

**MINUTES OF THE ORGANIZATIONAL MEETING
HELD ON WEDNESDAY, JANUARY 13, 2016**

The Organizational Meeting of the Board of Education of the School District of the City of Hamtramck, Wayne County, Michigan, was held on Wednesday, January 13, 2016 at 6:30 p.m. at the Administrative Office, 3201 Roosevelt, to consider the following:

1. Call to Order
2. Election of Officers of the Board of Education for the year of 2016.
3. Setting of Meeting Dates of the Board of Education for the year of 2016.
4. Formulation of District standing committees for the year of 2016.
5. Authorization of bank depositories and signatures for the School District of the City of Hamtramck.
6. Designation of person responsible to post public notices of Board Meetings.
7. Designation of the Board's liaison representative to Michigan Association of School Boards.

The meeting was called to order by Superintendent Niczay

Present: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Absent: Member Huda

Board Members were presented with fruit baskets as tokens of appreciation for Board Member Appreciation Month.

Before the start of the meeting, Superintendent Niczay read correspondence from the Governor's office and presented a resolution to the Board regarding Mohammad Huda. Mr. George Butler, District Attorney was also present and spoke briefly.

Motion by Member Srodek
Seconded by Member Major

BE IT RESOLVED, as a result of correspondence from the Governor of the State of Michigan's Office dated December 23, 2015, the Board hereby declares the Board seat allegedly held by Mr. Mohammad Huda is vacant as a matter of law. MCL 168.310(2)(i); Attorney General v Montgomery, 275 Mich 504, 511-512 (1936).

BE IT FURTHER RESOLVED that the Board shall proceed in accordance with Michigan Election Law, MCL 168.311, concerning appointment to fill the resulting vacancy and hereby directs the Superintendent to take any action necessary to accomplish appointment to fill such vacancy and to defend and confirm the Board's action herein and heretofore taken.

The Board thanks Mr. Huda for his desire to serve the Hamtramck Public Schools. The Board welcomes Mr. Huda's attendance in the audience and future contributions to Hamtramck Public Schools.

All resolutions and parts of resolutions insofar as the same may be in conflict herewith are hereby rescinded.

A roll call vote was taken:

Ayes: Members Srodek, Major, Shulgon, Lukas and Starr

Nays: Member Khan

Absent: Member Huda

MOTION CARRIED.

Organizational Meeting Business

The organization of the Hamtramck Board of Education for the year of 2016 was declared to be the order of business.

Superintendent, Thomas Niczay was appointed temporary Chairperson of the Meeting for the purpose of holding the election of officers to the Board of Education.

**ELECTION OF THE OFFICERS OF THE
BOARD OF EDUCATION FOR THE YEAR OF 2016**

The chairperson announced that nominations for the office of **President** were opened.

Member Major nominated Member Srodek for election to the office of President which was supported by Member Lukas.

With no other nominations being offered, the Chairperson moved that nominations for the office of President be closed. Member Srodek accepted the nomination.

Member Srodek was elected to the position of President by the following vote:

Ayes: Members Srodek, Shulgon, Lukas, Major, Starr and Khan

Nays: None

The chairperson announced that nominations for the office of **Vice-President** were opened.

Member Srodek nominated Member Major for election to the office of Vice-President which was supported by Member Lukas.

With no other nominations being offered, the Chairperson moved that nominations for the office of Vice-President be closed. Member Major accepted the nomination.

Member Major was elected to the position of Vice-President by the following vote:

Ayes: Members Srodek, Shulgon, Lukas, Major, Starr and Khan

Nays: None

**ELECTION OF THE OFFICERS OF THE
BOARD OF EDUCATION FOR THE YEAR OF 2016 (CONTINUED)**

The chairperson announced that nominations for the office of **Treasurer** were opened.

Member Srodek nominated Member Lukas for election to the office of Treasurer which was supported by Member Khan.

With no other nominations being offered, the Chairperson moved that nominations for the office of Treasurer be closed. Member Lukas accepted the nomination.

Member Lukas was elected to the office of Treasurer by the following vote:

Ayes: Members Srodek, Shulgon, Lukas, Major, Starr and Khan

Nays: None

The chairperson announced that nominations for the office of **Secretary** were opened.

Member Srodek nominated Member Shulgon for election to the office of Secretary which was supported by Member Khan.

With no other nominations being offered, the Chairperson moved that nominations for the office of Secretary be closed. Member Shulgon accepted the nomination.

Member Shulgon was elected to the office of Secretary by the following vote:

Ayes: Members Srodek, Shulgon, Lukas, Major, Starr and Khan

Nays: None

**ELECTION OF THE OFFICERS OF THE
BOARD OF EDUCATION FOR THE YEAR OF 2016 (CONTINUED)**

The officers elected for the year of 2016 for the Board of Education are as follows:

- President - Magdalena Srodek
- Vice President - Evan Major
- Treasurer - Dennis Lukas
- Secretary - Hedy Shulgon

With the business of election of officers being completed, President Srodek called the Organizational Meeting to order.

**SETTING OF MEETING DATES OF THE
BOARD OF EDUCATION FOR THE YEAR OF 2016**

Motion by Member Starr
Seconded by Member Shulgon

RESOLVED, that the Regular Meetings of the Hamtramck Board of Education for the Year of 2016 be held on the second Wednesday of each month at the Administrative Office located at 3201 Roosevelt, Hamtramck, MI 48212 at 6:30 p.m.

FURTHER RESOLVED, that Special Meetings of the Board will be held on the third Tuesday of each month at the Administrative Office located at 3201 Roosevelt, Hamtramck, MI 48212 at 6:30 p.m. with the general purpose of conducting student disciplinary hearings.

Ayes: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Nays: None

Absent: None

MOTION CARRIED.

**FORMULATION OF DISTRICT
STANDING COMMITTEES FOR THE YEAR OF 2016**

The Standing Committees for the year of 2016 for the Board of Education are as follows:

FINANCE/BLDG & SITE COMMITTEE (MEETS ON THE 2ND WEDNESDAY OF THE MONTH)

Hedy Shulgon
Dennis Lukas
Magdalena Srodek

RECREATION COMMITTEE (MEETS ON THE 4TH TUESDAY OF THE MONTH)

Hedy Shulgon
Magdalena Srodek
Jackie Starr

SCHOOL IMPROVEMENT (MEETS ON THE 3RD THURSDAY OF THE MONTH)

Ataur Khan
Evan Major
Dennis Lukas

BYLAWS AND POLICIES (MEETS ON THE 4TH TUESDAY OF THE MONTH)

Jackie Starr
Ataur Khan
Evan Major

Agenda Item E – Authorization of Bank Depositories and Signatures for the School District of the City of Hamtramck

AUTHORIZATION OF BANK DEPOSITORY, SIGNATORIES, TRANSFER BETWEEN FUNDS, ACH AND WIRE TRANSFER FOR ACCOUNTS MAINTAINED AT PNC BANK

Motion by Member Lukas
Seconded by Member Khan

RESOLVED,

(1) That PNC Bank, Hamtramck, Michigan, be and is hereby designated as a legal depository of the School District of the City of Hamtramck for funds in whatever form and in whatever manner endorsed and that funds so deposited may be withdrawn by check, draft, note or other instruments or orders for payment, transfer or withdrawal by the authorized persons representing the School District. Any general fund wire transfers to the payroll checking account must have the signature of the Superintendent or the Director of Finance for approval.

(2) That checks, drafts, notes or other instruments or orders for payment from the following accounts shall be signed in the name of the School District of the City of Hamtramck by the duly elected Treasurer, or in his/her absence by the President, whose signatures or facsimiles are hereby authorized and whose authority shall continue until PNC Bank has received authorized Notice of any change in writing:

General Fund Account	42-5505-8851
Cafeteria Account	42-5134-6418

(3) That checks, drafts, notes or other instruments or orders for payment from the following account shall be signed in the name of the School District of the City of Hamtramck by the Superintendent, or in his/her absence by the duly elected Treasurer of the Board of Education, whose signatures or facsimiles are hereby authorized and whose authority shall continue until PNC Bank has received authorized Notice of any change in writing:

Payroll Account	42-5505-8851
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- (4) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Dickinson West School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Dickinson West School Account 42-3842-0601

- (5) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Dickinson East School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Dickinson East Elementary School 42-6063-9597

- (6) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Holbrook School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Holbrook Elementary School Account 42-4438-1717

- (7) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Early Childhood Elementary School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Early Childhood Elementary School 42-6063-9589

- (8) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Kosciuszko Middle School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Kosciuszko School Account 42-6063-9562

