

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
BOARD OF EDUCATION OF THE
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK
1123 Lexington Blvd., Royal Oak, MI. 48073**

JANUARY 13, 2011

6:30 P.M.

BOARD ROOM

PRESENT: President, Michael Hartman; Vice President, Gary Briggs; Secretary, Marty Cardamone; Treasurer, Deborah Anderson; Trustee, Lisa Bradford; Trustee, Carrie Beerer and Trustee, Jeff Brinker

ALSO PRESENT: Superintendent, Thomas Moline; Executive Director Business and Personnel Services, John Schwartz; Executive Director Administrative Services, Cheryl Goodgine; visitors

ABSENT:

1. **Opening of Meeting** Mr. Hartman called the meeting to order at 6:34 p.m.
2. **Pledge of Allegiance** Not recited at this time
3. **Seating of Elected Board Members (Anderson and Hartman)**

Deborah Anderson and Michael Hartman elected to the Board of Education on November 2, 2010 appropriately filed their "Acceptance of Office" statement and were administered the Oath of Office.

4. **Organization of the Board for 2011**

4.1 President

Moved By: Mrs. Anderson that Mr. Briggs be nominated for election to the Office of President

Motion By: Mr. Hartman that nominations be closed.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

4.2 Vice-President

Moved By: Mr. Hartman that Mrs. Anderson be nominated for election to the Office of Vice- President

Motion By: Mr. Hartman that nominations be closed.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

4.3 Secretary

Moved By: Mrs. Beerer that Mr. Cardamone be nominated for election to the Office of Secretary

Motion By: Mr. Hartman that nominations be closed.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

4.4 Treasurer

Moved By: Mrs. Anderson that Mr. Hartman be nominated for the election to the Office of Treasurer

Motion By: Mr. Hartman that nominations be closed.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

5. Determination of Dates, Times and Location of Meetings

Moved By: Mr. Cardamone

Seconded By: Mrs. Anderson

Resolved that the Board of Education of the School District of the City of Royal Oak adopt the following schedule for Discussion and Regular Meetings for 2011; in the Board Room of the Administrative Offices (1123 Lexington Blvd., Royal Oak, MI.)

<u>2011 DATE</u>	<u>TIME</u>	<u>TOPIC</u>
January 13	6:30 p.m.	Organizational
January 13	7:00 p.m.	Regular
February 10	6:00 p.m.*	Discussion
February 10	7:00 p.m.	Regular
March 10	6:00 p.m.*	Discussion
March 10	7:00 p.m.	Regular
April 14	6:00 p.m.*	Discussion
April 14	7:00 p.m.	Regular
May 12	6:00 p.m.*	Discussion
May 12	7:00 p.m.	Regular
May 26	6:00 p.m.	Regular
June 09	6:00 p.m.*	Discussion
June 09	7:00 p.m.	Regular
June 23	6:00 p.m.	Regular
July 14	6:00 p.m.*	Discussion
July 14	7:00 p.m.	Regular
August 11	6:00 p.m.*	Discussion
August 11	7:00 p.m.	Regular
September 08	6:00 p.m.*	Discussion
September 08	7:00 p.m.	Regular
October 13	6:00 p.m.*	Discussion
October 13	7:00 p.m.	Regular
November 10	6:00 p.m.*	Discussion
November 10	7:00 p.m.	Regular
December 08	6:00 p.m.*	Discussion
December 08	7:00 p.m.	Regular

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

6. **Banking Resolution**

Moved By: Mrs. Anderson

Seconded By: Mr. Hartman

RESOLVED, that _____*_____ is hereby designated a depository of the School District of the City of Royal Oak and that funds deposited therein may be withdrawn upon checks of the School District of the City of Royal Oak.

RESOLVED FURTHER, that all checks drawn against said account(s) under \$3,500 shall be signed by the Treasurer. The Executive Director of Administrative Services shall be authorized to countersign the Treasurer's signature on all checks over \$3,500 related to payroll transactions and intra-bank transfers. All other checks \$3,500 and over shall bear the signature of the Treasurer and the signature of one of the following:

1. Secretary of the Board of Education
2. Executive Director, Administrative Services

RESOLVED FURTHER, that the officers designated hereinbefore are hereby authorized to execute on behalf of the School District of the City of Royal Oak, signature cards containing the rules and regulations of said bank, and the conditions under which deposits are accepted. The text of the resolution required by said bank shall be and the same is hereby incorporated by reference herein as if the text of said resolution was set forth herein.

