

**SCHOOL DISTRICT OF THE CITY OF ROYAL OAK
1123 Lexington Boulevard
BOARD OF EDUCATION
MINUTES OF THE
ORGANIZATIONAL MEETING**

JANUARY 10, 2008

6:00 P.M.

PRESENT: President Gary Briggs, Vice President Christine Hartwig, Secretary Kevin McLogan, Treasurer Michael Hartman, Trustee Deborah Anderson and Trustee Daniel Champagne

ALSO PRESENT: Superintendent Thomas Moline, Executive Director Business and Technology Services G. Anders Linell, Executive Director Business and Personnel Services John Schwartz, Executive Director Student Services Carol Hansen, Executive Director Administrative Services Cheryl Goodgine, and visitors

ABSENT: Trustee Lisa Bradford

1. Opening of Meeting – Mr. Briggs called the meeting to order at 6:01 p.m.
2. Pledge – The Pledge of Allegiance was given.
3. Seating of Elected Board Member (Bradford, Briggs)

This item was addressed after item 4.4.

Lisa Bradford and Gary Briggs elected to the Board of Education on November 6, 2007 appropriately filed their “Acceptance of Office” statements and Mr. Briggs was administered the Oath of Office by State Representative Marie Donigan.

Mrs. Bradford was absent for this meeting and was sworn in during the day by Karen Patrick.

4. Organization of the Board for 2008

4.1 President

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

Moved By: Mr. McLogan to close nominations.

All in favor of Mr. Briggs for President

Roll Call Vote

Mr. Champagne	Yes
Mrs. Hartwig	Yes
Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes
Mrs. Anderson	Yes

Motion Carried: Unanimously

Assumption of Chair by President: Mr. Briggs remained in chair as president

4.2 Vice-President

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

Moved By: Mr. McLogan to close nominations.

All in favor of Mr. Hartman for Vice-President

Roll Call Vote

Mrs. Hartwig	Yes
Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes
Mrs. Anderson	Yes
Mr. Champagne	Yes

Motion Carried: Unanimously

4.3 Secretary

Moved By: Mr. Hartman that Mr. McLogan be nominated for election to the Office of Secretary

Moved By: Mrs. Anderson to close nominations.

All in favor of Mr. McLogan for Secretary

Roll Call Vote

Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes

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Mrs. Anderson Yes
Mr. Champagne Yes
Mrs. Hartwig Yes

Motion Carried: Unanimously

4.4 Treasurer

Moved By: Mr. McLogan that Mr. Champagne be nominated for the election to the Office of Treasurer

Moved By: Mr. Hartman to close nominations.

Roll Call Vote
Mr. McLogan Yes
Mr. Hartman Yes
Mrs. Anderson Yes
Mr. Champagne Yes
Mrs. Hartwig Yes
Mr. Briggs Yes

Motion Carried: Unanimously

At this time Mr. Briggs was sworn in by State Representative Marie Donigan.

5. Determination of Dates, Times and Location of Meetings

Moved By: Mr. Hartman Seconded By: Mrs. Hartwig

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 2008; in the Board Room of the Administrative Offices (1123 Lexington Blvd., Royal Oak, MI)

January 10	6:00 p.m.*
January 10	7:00 p.m.
January 24	7:00 p.m.
February 14	6:00 p.m.*
February 14	7:00 p.m.
March 13	6:00 p.m.*
March 13	7:00 p.m.
April 10	6:00 p.m.*
April 10	7:00 p.m.
April 24	7:00 p.m.
May 8	6:00 p.m.*
May 8	7:00 p.m.
May 22	7:00 p.m.
June 12	6:00 p.m.*
June 12	7:00 p.m.

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June 26	7:00 p.m.
July 10	6:00 p.m.*
July 10	7:00 p.m.
July 24	7:00 p.m.
August 14	6:00 p.m.*
August 14	7:00 p.m.
August 28	7:00 p.m.
September 11	6:00 p.m.*
September 11	7:00 p.m.
September 25	7:00 p.m.
October 9	6:00 p.m.*
October 9	7:00 p.m.
October 23	7:00 p.m.
November 13	6:00 p.m.*
November 13	7:00 p.m.
December 11	6:00 p.m.*
December 11	7:00 p.m.

Roll Call Vote

Mr. Hartman	Yes
Mrs. Anderson	Yes
Mr. Champagne	Yes
Mrs. Hartwig	Yes
Mr. Briggs	Yes
Mr. McLogan	Yes

Motion Carried: Unanimously

6. Banking Resolution

Moved By: Mr. McLogan

Seconded By: Mrs. Hartwig

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 or the Executive Director of Business Services and Technology. The Executive Director of Business Services and Technology 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 or the Executive Director of Business Services and Technology and the signature of one of the following:

1. Secretary of the Board of Education
2. Executive Director, Administrative Services
3. Executive Director, Student 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, and 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; Executive Director of Business Services and Technology; or Executive Director of Business Services and Personnel. 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 and 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
Charter One Bank
Citizens Banking Corporation
Comerica Bank
Fifth Third Bank
Flagstar Bank
Franklin Bank
Huntington Bank
J P Morgan Chase Bank
LaSalle Bank
Michigan Educational Credit Union
Michigan Liquid Asset Fund
Municipal Investors Service Corporation-Michigan Class Pool
National City Bank
OUR Credit Union

Roll Call Vote

Mrs. Anderson	Yes
Mr. Champagne	Yes
Mrs. Hartwig	Yes
Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes

Motion Carried: Unanimously

7. Designation of Person for Posting Public Notices of Meetings

Moved By: Mrs. Anderson Seconded By: Mr. Hartman

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 2008 calendar year.

