

UTICA COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
Organizational Meeting  
Joan C. Sergent Instructional Resource Center  
14201 Canal Road - Sterling Heights, MI 48307  
Monday, July 11, 2011

Attending: Klenow, Klida, Ross, Templeton, Meyers, Krloczyk

Absent: Prybys

I. The meeting was called to order by Dr. Klenow at 6:30 p.m. followed by the Pledge of Allegiance. Dr. Klenow appointed Mrs. Klida as chairperson for the Organizational meeting.

II. Correspondence  
No correspondence was acknowledged.

III. Public Communication  
No request for public communication.

IV. ELECTION OF OFFICERS

A. Election of Temporary Chairperson and Secretary

1. Motion by Klenow, supported by Ross, that Klida be elected Chairperson of the Organizational Meeting.

Motion carried.

2. Motion by Ross, supported by Meyers, that Templeton be elected Secretary of the Organizational Meeting.

Motion carried.

B. Election of Permanent Officers

1. Motion by Templeton, supported by Ross, that Carol Klenow be elected Board President.

2. Motion by Meyers, supported by Klenow, that Gene Klida, be elected Board Vice President.

Motion carried.

3. Motion by Klenow, supported by Ross, that Michele Templeton, be elected for Board Secretary.

Motion carried

4. Motion by Klenow, supported by Templeton, that Robert Toss be elected for Board Treasurer.

Motion carried.

V. SEATING OF NEW BOARD MEMBERS AND RE-ELECTED BOARD MEMBERS

Motion by Templeton, supported by Meyers, that the Utica Community Schools Board of Education is comprised of seven (7) members, who are elected for terms of six (6) years. Members holding office on July 1, 2011 and the expiration of their current terms are as listed:

Board Member	Term Expires:
Jennifer Prybys	6/30/2013
Daniel Meyers	6/30/2013
Carol Klenow	6/30/2015
Robert Ross	6/30/2015
Michele Templeton	6/30/2017
Gene Klida	6/30/2017
Ken Krolczyk	6/30/2017

Members of the Board of Education are elected bi-annually in the May elections.

Motion carried.

#### VI. ESTABLISHMENT OF ORGANIZATIONAL MEETING

Motion by Klenow, supported by Templeton, that the Utica Community Schools Board of Education shall organize annually during the month of July.

Motion carried.

#### VII. ESTABLISH BOARD OFFICERS

Motion by Templeton, supported by Ross, that the Utica Community Schools Board of Education Officers shall be as follows:

The officers of the board shall be president, vice-president, secretary, and treasurer. All officers of the Board of Education shall be board members.

##### President (Chairman) - Duties

The president shall:

- Preside at all meetings of the board;
- Countersign orders legally drawn by the secretary upon the treasurer for money to be disbursed on behalf of the district;
- Cause an action to be prosecuted in the name of the district on the treasurer's bond in the case of a breach of a condition of the bond;
- Perform other duties appropriate to the duties of the office of president (Chairman) in the management of the district;

##### Vice President (Vice Chairman) - Duties

The vice president shall:

- Preside at board meetings when the president is unable to attend;

- Perform other duties appropriate to the duties of the office of vice president; and
- Succeed to the office of president when a vacancy in that office occurs.

#### Secretary - Duties

The secretary shall:

- Act as clerk at meetings of the board;
- Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the board in proper record books;
- Prepare reports as required by the state board;
- Draw and sign orders upon the district treasurer for money to be disbursed by the district. Each order shall be properly numbered and dated, shall specify the sources or the funds called for, the purpose for which, and the fund upon which the order is drawn;
- Perform other duties required by law and by the board.

#### Treasurer - Duties

The treasurer shall:

- Have care and custody of all moneys of the district;
- Keep proper books of account;
- Keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
- Pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the secretary and countersigned by the board president;
- Perform other duties the board may prescribe in its bylaws relating to the administration of district funds;
- Deposit funds of the district with a bank or banking corporation or trust company designated by the board in the proportion and manner directed by the board;
- Pay orders of the secretary when lawfully drawn and countersigned by the president out of the money belonging to the fund upon which the orders are drawn;
- Cause a record book to be kept in which money received and disbursed shall be entered, the sources from which money is received, and the person to who and the objects for which money is paid;
- Present the board at the close of the school year a written report containing a statement of money received during the year and of each disbursement made;
- Perform other duties required by law or by the board.

LEGAL REF: MCL 380.11 *et seq.*

Motion carried.

#### VIII. ESTABLISH MEETING REQUIREMENTS

Motion by Klenow, supported by Meyers, that the Board of Education regular meetings are held on the second and fourth Monday of each month at 7:00 P.M. at the Joan C. Sergent Instructional Resource Center, 14201 Canal Road, Sterling Heights, MI 48313.

Motion carried.

