

**NORTH MUSKEGON PUBLIC SCHOOLS**  
**Board of Education**  
**Organizational Meeting**  
**January 9, 2023**

**APPROVED MINUTES**

President, William Meier, called the **Organizational** meeting of the North Muskegon Board of Education to order at 5:32 p.m.

**PRESENT:** W. Meier, B. Scheerer, C. Nedeau, L. Winter, and S. Burmeister

**ABSENT:** S. Bliss and M. Moulton

**OTHERS PRESENT**

C. Babcock, K. Hall, Jon Allen, Jenn Schultz, Steve Sanocki, and Paul Henderson

**ACTION ITEMS**

**A. Election of Officers**

It was moved by B. Scheerer, supported by C. Nedeau, to appoint William Meier as President of the North Muskegon Public School Board of Education

Ayes: 5 Nays: 0 Motion passed.

It was moved by B. Scheerer, supported by C. Nedeau, to appoint Mary Moulton as Vice-President of the North Muskegon Public Schools Board of Education

Ayes: 5 Nays: 0 Motion passed.

It was moved by B. Scheerer, supported by C. Nedeau, to appoint Carolyn Nedeau as Secretary of the North Muskegon Public Schools Board of Education

Ayes: 5 Nays: 0 Motion passed.

It was moved by B. Scheerer, supported by C. Nedeau, to appoint Steve Bliss as Treasurer of the North Muskegon Public Schools Board of Education

Ayes: 5 Nays: 0 Motion passed.

The following named persons are officers of the said School District duly qualified and shall act as such:

President: William Meier

Vice-President: Mary Moulton

Secretary: Carolyn Nedeau

Treasurer: Steve Bliss

**B. Appointment of Board Committees**

It is recommended the following committees be established:

- **Financial** – to meet on the 4<sup>th</sup> Monday of the month
- **Facilities/Negotiations** – to meet as needed
- **Academic Affairs** – to meet on the 2<sup>nd</sup> Tuesday of the month at 8:30 am
- **Policy** – to meet on the 3<sup>rd</sup> Tuesday of the month at 8:30 am
- **Personnel** – to meet on the 4<sup>th</sup> Tuesday of the month at 8:30 am

The Board President shall appoint at least 3 members to each committee listed above.

The following is the committee member list for the 2023 calendar year

**Financial**

William Meier  
Steve Bliss  
Ben Scheerer  
Mary Moulton (as needed)

**Personnel**

Will Meier  
Steve Bliss  
Mary Moulton  
Carolyn Nedeau (as needed)

**City/School**

Susan Burmeister  
Will Meier  
Ben Scheerer  
Steve Bliss (as needed)

**Facilities**

William Meier  
Steve Bliss  
Ben Scheerer  
Mary Moulton (as needed)

**Policy**

Lisa Winter  
Carolyn Nedeau  
Susan Burmeister  
Ben Scheerer (as needed)

**Negotiations**

William Meier  
Steve Bliss  
Ben Scheerer  
Mary Moulton (as needed)

**Academic Affairs**

Mary Moulton  
Carolyn Nedeau  
Lisa Winter  
Susan Burmeister (as needed)

It was moved by C. Nedeau supported by L. Winter, to appoint the committees as discussed.

Ayes: 5 Nays: 0 Motion passed.

**C. Establishment of 2023 calendar for regularly scheduled dates and times of regular, special and emergency Board of Education meetings**

It is recommended the Board consider adopting a meeting schedule as attached. I further recommend retaining the meeting time at 6:00 pm. All meeting will be held in MS/HS Library unless otherwise noted. \*\* Virtual when deemed necessary. Other special meetings should be called as needed.

It was moved by S. Burmeister, supported by B. Scheerer, to adopt the meeting schedule with all the time changes discussed.

Ayes: 5 Nays: 0 Motion passed.

**D. Designation of person responsible for posting regular and special meeting notices for the Board of Education**

It is recommended by the Superintendent that Kristie Hall, Administrative Assistant be designated to post meetings of the Board of Education.

It was moved by C. Nedeau, supported by L. Winter, to designate Kristie Hall as the person responsible for posting regular and special meeting notices for the Board of Education.

Ayes: 5    Nays: 0                      Motion passed.

**E. Designation of place(s) for the posting of calendar and individual meeting notices of regular and special meetings of the Board of Education**

It is recommended that the following places be designated for the posting of calendar and individual meeting notices:

- Outside Superintendent's office
- Entrance to Elementary from Moulton Street by Superintendent's office
- Mills Avenue entrance to Elementary by the office
- Fleming Street entrance to the Middle School/High School lobby
- Moulton Street entrance by the High School Gym
- Web Site

It was moved by B. Scheerer, supported by L. Winter, to designate the above place(s) for the posting of calendar and individual meeting notices of regular and special meetings of the Board of Education.

Ayes: 5            Nays: 0                      Motion passed

**F. Designation of depository or depositories for Board of Education funds**

It is recommended that Huntington Bank be designated as the depository in which the funds of this school district may be deposited, and that the treasurer of the school district be authorized to open and maintain an account or accounts with said bank. Below is a list of funds to be resolved:

- General Fund    ▪ Debt Retirement Funds    ▪ Trust and Agency Fund    ▪ Sinking Fund

It was moved by B. Scheerer, supported S. Burmeister, to continue banking with Huntington Bank.

Ayes: 5            Nays: 0                      Motion passed

**G. Designation of board members and other personnel eligible to sign checks**

It is recommended that the Secretary and Treasurer be authorized to sign or endorse by rubber stamp, checks, drafts and other negotiable instruments orders for the payment of or withdrawal of money from said account or accounts on behalf of North Muskegon Public Schools.

It was moved by S. Burmeister, supported by L. Winter, to designate authorized signatures to be the Secretary and Treasurer.

Ayes: 5    Nays: 0                      Motion passed

**H. Appointment of independent auditor**

Each year, along with other Board organizational matters, an auditor is appointed to perform the annual school audit. North Muskegon has a current agreement with Brickley DeLong through 2024 school year.

It was moved by C. Nedeau, supported by S. Burmeister, to designate Brickley DeLong as Auditor.

Ayes: 5    Nays: 0                      Motion passed

**I. Appointment of legal counsel**

Each year, along with other Board organizational matters, a law firm is appointed to handle our legal matters for the calendar year. This includes such things as elections, labor relations matters, and related school law issues. It is recommended to the Board that the firm of **Thrun Law Firm P.C.** be appointed as legal counsel for the 2023 calendar year.

It was moved by B. Scheerer, supported by L. Winter, to designate Thrun Law Firm P.C. as legal counsel for the 2023 calendar year.

Ayes: 5    Nays: 0                      Motion passed

It is also recommended to the Board that the firm of **Smith Haughey Rice & Roegge** be appointed as local legal counsel for the 2023 school year.

It was moved by B. Scheerer, supported by L. Winter, to designate Smith Haughey Rice & Roegge as local legal counsel for the 2023 calendar year.

Ayes: 5    Nays: 0                      Motion passed

**J. Appointment of recording secretary for the Board of Education**

It is recommended that Kristie Hall, Administrative Assistant, be appointed as the recording secretary for the Board of Education.

It was moved by S. Burmeister, supported by B. Scheerer, to designate Kristie Hall, Administrative Assistant as recording secretary for the Board of Education.

Ayes: 5    Nays: 0                      Motion passed

**K. Appointment of Superintendent as Coordinator/Officer of the following:**

1. Chief Administrative
2. Chief Financial Officer
3. Title IX
4. Freedom of Information Act (FOIA)
5. Civil Rights Act
6. Section 504
7. Federal Educational Rights and Privacy Act (FERPA)
8. Americans with Disabilities (ADA)
9. Asbestos Hazard Emergency Response Act (AHERA)
10. Equal Educational Opportunity
11. Compliance Officer

12. Hazard Communication Act (HCA)
13. Sexual Harassment Report
14. Homeless Liaison
15. Designation of personnel authorized to negotiate and implement contracts with vendors.
16. Delegation of election duties

It was moved by C. Nedeau, supported by L. Winter, to designate Dr. Curt Babcock as coordinator of items 1 -16 listed above.

Ayes: 5    Nays: 0                      Motion passed

**Adjournment**

With there being no further business before the Board of Education, W. Meier, President, adjourned the meeting at 5:45 p.m.

Respectfully submitted,

Kristie Hall  
Recording Secretary

Carolyn Nedeau, Secretary  
Board of Education