

ELK RAPIDS BOARD OF EDUCATION  
 MONDAY, JANUARY 21, 2019  
 ORGANIZATIONAL MEETING MINUTES  
 5:30 P.M.  
 “Where Excellence Is A Tradition!”

Organizational Session meeting at the Elk Rapids High School in Room 124,  
 308 Meguzee Point Road, Elk Rapids, Michigan at 5:30 p.m.

**1. CALL TO ORDER: ROLL CALL**

Board of Education

Trustee Carol Pressman	P	Trustee Martha McGuire	P
Trustee Holly Spencer	P	Trustee Jennifer Brown	P
Trustee Sherry L. Steffen	E	Trustee Andrew Raymond	P
Trustee Darryl Antcliff	E		

Central Staff:

Interim Superintendent Tom Enslen	P
Adm. Secretary Kortni Huron	P
Director of Finance Bill Melching	P

**2. DISCUSSION OF ROLES OF BOARD OFFICERS**

**3. \*ELECTION OF BOARD OFFICERS**

**• Board President**

*Nominating motion made by Martha McGuire*  
*Seconded by Jennifer Brown to nominate Holly Spencer for Board President.*  
 Discussion and or Acceptance by candidate  
 Ayes All Nays None  
*Motion to close made by Martha McGuire*  
*Seconded by Jennifer Brown to close the nominations for Board President.*  
 Ayes All Nays None  
 Holly Spencer elected for Board President.

**• Vice President**

*Nominating motion made by Holly Spencer*  
*Seconded by Martha McGuire to nominate Jennifer Brown for Vice-President.*  
 Discussion and or Acceptance by candidate  
 Ayes All Nays None  
*Motion to close made by Holly Spencer*  
*Seconded by Martha McGuire to close the nominations for Vice-President.*  
 Ayes All Nays None  
 Jennifer Brown elected for Board Vice-President

- **Secretary**

*Nominating motion made by Jennifer Brown*

*Seconded by Holly Spencer to nominate Sherry Steffen for Secretary.*

Discussion and or Acceptance by candidate

Ayes All Nays None

*Motion to close made by Jennifer Brown*

*Seconded by Holly Spencer to close nominations for Secretary.*

Ayes All Nays None

Sherry Steffen elected for Board Secretary

- **Treasurer**

*Nominating motion made by Holly Spencer*

*Seconded by Jennifer Brown to nominate Darryl Antcliff for Treasurer.*

Discussion and or Acceptance by candidate

Ayes All Nays None

*Motion to close made by Holly Spencer*

*Seconded by Jennifer Brown to close the nominations for Treasurer.*

Ayes All Nays None

Darryl Antcliff elected for Board Treasurer

\*Additional nominations may be made for each office, using the same procedure.

4.

**ACTION ITEMS**

**STAFF RESOURCE PERSON**

**75-19 APPROVAL OF SIGNATURES FOR ALDEN STATE BANK, CHEMICAL BANK, HUNTINGTON BANK, TBA CREDIT UNION AND MILAF/FIFTH THIRD BANK**

T. Enslen & B. Melching

**RESOLVED:** That the Board President, Board Vice President, Board Treasurer, Board Secretary and Superintendent be approved as signatories for Alden State Bank, Chemical Bank, Huntington Bank, TBA Credit Union and MILAF/Fifth Third Bank.

**Motion by Brown, seconded by Pressman to approve the resolution as presented.**

**Motion carried unanimously.**

**76-19 APPROVAL TO AUTHORIZE SUPERINTENDENT & DIRECTOR OF FINANCE TO RECEIVE, RECORD AND DEPOSIT SCHOOL FUNDS**

T. Enslen & B. Melching

**RESOLVED:** That the Superintendent & Director of Finance be approved to receive, record and deposit school funds.

**Motion by Brown, seconded by McGuire to approve the resolution as presented.**

**Motion carried unanimously.**

**77-19 APPROVAL FOR THE BOARD PRESIDENT/  
SUPERINTENDENT TO SERVE AS LIAISONS**

T. Enslin

**RESOLVED:** That the Board President and/or Superintendent be approved to serve as liaisons in representing the Board at official community or state functions.

**Motion by Pressman, seconded by Brown to approve the resolution as presented.  
Motion carried unanimously.**

**78-19 APPROVAL TO HAVE THE SUPERINTENDENT OR HIS  
DESIGNEE POST NOTICES OF MEETINGS**

T. Enslin

**RESOLVED:** That the Superintendent or his designee be responsible for posting notices of Board meetings.

**Motion by Raymond, seconded by Pressman to approved the resolution as presented.  
Motion carried unanimously.**

**79-19 APPROVAL OF AUTOMATED CLEARING HOUSE  
("ACH") TRANSACTIONS**

B. Melching

**RESOLVED:** That the Director of Finance be authorized to process ACH transactions on behalf of the district.

**Motion by Pressman, seconded by Brown to approve the resolution as presented.  
Motion carried unanimously.**

**5. ESTABLISHMENT OF BOARD COMMITTEES AND OTHER APPOINTMENTS:**

**BOARD COMMITTEES**

- Policy Committee: **Steffen, McGuire, Raymond** Chair: **Steffen**
- Student Growth & Achievement/Curriculum Committee: **Brown, Pressman** Chair: **Pressman**
- Facilities/Finance Committee: **Raymond, Antcliff, Spencer** Chair: **Antcliff**

**APPOINTMENTS**

- Athletic Council: **Darryl Antcliff**
- Class Size: **Carol Pressman**
- MASB Liaison: **Sherry Steffen**
- Regional School Board Representative: **Sherry Steffen**
- Education Foundation Representative: **Superintendent**
- Sex Education Advisory/Health Education: **Martha McGuire**
- Technology K-12: **Jennifer Brown**

**6. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS**

- Holly Spencer
- Carol Pressman
- Jennifer Brown

**7. ADJOURNMENT**

**Motion by Brown, seconded by Pressman to adjourn at 5:44 p.m.  
Motion carried unanimously.**

Respectfully Submitted,

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SHERRY STEFFEN  
Secretary

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KORTNI HURON  
Recording Secretary

APPROVED