

BOARD ORGANIZATIONAL PROCEEDINGS OF THE IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT

Thursday, July 10, 2024

4:00 P.M.

1) Election of Officers

- A) Nominations for President, (currently Linda Hoxie-Green)
- B) Nominations for Vice President, (currently Randy Masterson)
- C) Nominations for Secretary (currently vacant)
- D) Nominations for Treasurer (currently Brian Talbot)

2) Meeting Dates, Time and Place

“Regular meetings of the Ionia County Intermediate School District Board of Education shall be held at 4:00 P.M. in the Intermediate Office, 2191 Harwood Road, Ionia, Michigan, on the second Thursday of each month as prescribed by law ***(with the exception of the April Regular Board Meeting which, due to Spring Break, will be held at 4:00 pm on Thursday, April 16, 2026)***; and that no further notice of such meetings shall be requested to be given to the members of said board; and

Special meetings of the Board of Education may be called by the President of the Board, or any two members thereof, by serving on the other member, written notice of the day, time and place of such special meetings”.

- A) Service of the notice for a special meeting shall be by:

Delivering the notice to the members by email at least 12 hours before such meeting is to take place and followed up with a phone call.

Service of the above may be made by a member of the Board or any employee of the Board.

- B) Designation of Person(s) Responsible for Posting Notices of Meetings

Move to designate the Secretary to the Board of Education, with assistance from the Superintendent, to be responsible for posting any and all meeting of the Board, as required by Act no. 267 of the Michigan public Acts of 1976.

3) Depository of Funds

Current: Mercantile Bank of Ionia and the Independent Bank of Ionia, both located in the City of Ionia, County of Ionia, State of Michigan, be and hereby are designated as the legal depositories of all monies belonging to the Ionia County Intermediate School District, State of Michigan.

Michigan Liquid Asset Fund (MILAF) Plus as an approved depository. MILAF Plus is an investment program specifically designed for Michigan School Districts sponsored by Michigan Association of School Administrators, Michigan Association of School Boards, and Michigan School Business Officials.

4) Investment Resolution:

RESOLUTION

WHEREAS, Act 451 of the Public Acts of 1976, as amended, provides that “The treasurer of any school district, when authorized by resolution of the board of education, may invest debt retirement funds, building and site funds, building and site sinking funds, or general funds of the district. Such investments shall be restricted to the following:

- A) Bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the state. In a primary or fourth class school district the bonds, bills, or notes shall be payable at the option of the holder upon not more than 90 days' notice or, if not so payable, shall have maturity dates not more than five (5) years after the purchase dates.
- B) Certificates of deposit issued by a stated or national bank, savings accounts of a state or federal savings and loan association, or certificates of deposit or share certificates of a state or federal credit union organized and authorized to operate in this state.
- C) Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase.

WHEREAS, it is the intent of the Ionia County Intermediate School District to maximize its return on balances from time to time available in the various funds of the district; and;

WHEREAS, it has been the past practice of the Ionia County Intermediate School District to have its Superintendent, and Director of Fiscal Services as the designated agents of the Treasurer, make immediate investment of available balances;

NOW, THEREFORE, BE IT RESOLVED that the Superintendent and Director of Fiscal Services as the designated agents of the Treasurer, be authorized and is hereby directed to invest the balances from time to time available in the various funds of the District in accordance with Act 451 of the Public Acts of 1976, as amended and to transfer funds from investment to checking accounts;

BE IT FURTHER RESOLOVED that all such investment heretofore made are hereby ratified and validated.

- 5) **Check Signing Authorization**
Authorization for Treasurer, Superintendent, Director of Fiscal Services, and/or President to sign District checks.
- 6) **Contracts, Agreements, and Purchase Orders Signing Authorization**
Authorization for the Superintendent or his Designee to sign District contracts, agreements, or purchase orders in accordance with current ICISD Board Policy.
- 7) **Electronic Transfer Officer (ETO)**
Appointment of the Director of Fiscal Services or his Designee to serve as the Electronic Transfer Officer (ETO) in accordance with current ICISD Board Policy.
- 8) **Administrators assigned to fill specified responsibilities of the Treasurer and Secretary**
Appointment of the Director of Fiscal Services or their Designee to assume specified responsibilities of the Treasurer and the Executive Assistant or their Designee to assume specified responsibilities of the Secretary in accordance with current ICISD Board Policy
- 9) **Truth-in-Budgeting Hearing**
Conduct the Truth-in-Budgeting Hearing at the June Board of Education Meeting, which will be held on *Thursday, June 11, 2026*.
- 10) **Setting of Per Diem and Mileage** (*See School Code - Section 380.621*)
\$30.00 per meeting and IRS rate per mile.

11) **Committee Appointments**

Building and Site

Current

Linda Hoxie-Green (Chairperson)
Vacant (Member)

Personnel

Brian Talbot (Chairperson)
Randy Masterson (Member)

Policy

Randy Masterson (Chairperson)
Kerry Possehn (Member)

Finance

Brian Talbot (Chairperson)
Linda Hoxie-Green (Member)

Current Board Members

Linda Hoxie-Green
Kerry Possehn
Brian Talbot
Randy Masterson
Amber Rood

Term Expiration

2027
2029
2029
2031
2031

12) **Retainer Fees to Clark Hill PLC & Thrun Law Firm**

Authorize payment to Clark Hill PLC and Thrun Law Firm.

13) **Resolution Establishing Auditor**

Continue using Yeo and Yeo, CPA as district auditor for the Annual Audit of the previous school year.

14) **Safe Deposit Box**

Authorize the Superintendent or his Designee to use the Safe Deposit Box in accordance with current ICISD Board Policy.

15) **Resolution Establishing posting of legal Advertisements for 2025-2026**

Move that the Board of Education designate the ***Daily News*** (Greenville/Belding) as the primary source of legal Advertisements. *The Ionia Sentinel Standard* and *The Lakewood News* may also be utilized when necessary.

16) **Annual Delegation of School Plan Review and Inspection Authority for 2025-2026**

Authorize Board President to sign the *School Plan Review and Inspection Authority Bureau of Construction Codes Form* allowing the delegation of school plan review and inspection authority to local units of government enforcing agencies. This will allow the district to obtain review approval and inspection at the local county level as opposed to the state level in designated allowable areas.