

**GARDEN CITY BOARD OF EDUCATION**  
**Organizational Meeting Minutes**  
**July 25, 2016**

The meeting was called to order by President, Darlene Jablonowski at 7:00 p.m. at the Administrative Service Center, 1333 Radcliff, Garden City, MI 48135

Call to Order

Members present: Darlene Jablonowski, Sarah Roffi, John Thackaberry, Lynette Childress, Jen VanDeWater

Roll Call

Members absent: Patrick McNally, Linda Williams

Cabinet members present: Derek Fisher, Brian Sumner, Rosemary Gross

001.16 Moved by Childress, supported by VanDeWater, that the Board of Education re-affirms the Board of Education By-Laws adopted at the Board's regular meeting of August 26, 1996, and as updated in the current MASB Board Policy Manual.

Resolution for Board of Education By Laws

Unanimously approved

002.16 Moved by Roffi, supported by Childress, that the Board of Education of Garden City Public Schools hold its regular meetings on the second and fourth Monday of each month, as per the attached schedule, in the Administrative Service Center Board Room, 1333 Radcliff, beginning at 7:00 p.m.

Board Meeting Schedule

Unanimously approved

003.16 Moved by Roffi, supported by Thackaberry that the Board of Education authorize the Chief Financial Officer to file the necessary forms with the appropriately designated banks to use the facsimile signature plate of the School District Treasurer on checks drawn on the General Fund, Building and Site Fund, Cafeteria Fund, Center Program Fund, Debt Retirement Fund, the Payroll Account, School Service Fund, Sinking Fund, Student Activities Fund, and Trust Fund.

Facsimile Signature Plate

Be it further resolved that the checks to be signed between Board of Education meetings by the use of the facsimile signature plate must meet the requirements of Policy 3550.

Unanimously approved

004.16 Moved by Thackaberry supported by Roffi that the JP Morgan Chase Bank, NA, and the Michigan Liquid Asset Fund Plus be designated as depositories of Garden City Public Schools and authorized to accept for credit of the

Designation of Depositories

**GARDEN CITY BOARD OF EDUCATION**  
**Organizational Meeting Minutes**  
**July 25, 2016**

School District and/or for collection of any and all checks, drafts and other negotiable instruments when endorsed in the name of Garden City Public Schools; that the Treasurer, the Superintendent and Chief Financial Officer are authorized to open such accounts as may be determined to be necessary or desirable.

Designation of  
Depositories Cont.

Unanimously approved

005.16 Moved by Childress, supported by Roffi that the Garden City Board of Education authorizes the use of credit cards in the district's name only under the following conditions:

Credit Card Policy

- The Business Manager is responsible for the issuance, accounting, monitoring and generally overseeing the use of district credit cards.
- Credit cards may be used only for the purchase of goods or services for official business as authorized by the Superintendent and/or Board of Education.
- Employees using credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of purchase and the official business to which it relates.
- Employees in possession of district credit cards shall be responsible for its protection and shall immediately report theft or loss to the Business Manager. All credit cards in the employee's possession shall be returned to the Business Manager upon termination of employment service.
- The Chief Financial Officer shall develop and implement a system of internal audit control related to the use of district credit cards.
- Unauthorized use of a district credit card shall result in disciplinary action consistent with the contractual agreement pertaining to the individual employee.
- The balance due on all district credit cards must be paid within a 60 days period of the initial invoice.
- The total combined authorized credit limit of all credit cards issued shall not exceed 5 percent of the total General Fund operating budget.

Unanimously approved

006.16 Moved by Roffi, supported by Childress, that the Board of Education of Garden City Public Schools declares itself a "general powers" school district as provided for in The Revised School Code and re-affirms that the official name of the school district shall be "Garden City Public Schools".

Legal Status and  
District Name

Unanimously approved

**GARDEN CITY BOARD OF EDUCATION  
Organizational Meeting Minutes  
July 25, 2016**

007.16 Moved by Roffi, supported by Thackaberry, that the Board of Education of Garden City Public Schools designates the law firm of Miller, Canfield, Paddock & Stone as general legal counsel without retainer. Additionally, the Board authorizes the administration to use the services of the following firm for specific specialty purposes or when a conflict of interest exists with Miller, Canfield, Paddock & Stone; Keller, Thoma, Schwarze, Schwarze, Dubai and Katz; Thrun Law Firm; and other firms as may be required from time to time.

Designation of  
Legal Counsel

Unanimously approved

008.16 Moved by Thackaberry, supported by Roffi, that the Board of Education of Garden City Public Schools designates, without retainer, the auditing firm of Yeo & Yeo as the official auditing firm and financial advisor for the district.

Designation of  
Auditors

Unanimously approved

009.16 Moved by Childress, supported by Roffi, that the Board of Education of Garden City Public Schools designates and limits contract agents for the school district as follows: Derek Fisher, Superintendent; Brian Sumner, Associate Superintendent; and Drew McMechan, Chief Financial Officer.

Authorization of  
Contract Agents

Unanimously approved

010.16 Moved by Thackaberry, supported by Roffi, to adjourn the meeting.

Adjournment

Unanimously approved

The meeting was adjourned at 7:11 pm

Dr. Patrick McNally, Secretary  
Garden City Public Schools

cd