IX. ESTABLISH BOARD COMMITTEE SYSTEM

Motion by Meyers supported by Klenow, that the Board of Education shall establish a committee system comprised of:

Capital Projects Sub Committee  
Curriculum Sub Committee  
Finance Sub Committee  
Human Resources Sub Committee

The committees and chairperson of each committee will be appointed by the Board President.

Motion carried.

X. BOARD OF EDUCATION REMUNERATION

A. Motion by Klenow, supported by Ross, that the Board of Education stipend be set at \$35.00 for attendance at each regular or special Board of Education meeting and for attendance at a Board Committee Meeting.

Payment shall not exceed \$35 for any one-calendar day.

Motion carried.

B. Motion by Meyers, supported by Klenow, that the Treasurer's salary be set at \$800 per year.

Motion carried.

Motion by Ross, supported by Klenow, that the Secretary's salary be set at \$700 per year.

Motion carried.

XI. PUBLICATION OF BOARD OF EDUCATION MINUTES

Motion by Templeton, supported by Ross, that the Board of Education minutes be published in THE ADVISOR & SOURCE (Utica/Shelby/Sterling Heights, Macomb Twp. and Washington Twp. Editions).

Motion carried.

XII. DESIGNATION OF PERSON FOR POSTING PUBLIC NOTICES OF MEETINGS

Motion by Meyers, supported by Klenow, that the Secretary of the Board be designated to post public notice of meetings with authority to delegate the duties to post meetings to the administrative staff.

Motion carried.

#### XIII. AUTHORIZATION FOR INVESTMENT OF SCHOOL DISTRICT FUNDS

Motion by Klenow, supported by Ross, that the Assistant Superintendent for Business and Employee Services be appointed as the investment officer who is authorized to invest school district funds and make fund and wire transfers for investments according to policy #3140.

Motion carried.

#### XIV. SET BOND FOR VARIOUS OFFICIALS

Motion by Templeton, supported by Ross, that the Board President, Board Treasurer, Superintendent, Assistant Superintendent for Business and Employee Services, the Executive Director of Business and Finance, and the Controller, each be bonded in the amount of \$600,000.

Motion carried.

#### XV. AUTHORIZATION OF BANKS FOR DEPOSIT:

Motion by Klenow, supported by Templeton, that the following banks be assigned as depositories for the funds of the Utica Community Schools for the coming year:

**Mr. Meyers stated he is employed by one of the banks listed and abstained from voting.**

Charter One  
Comerica Bank  
Credit Union One  
Fifth Third Bank  
Flagstar Bank  
Huntington National Bank  
Michigan Schools and Government Credit Union  
J.P. Morgan Chase & Co.  
PFM Asset Management/Michigan School District Liquid Asset Fund  
Bank of America

Motion carried.

#### XVI. AUTHORIZATION OF FIRMS FOR PURCHASE OF COMMERCIAL PAPER INVESTMENTS

Motion by Klenow, supported by Meyers, that the following firms be authorized for the purchase of commercial paper investments:

Bank of America  
CitiGroup Global Markets, Inc.  
Comerica Bank  
Merrill Lynch  
J.P. Morgan Chase Securities, Inc.

PFM Asset Management/Michigan Liquid Asset Fund Plus

Motion carried.

#### XVII. AUTHORIZATION OF LEGAL COUNSEL

Motion by Ross, supported by Klenow, that the following firms be authorized to provide legal services:

Butzel Long  
Clark Hill, P.L.C.  
Cummings, McClorey, Davis & Acho, P.L.C.  
Dickinson, Wright, P.L.C.  
Keller Thoma  
LaPointe & Associates, P.C.  
Lusk & Albertson, P.C.  
Miller, Canfield, Paddock and Stone  
O'Reilly Rancilio P.C.  
Plunkett & Cooney  
Thrun Law Firm, P.C.  
Secret, Wardle, Lynch, Hampton, Truex & Morley

Motion carried.

#### XVIII. AUTHORIZATION OF AUDITING FIRM

Motion by Templeton, supported by Ross, that Plante & Moran, PLLC be appointed as the auditing firm for Utica Community Schools for the 2011-2012 Audit.

Motion carried.

#### XIX. RESOLUTION - SUMMER COLLECTION OF TAXES

Motion by Meyers, supported by Klenow, that the Board of Education approve the attached annual resolution for the summer collection of taxes.

Mrs. Templeton called the roll. Ayeas: Klenow, Klida, Ross, Meyers, Krolczyk, Templeton.  
Absent: Prybys

Motion carried.

#### XX. APPOINTMENT OF LEGISLATIVE RELATIONS NETWORK (LRN) LIAISON

Motion by Klenow, supported by Templeton, that the Board of Education appoint, Klida and Ross as the Legislative Relations Network Co-Liaisons.

Motion by Meyers, supported by Klida, to adjourn at 6:42 p.m.

Motion carried.

Respectfully submitted,

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