

**Holton Public Schools  
Organizational Meeting of  
The Holton Board of Education  
July 11, 2011 – 6:30 p.m.  
Administration Building**

**Order of Business:**

- I. Call to order.
- II. Pledge of Allegiance.
- III. Administering Oath of Office to Board Members – David Stitt and Brian Byrnes
- IV. Roll Call
- V. Welcome/Public Comments.

This is the time when members of the audience may address the Board of Education regarding any topic, including items on the agenda. We encourage you to express your concerns and ideas at this time; however, please limit your remarks to no more than three minutes. When addressing the Board of Education, please state your name and address.

- VI. Approval of Board of Education Organizational Matters (Agenda).

Motion by:

Supported by:

- VII. Election of Officers.

a.) Election of the Secretary of the Board.

Motion by:

Supported by:

b.) Election of President of the Board.

Motion by:

Supported by:

c.) Election of Vice President of the Board.

Motion by:

Supported by:

d.) Election of Treasurer of the Board.

Motion by:

Supported by:

VIII. Adoption of Scheduled Time of Regular Board Meetings (dates for fiscal year of 2011-12).

July 11	August 8 & 22	September 12 & 26	October 10 & 24
November 14 & 28	December 12	January 9 & 23	February 13 & 27
March 12 & 26	April 23	May 14 & 29(Tues)	June 11 & 25

Motion by:

Supported by:

IX. Designation of Depository of Funds for fiscal year 2011-2012:

	<b>Type of Funds</b>	<b>10-11 Depository</b>	<b>11-12</b>
a.)	General Operating	Fifth Third Bank	Fifth Third Bank
b.)	Debt Retirement	Fifth Third Bank	Fifth Third Bank
c.)	Food Service	Fifth Third Bank	Fifth Third Bank
d.)	Internal Accounts	Fifth Third Bank	Fifth Third Bank
e.)	Investment Accounts	MILAF & Fifth Third Bank	MILAF & Fifth Third Bank
f.)	Capital Projects Accounts	Fifth Third Bank	Fifth Third Bank

Motion by:

Supported by:

X. Designation of Authorized Signatures:

- a.) General Operating – Any two (2): President, Treasurer, Board Secretary, or Superintendent.
- b.) Debt Retirement: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- c.) Food Service Fund: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- d.) Internal Accounts – Any two (2): Principal, Building Secretary, or Superintendent.
- e.) Transfer of Funds for Debt Retirement, Food Service and General Fund: Business Manager or Superintendent.
- f.) Capital Projects Checking – Any two (2): President, Treasurer, Board Secretary or Superintendent.

Motion by:

Supported by:

XI. Designation of Authorized Signatures for State and Federal Projects:

Recommended action: It is recommended that the Superintendent be authorized to sign all State and Federal Grant Projects.

Motion by:

Supported by:

XII. Designee responsible for posting Public Notices of meetings.  
(Superintendent or designee shall be responsible for postings.)

Motion by:  
Supported by:

XIII. Delegation of Election Duties:  
(Superintendent or designee shall be responsible for election duties)

Motion by:  
Supported by:

XIV. Establish Board Advisory Committees: (Vice President stands in for meetings.)

<b><u>Finance</u></b>	<b><u>Negotiations</u></b>
1)	1)
2)	2)
3)	3)

XV. Adjournment.

Motion by:                      Supported by:                      Time: