MEMORANDUM ON AGENDA

July 9, 2018
Board of Education Offices

RECOGNITION OF GUESTS:

A. Audience Comments

COMMUNICATIONS: None

INFORMATIONAL ITEMS: Personnel Report and Treasurer's Report (attached)

CONSENT AGENDA: Approval of previous minutes, personnel report, and treasurer's report

ACTION ITEMS:

A. Organizational Approvals for 2018-19 School Year

Depository Agent – The Superintendent will be the depository agent for all school funds and the Director of Finance and Operations will be designated as alternate.

Federal Education Accounts – The following persons be authorized to sign checks for the Federal Education Accounts: Superintendent or the Board President, with one signature required.

School Service Account-Activities Account – The following persons be authorized to sign checks for the School Service Account and Activities Account: Superintendent or Director of Finance and Operations.

Signatory Power for Payroll – The Superintendent or Board President will be authorized to sign payroll checks.

Authority for Entering into Contractual Agreement Including Outside Funding Sources – The Superintendent, Board President or Director of Finance and Operations will be authorized to enter into contractual agreements with funding agencies.

Loans, Transfer of Property and Property Purchases – The Board President, or any officer in the absence of the President, may authorize purchase, sale, or transfer of property or borrowing of funds by signature if the question has previously been brought before the Board and approved.

General Fund-Debt Retirement Fund-Building and Site Fund – The Superintendent will sign all General Funds, Debt Retirement Fund and Building and Site Fund checks as required by General School Laws of Michigan.

Electronic Transfer Office (ETO) – The Director of Finance and Operations and the Accountant both have the authority to transfer funds electronically.

Negotiator Authority – The Superintendent or his/her designee will be recognized as the negotiator of bargaining agreements between the Board and unionized employee organizations.

Attendance Officer – To appoint the school Principals, Assistant Principals, and the Superintendent as District Attendance Officers.

Posting of Public Notice of Meetings – To designate the Superintendent as the person to post public notice in accordance with the Michigan Open Meeting Law.

School Attorneys – To retain the Thrun Law Firm as school attorney for the 2018-19 school year.

Board of Education Meetings – The regular meetings of the Board of Education will be held on the second Monday of each month during the 2018-19 school year (with the exception of the April meeting) as the following schedule indicates:

2018-19 Board of Education Meeting Schedule	
July 9, 2018 – Organizational	January 28, 2019 - Workshop
August 13, 2018 – Regular	February 11, 2019 - Regular
September 10, 2018 – Regular	February 25, 2019 - Workshop
September 24, 2018 - Workshop	March 11, 2019 - Regular
October 8, 2018- Regular	March 25, 2019 - Workshop
October 22, 2018 – Workshop	*April 15, 2019 – Regular Third Monday due to Spring Break
November 12, 2018 – Regular	April 29, 2019 - Workshop
November 26, 2018 - Workshop	May 13, 2019 - Regular
December 10, 2018 - Regular	May 27, 2019 - Workshop
January 14, 2019 – Election of Officers /Organizational	June 10, 2019 June 24, 2019–Budget Hearing 2019-20

All meetings of the Board of Education will begin at 6:30 p.m. and will be held in the Board Conference Room at 465 S. Union Street.

E-rate Authorization – The Director of Finance and Operations or his/her designee will have the authority to apply for e-rate annually.

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SUPERINTENDENT'S REPORT: The Value of Board Retreats – Board Governance (see attached)