Roll Call Vote

Mr. Champagne	Yes
Mrs. Hartwig	Yes
Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes
Mrs. Anderson	Yes

Motion Carried: Unanimously

8. Delegation of Election Duties

I, Kevin McLogan, hereby appoint G. Anders Linell, to serve as Chief Election Officer for the School District of the City of Royal Oak for the 2008 calendar year.

Mr. Linell acts as the district coordinator for elections, since other units of government run actual election activities.

9. Committees and Appointments

The following liaison assignments were approved on August 16, 2007 for the 2007-08 school year. The Board President works with Board Members to assign the committees. Due to the change to November elections, and the Board President seat being determined at the beginning of this meeting, the new Board President and Board Members could extend the following assignments through December 31, 2008 in keeping Organizational Items consistent with the 2008 calendar year; or re-determine liaison assignments at a later date for the time period of July 1, 2008 to December 31, 2008.

It was determined at this time to change a few liaison assignments and other suggestions will be submitted.

BUILDING / COMMITTEE	BOARD MEMBER
Northwood	Gary Briggs
Oakland	Dan Champagne
Oak Ridge	Deb Anderson
Upton	Chris Hartwig
Addams	Lisa Bradford
Keller	Kevin McLogan
Royal Oak Middle School	Lisa Bradford
Royal Oak High School	Michael Hartman
Churchill Community Education Center	Gary Briggs
Partnerships for Education	Dan Champagne
City School Liaison	Chris Hartwig Deb Anderson Gary Briggs
Inter-Club Council	Deb Anderson Lisa Bradford (A)
Royal Oak Community Coalition	Deb Anderson

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Royal Oak Youth Assistance	Chris Hartwig
Federal Realties Network (NSBA)	Kevin McLogan Gary Briggs
Oakland County School Boards Association (OCSBA) Legislative Forum Member	Kevin McLogan Gary Briggs
Michigan Association of School Boards (MASB) Legislative Relations Network Representative	Kevin McLogan Gary Briggs
Policy Committee	Chris Hartwig Kevin McLogan Dan Champagne
Re-admission for Expelled Students Committee	Dan Champagne Lisa Bradford Michael Hartman
Staff Relations Committee	Dan Champagne Michael Hartman Gary Briggs
Building and Site Committee	Dan Champagne Deb Anderson Kevin McLogan
Finance Committee	Dan Champagne Deb Anderson Gary Briggs
Curriculum Committee	Kevin McLogan Michael Hartman Lisa Bradford
Mural Restoration Committee	Gary Briggs Chris Hartwig Deb Anderson
Communications Committee	Deb Anderson Chris Hartwig Dan Champagne

Wellness Committee

Michael Hartman

10. Adoption of Rules of Procedure

Moved By: Mr. McLogan

Seconded By: Mr. Champagne

Royal Oak School Board Rules of Procedure

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

- Any main motion
- To limit or extend debate
- To Lay on the table
- To refer to committee
- To extend the meeting (or set the time for next meeting)
- To take from the table
- To rescind
- To move into closed session
- Orders
- To Recess
- Objections
- To adjourn
- To nominate officers
- An amendment to the motion or to an amendment
- To close debate (call the previous question)
- To postpone a motion definitely or indefinitely
- To divide the question
- To withdraw the motion
- To discharge a committee
- To reconsider
- A point of order
- To Appeal
- Requests & Inquiries
- Questions of Privilege
- To suspend the rules

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 prior to 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*** – provide ability to set aside an item for a more important item.
4. ***Suspension of the Rules*** – provide ability to address special item or items. Motion must state specifically the purpose and duration of such an action.
5. ***Withdrawal of the motion*** - May only be made by the member who offered 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, Treasurer. Nominations of officers will be recognized by the Chair. 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.

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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.

No parliamentary procedures other than those described here are recognized by this body.

Roll Call Vote

Mr. Briggs	Yes
Mr. McLogan	Yes
Mr. Hartman	Yes
Mrs. Anderson	Yes
Mr. Champagne	Yes
Mrs. Hartwig	Yes

Motion Carried: Unanimously

11. Appointment of Legal Counsel

Moved By: Mrs. Hartwig 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 2008 calendar year.

Cattel, Tuyn & Rudzewicz	Employment and Labor
Clark Hill PLC	Business Services, Special Education
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
Thrun Law Firm	Durant Litigation

Roll Call Vote

Mr. McLogan	Yes
Mr. Hartman	Yes
Mrs. Anderson	Yes
Mr. Champagne	Yes
Mrs. Hartwig	Yes
Mr. Briggs	Yes

Motion Carried: Unanimously

12. Adjournment

The meeting was adjourned at 6:18 p.m.

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Respectfully submitted,

Kevin McLogan
Secretary, Board of Education