- (9) That checks, drafts, notes or other instruments or orders for payment from the following internal accounts shall be signed in the name of the Hamtramck High School of the School District of the City of Hamtramck by the Principal, or in his/her absence by the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Hamtramck High School General Account 42-6063-9626
Hamtramck High School Student Activity Account 42-6063-9618

- (10) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Hamtramck High School Athletic Account of the School District of the City of Hamtramck by the Athletic Director or in his/her absence by the Principal and/or Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until **PNC Bank** has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Hamtramck High School Athletic Account 42-6753-8545

- (11) That checks, drafts, notes or other instruments or orders for payment from the following accounts shall be signed in the name of the Recreation Fund of the School District of the City of Hamtramck by the Recreation Supervisor or in his/her absence by the Superintendent or Director of Finance, whose signatures or facsimiles are hereby authorized and whose authority shall continue until PNC Bank has received authorized Notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Recreation Fund Account 42-6063-9546

(12) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Adult Community Education of the School District of the City of Hamtramck by the Adult Education Manager or in his/her absence the Superintendent or Director of Finance, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing. For amounts greater than \$500 a second signature is required by the Superintendent or in his/her absence by the Director of Finance:

Adult & Community Education Account 42-6063-9554

(13) That checks, drafts, notes or other instruments or orders for payment from the following internal account shall be signed in the name of the Sinking Fund Account of the School District of the City of Hamtramck by the Superintendent or Director of Finance, and/or duly elected Treasurer, whose signatures are hereby authorized and whose authority shall continue until PNC Bank has received authorized notice of any change in writing:

Sinking Fund Account 42-5259-2266

(14) That the Bank’s Depository Resolution to Open and Maintain a Deposit Account and where applicable its Wire Transfer Agreement are incorporated as a part of this resolution and the appropriate Board Officers are authorized to sign same.

Ayes: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Nays: None

Absent: None

MOTION CARRIED.

**Agenda Item E – Authorization of Bank Depositories and
Signatures for the School District of the City of Hamtramck
(continued)**

INVESTMENT AUTHORITY

Motion by Member Starr
Seconded by Member Major

RESOLVED,

- (1) That whereas, Section 1223 of 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 funds of the district and such investments by this resolution of the Board of Education, may invest funds of the District and such investments by this Resolution are restricted to the following as allowed under Act 451:
- (a) Bonds, bills or notes of the United States, or obligations, the principal and interest of which are fully guaranteed by the United States or obligations of the State.
 - (b) Certificates of deposit issued by a State or National bank organized and authorized to operate in this State or certificates of deposit issued by a State or Federal savings and loan association, 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 from the date of purchase.
 - (d) Investment pools as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Acts of 1982, namely The Municipal Investment Fund at First of America and the Michigan Investment Liquid Asset Fund Plus (MILAF+).
- (2) And that whereas, it is the intent of the School District of the City of Hamtramck to have its’ Superintendent and his/her designee, the Director of Finance, as the designated agents of the Treasurer, to make investments of available balances.

Ayes: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Nays: None

Absent: None

MOTION CARRIED.

**DESIGNATION OF PERSON RESPONSIBLE TO
POST PUBLIC NOTICES OF BOARD MEETINGS**

Motion by Member Starr
Seconded by Member Lukas

RESOLVED, that the Administrative Assistant to the Superintendent of Schools/Board of Education is responsible to assure that all Regular and Special Board Meeting notices be appropriately posted in a timely manner.

Ayes: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Nays: None

Absent: None

MOTION CARRIED.

**DESIGNATION OF THE BOARD'S LIAISON
REPRESENTATIVE TO MICHIGAN ASSOCIATION OF SCHOOL BOARDS**

Nominations for Board Liaison were opened.

Member Shulgon nominated herself, Supported by Member Starr .

Member Shulgon accepted the nomination as Board Liaison to Michigan Association of School Boards.

Member Shulgon was elected as Board Liaison to Michigan Association of School Boards by Acclimation.

MEETING ADJOURNMENT

Motion by Member Lukas
Seconded by Member Khan

RESOLVED, that the Organizational Meeting be adjourned.

Ayes: Members Srodek, Major, Shulgon, Lukas, Khan and Starr

Nays: None

Absent: None

MOTION CARRIED.

The meeting closed at 7:03 p.m.

Respectfully Submitted,

Hedy Shulgon, Secretary

Approved by: _____
Magdalena Srodek, President