RESOLVED FURTHER, that the Secretary of the School District of the City of Royal Oak Board of Education shall certify to _____*_____ the names of the present officers of the School District of the City of Royal Oak and shall thereafter as changes in the personnel of said offices are made immediately certify to _____*_____ the names of the officers who are authorized to act in accordance with this resolution; and that this resolution shall remain in force until notice to the contrary in writing is duly served on _____*_____.

RESOLVED FURTHER, that _____*_____ is hereby designated a depository for invested funds of the School District of the City of Royal Oak and that funds deposited therein may be withdrawn in the form of a cashier's check made payable to the order of the School District of the City of Royal Oak, upon withdrawal forms of the School District of the City of Royal Oak or by transfer of funds directed by authorized representatives of the School District of the City of Royal Oak.

RESOLVED FURTHER, that all withdrawal forms drawn against said account(s) must be signed by two (2) of the following: Treasurer; Secretary; Executive Director Administrative Services; or Executive Director of Business and Personnel Services. Said withdrawal will be in the form of a cashiers check made payable to the order of the School District of the City of Royal Oak.

RESOLVED FURTHER, that the _____*_____ is hereby authorized and directed to honor and pay any withdrawal forms so signed.

RESOLVED FURTHER, that the officers designated hereinbefore are hereby authorized to execute on behalf of the School District of the City of Royal Oak, signature cards containing the rules and regulations of said bank, and the conditions under which deposits are accepted. The text of the resolution required by said bank shall be and the same is hereby incorporated by reference herein as if the text of said resolution was set forth herein.

RESOLVED FURTHER, that the Secretary of the School District of the City of Royal Oak Board of Education shall certify to the _____*_____ the names of the present officers of the School District of the City of Royal Oak and shall thereafter as changes in personnel of said offices are made, immediately certify to _____*_____ a complete list of officers who are authorized to act in accordance with this resolution; and that this resolution shall remain in force until notice to the contrary in writing is duly served on _____*_____ .

*Insert one of the following financial institutions:

- Bank of America
- Bank of New York
- Charter One Bank
- Citizens Banking Corporation
- Comerica Bank
- Fifth Third Bank
- Flagstar Bank
- Franklin Bank
- Huntington Bank
- J P Morgan Chase Bank
- Michigan Educational Credit Union
- Michigan Liquid Asset Fund
- Municipal Investors Service Corporation-Michigan Class Pool
- OUR Credit Union
- PNC Bank
- US Bank

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

7. **Designation of Person for Posting Public Notices of Meetings**

Moved By: Mr. Hartman

Seconded By: Mrs. Bradford

Resolved that the Board of Education of the School District of the City of Royal Oak hereby designates the Administrative Assistant to the Superintendent to implement the notice requirements of the Open Meetings Act for the 2011 calendar year.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

8. **Delegation of Election Duties**

Moved By: Mr. Cardamone

Seconded By: Mrs. Anderson

I, (Board Secretary), hereby appoint the Superintendent of the School District of the City of Royal Oak, to serve as Chief Election Officer for the School District of the City of Royal Oak for the 2011 calendar year.

Superintendent of the School District of the City of Royal Oak acts as the district coordinator for elections, since other units of government run actual election activities.

Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

9. **Committees and Appointments**

The following liaison assignments were approved on September 16, 2010 for the 2010-11 school year. The Board President works with Board Members to assign the committees.

BUILDING/COMMITTEE	BOARD MEMBER 2010-2011
ELEMENTARY:	
Addams	Michael Hartman
Keller	Gary Briggs
Northwood	Jeff Brinker
Oakland	Deb Anderson
Oak Ridge	Carrie Beerer
Upton	Lisa Bradford
Royal Oak Middle School	Marty Cardamone
Royal Oak High School	Michael Hartman
Churchill Community Educ. Center	Jeff Brinker
Partnerships for Education	Lisa Bradford
City School Liaison	Deb Anderson Gary Briggs Michael Hartman Lisa Bradford (Alternate)
Inter-Club Council	Carrie Beerer
Royal Oak Youth Assistance	Marty Cardamone
Federal Relations Network (NSBA)	Marty Cardamone
Oakland County School Boards Association (OCSBA) Legislative Forum Member	Marty Cardamone Gary Briggs
Michigan Association of School Boards (MASB) Legislative Relations Network Representative	Marty Cardamone
Building Committee	Gary Briggs Jeff Brinker Marty Cardamone

