medical Hospital - West Branch

Mercy Hospital - Cadillac

Motion carried Yes 7, No 0

Resolution Authorizing President & Treasure to Execute Notes on Behalf of Board of Education

Motion by Duquette, supported by Burger to approve following resolution:

WHEREAS, that if the Houghton Lake Board of Education finds it necessary to purchase equipment, school vehicles, or buses from time to time to be used for educational purposes:

THEREFORE, BE IT RESOLVED that the Houghton Lake Community Schools Board of Education hereby authorizes the President and/or Treasurer to execute on the Board's behalf such notes or contracts approved by the Board of Education, providing such notes or contracts do not exceed six years in duration (without Board approval) and are in compliance with state laws governing such transactions.

Motion carried Yes 7, No 0

Selection of a Firm to Audit the School District's Records

Motion by Duquette, supported by Burger to table approving an auditing firm, to conduct the annual audit of the school district at this time; the Board of Education would like to obtain new bids.

Motion carried Yes 7, No 0.

Standing Committee Appointments

Sexual Harassment & Intimidation Grievance Charges -

Motion by Duquette, supported by Scherer to designate member Maiani, and Alternate Member Burger as the Board representative to hear **Sexual Harassment & Intimidation** Charges. Motion carried Yes 7, No 0.

Curriculum Committee -

Motion by Duquette, supported by Burger to designate member Fry, and Alternate Member Maiani to the Houghton Lake Community Schools **Curriculum Committee**. Motion carried Yes 7, No 0.

Grievance Officers - (3)

Motion by Duquette, supported by Fry to designate members Dean, Maiani, and Burger to the Houghton Lake Community Schools **Grievance Committee**. Motion carried Yes 7, No 0.

Finance Committee -(3)

Motion by Harned, supported by Maiani to designate members Dean, Duquette, and Scherer to the Houghton Lake Community Schools **Finance Committee**. Motion carried Yes 7, No 0.

Bargaining Committee -

Motion by Maiani, supported by Scherer to designate member Dean, Fry, and Duquette to the Houghton Lake Community Schools **Bargaining Committee**. Motion carried Yes 7, No 0.

Policy Committee -(2)

Motion by Duquette, supported by Fry to designate members Scherer, and Burger to the Houghton Lake Community Schools Board of Education **Policy Committee**. Motion carried Yes 7, No 0.

Technology Committee -

Motion by Harned, supported by Duquette to designate members Maiani and Scherer to the Houghton Lake Community Schools **Technology Committee**. Motion carried Yes 7, No 0.

Booster Club Committee – (3)

Motion by Maiani, supported by Burger to designate members Harned, Dean, and Duquette to the Houghton Lake Community Schools **Booster Club Committee**. Motion carried Yes 7, No 0.

Election Duties

Letter delegating posting of the meetings is attached, most of the election duties are now completed through the County Clerk’s office.

Designation of Liaison Persons (MASB Voting Delegate) (2)

Motion by Dean supported by Maiani to designate members Harned and Dean as the voting board liaisons to the Michigan Association of School Boards. Motion carried Yes 7, No 0

Building Adoption

The following represents the schools adopted by Board members to attend events/activities that take place at that building:

Collins Elementary Grades K-3	Dean and Fry
Middle School Grades 4-7	Fry and Harned
High School Grades 8-12	Maiani and Burger
Adult/Community Education	Scherer, Dean, Harned, Duquette

Motion by Duquette, supported by Maiani to adjourn the organizational meeting at 8:05 p.m. Motion carried Yes 7, No 0