

**Kingsley Area Schools**  
**ORGANIZATIONAL MEETING MINUTES**

January 8, 2024

\*\*Meeting will be held in the High School Library at 5:30 P.M.\*\*

**Upon request to the Superintendent, the District shall make reasonable accommodations for a person with disabilities to be able to participate in this meeting.**

5:30 P.M. Call to order the Organizational Meeting of the Kingsley Area Schools Board of Education.

I. ROLL CALL – PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT

N/A

III. ELECTION OF THE PRESIDENT OF THE BOARD (SUPERINTENDENT)

1. Motion to: nominate and appoint the President of the Board of Education

Nomination made by Kelly Saxton to appoint Vivien Snyder as the President of the Board of Education. Ms. Snyder accepted the nomination. Kelly Saxton makes a motion to vote to appoint Ms. Snyder as the president of the Board of Education. Seconded by Max Anderson. Roll Call Vote:

Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

IV. ELECTION OF REMAINING OFFICERS (PRESIDENT)

1. Motion to: nominate and appoint the Vice President of the Board of Education

Nomination made by Max Anderson to appoint Kelly Saxton as the Vice President of the Board of Education. Ms. Saxton accepts the nomination. Motion made by Max Anderson to appoint Kelly Saxton as the Vice President of the Board of Education. Seconded by Ian McKinley. Roll Call Vote:

Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

2. Motion to: nominate and appoint the Secretary to the Board of Education

Nomination made by Kelly Saxton to appoint Tina Schelich as the Secretary of the Board of Education. Ms. Schelich accepts the nomination. Motion made by Max Anderson to appoint Tina Schelich as the Secretary of the Board of Education. Seconded by Kelly Saxton. Roll Call Vote:

Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

3. Motion to: nominate and appoint the Treasurer to the Board of Education

Nomination made by Kelly Saxton to appoint Max Anderson as the Treasurer of the Board of Education. Mr. Anderson accepts the nomination. Motion made by Kelly Saxton to appoint Max Anderson as the Treasurer of the Board of Education. Seconded by Tina Schelich. Roll Call Vote:

Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

V. ORGANIZATIONAL

### 1. Meeting Dates and Times of Meetings

Motion to: Meetings will remain the 2nd Monday of every month, 6:00pm through January 2025.

A discussion was held about whether the BOE should change their scheduled day of the week for the regular meetings to accommodate other community groups and councils. After discussion, a decision was made to further look into after reviewing school/community calendars while keeping the current day of the week for regular meetings the same.

Motion to keep the Board of Education meetings at 6:00 p.m. on the second Monday of the month through January 2025 made by Max Anderson. Seconded by Tina Schelich. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

### 2. Designation of Depositories for School Funds

Motion to: Continue to use MILAF and Huntington Banks.

Motion to continue to use MILAF and Huntington banks for school banking made by Max Anderson. Seconded by Kelly Saxton. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

### 3. Check Signatures

a. Motion to: Authorize Superintendent Joshua Rothwell, Director of Finance Nadia Hoover, and the Board Treasurer to sign payroll, accounts payable and activity fund checks.

Motion to authorize Superintendent Rothwell, Ms. Hoover, and the BOE Treasurer to sign payroll, accounts payable, and activity fund checks made by Kelly Saxton. Seconded by Ian McKinley. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

### 4. Establish Superintendent and Director of Finance as Electronic Financial Funds Officer

a. Motion to: Designate Superintendent and Director of Finance as Electronic Funds Officer

Motion to establish Superintendent and Director of Finance as Electronic Financial Funds Officer made by Kelly Saxton. Seconded by Max Anderson. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

### 5. Establish Board Committees

Curriculum/Technology:

Facilities:

Finance:

Personnel Staff/Admin:

Personnel Support Staff:

Policy:

Safety:

Discussion was held and a review of KAS's Nepotism policy (4213) was done, led by Ms. Snyder, so the board members could be informed of any conflict of interest when selecting potential committees for 2024. All committee members will be assigned in the February meeting.

Motion to establish the listed committees for the 2024 calendar year, with the change of adding the security committee as a sub-committee within the facilities committee made by Max Anderson. Seconded by Kelly Saxton. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### 6. Delegation of Election Duties

a. Motion to: Delegate election duties to Superintendent and Grand Traverse County Clerk

Motion made by Kelly Saxton to delegate election duties to the Superintendent and Grand Traverse County Clerk. Seconded by Courtney Guy. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### 7. Approval of Organizational Memberships

a. Motion to: Approve organizational membership with;

MASB (Michigan Association of School Boards)

MSBO (Michigan School Business Officials)

MASA (Michigan Association of Superintendent and Administrators)

MEMSPA (Michigan Elementary & Middle School Principals Association)

MHSAA (Michigan High School Athletics Association)

MSBOA (Michigan School Band & Orchestra Association)

MSVMA (Michigan School Vocal Music Association)

MIAA (Michigan Interscholastic Athletic Administrators Association)

Northwest Conference

NMSLA (Northern Michigan School Legislative Association)

MASSP (Michigan Association of Secondary School Principals)

MPAAA (Michigan Pupil Accounting & Attendance Association)

Motion to approve the organizational memberships as listed, including the Northwest Conference for the remainder of the 2024 school year made by Ian McKinley. Seconded by Tina Schelich. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### 8. Approval of Annual Retainer Contracts

a. Motion to: Approve annual retainer contracts with Thrun Law Firm

Motion to approve the annual retainer contracts with Thrun Law Firm made by Max Anderson. Seconded by Tina Schelich. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### 9. Board Compensation.

a. Motion to: Maintain payment of \$50.00 per meeting.

Motion to maintain the payment of \$50.00 per meeting as board compensation made by Josh Green. Seconded by Josh Green. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### 10. Board Meeting Notices

- a. Motion to designate and approve the district employee authorized to post Board meeting notices under the Open Meetings Act.

Motion to designate and approve the district employee authorized to post Board meeting notices under the Open Meetings Act made by Max Anderson. Seconded by Tina Schelich. Roll Call Vote: Courtney Guy - yes. Tina Schelich - yes. Kelly Saxton - yes. Vivien Snyder - yes. Max Anderson - yes. Ian McKinley - yes. Josh Green - yes. Motion carries.

#### VI. ADJOURNMENT

Motion to adjourn from the BOE Organizational meeting at 6:02 p.m. made by Kelly Saxton. Seconded by Max Anderson. No Roll Call Vote. 7-0 Carries.

#### Kingsley Area Schools Board of Education:

Vivien Snyder - President / Kelly Saxton - Vice President / Max Anderson - Treasurer / Tina Schelich - Secretary / Courtney Guy - Trustee / Ian McKinley - Trustee / Josh Green - Trustee

#### Mission Statement

"Kingsley Area Schools, together with family and community, share the responsibility to educate all students to become productive responsible citizens and lifelong learners."