Minutes of the Organizational Meeting of the
Board of Education for the School District for the City of Royal Oak
January 13, 2011

Communications Committee	Deb Anderson Carrie Beerer Jeff Brinker
Curriculum Committee	Deb Anderson Lisa Bradford Marty Cardamone
Finance Committee	Lisa Bradford Gary Briggs Michael Hartman
Mural Restoration Committee	Deb Anderson Carrie Beerer Gary Briggs
Policy Committee	Deb Anderson Marty Cardamone Michael Hartman

10. Adoption of Rules of Procedure

The following is a list of those parliamentary procedural questions recognized by the Royal Oak Board of Education:

QUESTION:

- Close meeting
- Take break
- Register complaint/objection
- End debate or motion
- **Limit or extend debate**
- **Refer** to committee
- Make follow agenda
- Lay aside temporarily
- **Postpone to a certain time**
- Modify working of motion
- **Kill main motion**
- Bring business before assembly
(a **main motion**)
- Enforce rules
- Submit matter to assembly
- Suspend rules
- Avoid main motion altogether
- Divide motion
- Demand rising vote
- Parliamentary law question
- Request for information
- Take matter from table
- Cancel previous action
- Reconsider motion

ACTION:

- I move to **adjourn**
- I move to **recess** for
- I rise to a **question of privilege**
- I move the **previous question**
- I move that debate be limited to ...
- I move to refer the motion to ...
- I call for the **orders of the day**
- I move to **lay** the question **on the table**
- I move to postpone the motion to ...
- I move to **amend** the motion by ...
- I move that the motion be postponed indefinitely
- I move that [or “to”] ...

Point of order

- I **appeal** from the decision of the chair
- I move to **suspend the rules** which ...
- I **object to the consideration** of the question

I move to **divide the question**

I call for a **division**

Parliamentary inquiry

Point of information

- I move to **take from the table** ...
- I move to **rescind** ...
- I move to **reconsider** the vote ...

Questions before the board will be discussed in the order they are presented on the agenda unless the board votes to alter the sequence of items on its agenda. Alterations to the agenda may be done by a majority vote of the board.

All motions require a second by an individual other than the member who originally moved the question, with the exception of a motion to withdraw, a point of order, orders of the day, and objection to consideration.

The board will conclude by 11:00 p.m. unless a motion is made to extend the meeting time and is passed by a majority vote. All motions to extend the meeting made before 11:00 p.m. come to vote. When necessary, the board shall meet beyond 11:00 p.m. to allow for “Recognition of Visitors,” closed sessions and motions to adjourn after a successful motion to extend the meeting.

Amendments offered must be pertinent to the motion they affect. Any member may offer to amend an amendment, however, only one amendment to an amendment is allowed at a time. Amendments may be offered only after the main motion has received a second and after discussion of the question has begun.

Privileged motions take precedence over any question that is on the floor. These motions must be disposed of in the order of precedence. Privileged motions are the only motions not debatable. They are as follows in ascending order: (*highest number = highest precedence*)

1. ***Limit or Extend Debate*** – Affords the board the ability to adjust to subject length.
2. ***Close Debate*** – Requires the board to vote on the immediate question or all open questions.
3. ***Lay on the Table*** – Provides ability to set aside an item for a more important item.
4. ***Suspension of the Rules*** – Provides ability to address special item or items. Motion must state specifically the purpose and duration of such an action.
5. ***Withdrawal of the motion*** – The member who offered the motion may only make withdrawal of the motion. It does not require a second, but can only be made with permission of the body after being placed on the floor.
6. ***Objection to Consideration*** – Affords the board the ability to avoid a particular main motion altogether when it believes it would be strongly undesirable to come before the board.
7. ***Point of Order*** – Provides a member the ability to correct an error.
8. ***Appeal*** – Questions a decision of the chair. The motion must state specifically the reason for such an action and requires a 2/3 vote in opposition to support of the chair's rule.
9. ***Orders*** – A privileged motion by which a member can require the assembly to conform to its agenda, program or order of business, including general or special order that is due.
10. ***Recess*** – Provides a short break in the meeting. The meeting will resume from the same point.
11. ***Adjourn*** – Motion to end the meeting.
12. ***Extend the Meeting or Set the Time for Next Meeting*** – Motion to establish time for adjournment or an adjourned meeting time and date.

