

**Holton Public Schools Board of Education  
Organizational Meeting  
July 11, 2022 – 6:30 PM  
District Services Building**

**Minutes**

- I. Call to Order at 6:30 by Board President Amy Brookhouse
- II. Pledge of Allegiance
- III. Roll Call – Jack Vanderboegh, Ranae Erickson, Amy Brookhouse, Amber Cartwright, Brian Byrnes, Jayson Robins. Absent – Beth Barnard
- IV. Welcome and Public Comments
  1. 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.
- V. Approval of Board of Education Organizational Matters (Agenda).
  1. Motion by: Amber Cartwright
  2. Supported by: Ranae Erickson
  3. Questions or discussion:
  4. Vote: 6 – 0 – 1 Absent
- VI. Adoption of Scheduled Time of Regular Board Meetings (dates for fiscal year of 2022-2023)

July 11	August 8 & 22	September 12 & 26	October 10 & 24
November 14 & 28	December 12	January 9 & 23	February 13 & 27
March 13 & 27	April 17	May 8 & 22	June 12 & 26

  1. Motion by: Brian Byrnes
  2. Supported by: Amber Cartwright
  3. Questions or discussion:
  4. Vote: 5 – 1 – 1 Absent

VII. Designation of Depository of Funds for fiscal year 2022-2023:

<b>Type of Funds</b>	<b>2021-2022 Depository</b>	<b>2022-2023</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.) School Activities Account	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
g.) Tech & Security Account	Fifth Third Bank	Fifth Third Bank

1. Motion by: Ranae Erickson
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

VIII. Designation of Authorized Signatures:

- a.) General Operation: 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.) School Activities Accounts: Any two (2): Principal, Building Secretary, Athletic Director, or Superintendent.
- e.) Capital Projects Checking: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- f.) Tech & Security Account: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- g.) Transfer of Funds for Debt Retirement, Food Service, General Fund, School Activities, Accounts, Investment Accounts, Capital Projects, and Tech & Security: Business Manager or Superintendent.

1. Motion by: Jayson Robins
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

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

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

1. Motion by: Amber Cartwright
2. Supported by: Ranae Erickson
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

X. Designee responsible for posting Public Notices of meetings.

Recommended action: Approve the Superintendent or his designee to be responsible for postings and public notices of meetings.

1. Motion by: Amber Cartwright
2. Supported by: Brian Byrnes
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

XI. Delegation of Election Duties:

Recommended action: Approve the Superintendent or his designee to be responsible for election duties.

1. Motion by: Ranae Erickson
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

XII. Approve the Fee Structure and Facilities Use Process for the 2022-2023 School Year.

1. Motion by: Brian Byrnes
2. Supported by: Jayson Robins
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

XIII. Superintendent is authorized to approve Athletic Overnight Trips for teams or individuals that qualify to compete in MHSAA post season competitions.

1. Motion by: Ranae Erickson
2. Supported by: Brian Byrnes
3. Questions or discussion:
4. Vote: 6 – 0 – 1 Absent

XIV. Adjournment

1. Motion by: Brian Byrnes
2. Supported by: Amber Cartwright
3. Time: 6:41
4. Vote: 6 – 0 – 1 Absent