

**CALHOUN INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**

MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF JULY 20, 2011

The organizational meeting of the Calhoun Intermediate School District Board of Education was called to order on July 20, 2011, at 6:32 p.m. at the Gifford/Schultz Educational Service Center, 17111 G Drive North, Marshall, Michigan by 2010-011 Board President, Kenneth Ponds.

Present were: Durwood Booher, Georgia Marsh, JoAnne Miller, James Davis and Kenneth Ponds

Absent was: None

Also present were: Dr. Terance Lunger, Superintendent and Dean Worden, president CIEA.

Questions and Statements from Visitors

Dean Worden reported on CIEA activities.

Election of Officers:

President Ponds called for nominations for the election of Board President, Vice-President, Treasurer and Secretary for the 201-2012 school year.

It was moved by Marsh, supported by Booher, that the CISD Board of Education nominate and elect- James Davis, President, Georgia Marsh - Vice President, Durwood Booher- - Treasurer, and Kenneth Ponds Secretary.

Motion passed unanimously.

President Davis then presided for the remainder of the meeting.

ORGANIZATIONAL DECISIONS:

Consent Grouping:

It was moved by Miller, and supported by Davis, that the CISD Board of Education approve the following recommended actions as presented:

Official Publication – Designate the Battle Creek Enquirer News as the newspaper on record for all official publications.

Legal Counsel - Designate the legal firms of Thrun Law Firm, P.C., and, LaPointe and Associates, P.C.; and further, that legal counsel for any other matter be acquired on an as needed basis.

Auditors - Designate Plante & Moran to be the official audit firm for the 2011-2012 fiscal year.

Management of Burgy Fund Portfolio - Designate Warren J. Fudge, Chief Burgy Fund Consultant, Mr. Jack Korff, representative of Century Securities Associates, Inc., and Becky Rocho, Assistant Superintendent of General Services and Legislation to buy and sell investments in the Burgy Fund portfolio in keeping with the board policy on Burgy Fund investment philosophy.

District Investment Transactions - Designate the Superintendent, Dr. Terance Lunger, Assistant Superintendent of Finance and Operations, Tom Bean, and/or Finance Supervisor, Kori Rafferty as Investment Officers to oversee the day-to-day management of District investments.

Bonding - Designate the Board Treasurer, Secretary, Superintendent and Attendance Officer to be bonded in accord with the law.

Appointment of Attendance Officer – Appoint Assistant Superintendent of General Services and Legislation, Becky Rocho, as the Attendance Officer for the Calhoun Intermediate School District.

Signatories - Designate the following as signatories for all funds except internal petty cash funds:

Primary Signatories – Superintendent, Dr. Terance Lunger, and Assistant Superintendent of Finance and Operations, Tom Bean as primary signatories.

Backup Signatories - CISD Board Secretary, CISD Board Treasurer and Kori Rafferty, Finance Supervisor

Petty Cash Fund Signatories - Designate the following as signatories for the Petty Cash Fund:

Doris Klaussen Developmental Center's Petty Cash Fund – Tricia Walters, Eric LaFleur, Brian Deller, Tom Bean and Kori Rafferty as signatories.

Banks - Designate continuation of present depositories as follows: Bank of America, and Chemical Bank - the depositories for all CISD funds and Fifth/Third Bank for the Michigan Liquid Asset Fund.

Meetings - Time, Date and Place of Regular Meetings - Approve the proposed meeting dates for the CISD Board of Education for the 2011-2012 school year.

Roll call vote taken.

Voting yes: Booher, Davis, Miller, Marsh, and Ponds

Voting no: None

Motion passed unanimously.

Resolution to appoint Electronic Transfer Officer

It was moved by Davis, supported by Booher, that the CISD Board of Education approve the resolution to appoint the Assistant Superintendent of Finance and Operations as the Electronic Transfer Officer (ETO) responsible for the Calhoun ISD Automatic Clearing House agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the Automatic Clearing House policy.

Roll call vote taken.

Voting yes: Ponds, Marsh, Miller, Davis, and Booher

Voting no: None

Motion passed unanimously.

Board Expense Policy

It was moved by Marsh, supported by Miller, that the CISD Board of Education authorize the participation of its members at one national and appropriate state, regional and local educational conferences in 2011-2012 in accord with Board Policy 0175.1.

Motion passed unanimously.

BOARD MEMBER APPOINTMENTS:

President Davis made the following board appointments for the 2011-2012 school year:

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| CASBMA Delegate | Georgia Marsh |
| CASBMA Alternate | Kenneth Ponds |
| Legislative Relations Network | James Davis |
| Personnel/Burgy Fund | JoAnne Miller |
| | Woody Booher |
| Area Collaboration Bureau Education Forum | Woody Booher |
| | Georgia Marsh |
| | Kenneth Ponds |

It was moved by Booher, supported by Marsh that the CISD Board of Education accepts the appointments as made by President Davis.

Motion passed unanimously.

COMMENDATION TO BOARD PRESIDENT:

CISD Board members and Superintendent Lunger expressed their appreciation for the quality leadership that Kenneth Ponds demonstrated in the role of Board President for 2010-2011.

ADJOURNMENT:

There being no further business, it was moved by Booher, supported by Marsh, to adjourn the organizational meeting at 6:50 p.m.

Motion passed unanimously.

President: James W. Davis

Secretary: Kenneth L. Ponds



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Automatic Clearing House – Electronic Transfer Officer

A regular meeting of the Board of Education of the Calhoun Intermediate School District was held at the Calhoun ISD Gifford/Schultz Service Center Building in said district on the 20th day of July, 2011, at 6:32 p.m.

The meeting was called to order by President Davis.

Present: Members: Booher, Marsh, Miller, Davis and Ponds
Absent: Members: None

The following preamble and resolution were offered by Member Davis and supported by Member Booher.

WHEREAS, MCL 124.301 - .305 (PA 738 of 2002) authorizes the use of electronic transactions of public funds through an automated clearing house (ACH) in accordance with Board Policy and resolution adoption; and

WHEREAS, Electronic payments are more frequently required for federally mandated as well as other transactions and electronic payments have become a commonly accepted business practice by banks and financial institutions; and

WHEREAS, PA 738 further authorizes the board treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system; and

WHEREAS, the Calhoun Intermediate School District Board deems that it is in the best interest of the district to make certain financial transactions by electronic payments as described in PA 738:

NOW, THEREFORE BE IT RESOLVED THAT: The Calhoun Intermediate School District identifies the Assistant Superintendent of Finance and Operation as the Electronic Transfer Officer (ETO) responsible for the Calhoun ISD ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

BE IT FURTHER RESOLVED THAT: the ETO responsible for disbursement of funds shall submit to the Board of Education, within the general ledger, documentation detailing the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by the payment. This system of internal accounting controls, to monitor the use of ACH transactions, will include a process for approval of ACH invoices for payment.

Ayes: Members: Ponds, Marsh, Miller, Davis and Booher
Nays: None

Resolution declared adopted July 20, 2011.


Secretary, CISD Board of Education

ACCEPTANCE OF OFFICE

I do hereby accept the duty of Attendance Officer for the Calhoun Intermediate School District, Marshall, Michigan.

Dated: 7-21-11

Rebecca A. Rocho
Signature

CONSTITUTIONAL OATH OF OFFICE

STATE OF MICHIGAN, |
COUNTY OF CALHOUN | SS.

Before me, a Notary Public* in and for the County of Calhoun, appeared Becky Rocho, who took and subscribed to the following oath:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of Attendance Officer for the Calhoun Intermediate School District, Marshall, Michigan, according to the best of my ability."

Rebecca A. Rocho
Signature

Subscribed and sworn to before me this 21 day of July A.D., 2011.

Heather Anders
Notary Public* in and for the County of Calhoun
State of Michigan
My commission expires September 7, 2011

* Sec. 371 General School Laws 1960 (340.607) Any school board member may administer oaths for the qualifying of school officers and oaths required in any other transaction connected with, or related to, the public schools of his/her district.