The following is the list of non-privileged parliamentary motions and are debatable:

1. ***Postpone Indefinitely*** – Kills main motion for duration of session, avoids direct vote on question.
2. ***Amend*** – A motion to modify the working and within certain limits, the meaning of a pending motion before it is acted upon.

3. **Refer to Committee** – Send question to small group of select persons for careful investigation and put in better condition for assembly consideration.
4. **Postpone to a Definite Time** – Action to put off a pending question to a definite day, meeting, hour or event.
5. **Closed Session** – Moves the board into a closed session only when in compliance with the Open Meetings Act. Requires a 2/3 affirmative roll call vote.
6. **Take from the Table** – To make pending again a motion or series of motions that previously have been laid on the table.
7. **Discharge a Committee** – Assembly can take matter out of a committee's hands after referring it to the committee before the committee makes a final report.
8. **Rescind** – A previous action or order can be cancelled or countermanded.
9. **Reconsider** – Enables a majority of assembly within a limited time without notice to bring back for further consideration a motion which has already been voted on.

The following is a list of special parliamentary motions:

1. **Divide the question** – Provide ability to address separate questions within the motion. It is implemented upon the request of any member.
2. **Requests and Inquiries** – Board members may obtain information or have something done that requires permission of the board, as in:
 - a) Parliamentary Inquiry
 - b) Point of Information
 - c) Permission to Withdraw
 - d) Permission to read papers
 - e) For any other privilege
3. **Nominations** – The officers will be nominated and elected in the following order: President, Vice-president, Secretary, and Treasurer. The chair will recognize nominations of officers. No second is required. When no further nominations are offered, the chair shall close nominations. If there is more than one nomination for an office, a vote shall be taken on nominations in the order they were received.

With the exception of a motion to move the board into a closed session, change the bylaws of the board, overrule the chair, and rescind an action already approved, all questions will be determined by a majority vote. The exceptions listed above shall require a 2/3 affirmative vote, however, overruling the chair requires 2/3 vote in opposition to support of the chair's ruling.

Board members will refrain from personal attacks against any other member or person in attendance at the meeting. Those persons attending or participating in a board meeting will address the chair before speaking and will address questions through the chair.

The chair must adhere to the following guidelines to determine if a person or motion is out of order:

A motion is out of order when it is moved while another of higher precedence is still pending. A person is out of order when speaking before being recognized by the chair, unless an appeal is being made to the board body. A person is out of order any time comments become insulting or profane. Any member called out of order loses the floor and must again address the chair and be recognized before continuing.

Unless otherwise specifically stated in policy or overruled, the chair has the authority to decide any procedural question.

Once recognized by the chair, a board member has the floor for up to 5 minutes at a time for debate.

With the consent of the board, a brief recess of up to 10 minutes can be called when the chair feels it appropriate. Any motion or debate interrupted by a recess will pick up again at the point in which the member who had the floor was interrupted.

This body recognizes no parliamentary procedures other than those described here.

11. **Appointment of Legal Counsel**

Moved By: Mr. Brinker

Seconded By: Mr. Hartman

Resolved that the Board of Education of the School District of the City of Royal Oak retain the following law firms as counsel for the 2011 calendar year.

Clark Hill PLC	Business Services
LaPointe & Associates	Special Education
Philip J. Goodman, PC	Class Action Asbestos
Keller Thoma	Collective Bargaining & Employment Issues
Miller, Canfield, Paddock & Stone	Bond, Debt Issues, Property Issues
Michael B. Serling, PC	Manville Property Trust
Secret Wardle	Durant Litigation
Ogletree, Deakins, Nash, Smoak & Stewart, PC	Employment and Labor
Lusk & Albertson	Special Education

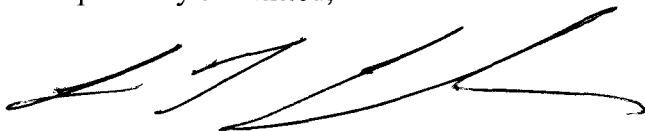
Roll Call Vote

Mr. Hartman	Yes
Mr. Briggs	Yes
Mr. Cardamone	Yes
Mrs. Anderson	Yes
Mrs. Beerer	Yes
Mrs. Bradford	Yes
Mr. Brinker	Yes

Motion Carried: Unanimously

12. **Adjournment** President Hartman adjourned the meeting at 6:43 p.m.

Respectfully submitted,



Marty Cardamone
Secretary, Board of Education