

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

**JANUARY 14, 2010**  
**6:00 P.M.**

**ANNOTATED**  
**AGENDA**

1. Opening of Meeting
2. Pledge
3. Seating of Elected Board Members (Beerer and Brinker)

Carrie Beerer and Jeff Brinker elected to the Board of Education on November 3, 2009 will appropriately file their "Acceptance of Office" statement and will be administered the Oath of Office.

4. Organization of the Board for 2010
  - 4.1 President

**Procedurally, the election will occur as follows: call for nominations; motion to close nominations; motion to elect the president**

Moved By: \_\_\_\_\_ that \_\_\_\_\_ be nominated for election to the Office of President

Motion By: \_\_\_\_\_ that nominations be closed.

ACTION:  
Roll Call Vote

- 4.2 Vice-President

**Procedurally, the election will occur as follows: call for nominations; motion to close nominations; motion to elect the vice-president**

Moved By: \_\_\_\_\_ that \_\_\_\_\_ be nominated for election to the Office of Vice- President

Motion By: \_\_\_\_\_ that nominations be closed.

ACTION:  
Roll Call Vote

4.3 Secretary

**Procedurally, the election will occur as follows: call for nominations; motion to close nominations; motion to elect the secretary**

Moved By: \_\_\_\_\_ that \_\_\_\_\_ be nominated for election to the Office of Secretary

Motion By: \_\_\_\_\_ that nominations be closed.

ACTION:  
Roll Call Vote

4.4 Treasurer

**Procedurally, the election will occur as follows: call for nominations; motion to close nominations; motion to elect the treasurer**

Moved By: \_\_\_\_\_ that \_\_\_\_\_ be nominated for the election to the Office of Treasurer

Motion By: \_\_\_\_\_ that nominations be closed.

ACTION:  
Roll Call Vote

5. Determination of Dates, Times and Location of Meetings

Recommendation:

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 2010; in the Board Room of the Administrative Offices (1123 Lexington Blvd., Royal Oak, MI)

<u>DATE</u>	<u>TIME</u>	<u>TOPIC</u>
<u>2010</u>		
January 14	6:00 p.m.	Organizational
January 14	6:15 p.m.*	Discussion
January 14	7:00 p.m.	Regular
February 11	6:00 p.m.*	Discussion
February 11	7:00 p.m.	Regular
March 11	6:00 p.m.*	Discussion

March 11	7:00 p.m.	Regular
April 15	6:00 p.m.*	Discussion
April 15	7:00 p.m.	Regular
May 13	6:00 p.m.*	Discussion
May 13	7:00 p.m.	Regular
May 26 (Wednesday)	7:00 p.m.	Regular
June 10	6:00 p.m.*	Discussion
June 10	7:00 p.m.	Regular
June 24	7:00 p.m.	Regular
July 8	6:00 p.m.*	Discussion
July 8	7:00 p.m.	Regular
August 12	6:00 p.m.*	Discussion
August 12	7:00 p.m.	Regular
September 9	6:00 p.m.*	Discussion
September 9	7:00 p.m.	Regular
October 14	6:00 p.m.*	Discussion
October 14	7:00 p.m.	Regular
November 11	6:00 p.m.*	Discussion
November 11	7:00 p.m.	Regular
December 9	6:00 p.m.*	Discussion
December 9	7:00 p.m.	Regular

## 6. Banking Resolution

The following is recommended:

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

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  
 National City Bank  
 OUR Credit Union  
 PNC Bank  
 US Bank

7. Designation of Person for Posting Public Notices of Meetings

Recommendation:

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 2010 calendar year.

8. Delegation of Election Duties

Recommendation:

I, (Board Secretary), hereby appoint G. Anders Linell, to serve as Chief Election Officer for the School District of the City of Royal Oak for the 2010 calendar year.

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

9. Committees and Appointments

BUILDING / COMMITTEE	BOARD MEMBER	
	2009	2010
<b>ELEMENTARY</b>		
Addams	Chris Hartwig	
Keller	Lisa Bradford	
Northwood	Deb Anderson	
Oakland	Michael Hartman	

Oak Ridge	Kevin McLogan
Upton	Marty Cardamone
Royal Oak Middle School	Gary Briggs
Royal Oak High School	Marty Cardamone
Churchill Community Education Center	Lisa Bradford
Partnerships for Education	Marty Cardamone
City School Liaison	Michael Hartman
	Deb Anderson
	Gary Briggs
Inter-Club Council	Deb Anderson
	Lisa Bradford (A)
Royal Oak Youth Assistance	Marty Cardamone
Federal Realitions Network (NSBA)	Kevin McLogan
	Marty Cardamone
Oakland County School Boards Association (OCSBA)	
Legislative Forum Member	Kevin McLogan
	Marty Cardamone
Michigan Association of School Boards (MASB)	
Legislative Relations Network Representative	Kevin McLogan
	Marty Cardamone
Policy Committee	Deb Anderson
	Kevin McLogan
	Marty Cardamone
Re-admission for Expelled Students Committee	Marty Cardamone
	Lisa Bradford
	Gary Briggs
Staff Relations Committee	Deb Anderson
	Michael Hartman
	Gary Briggs
Building and Site Committee	Marty Cardamone
	Gary Briggs
	Michael Hartman
Finance Committee	Michael Hartman
	Lisa Bradford
	Gary Briggs
Curriculum Committee	Deb Anderson
	Marty Cardamone
	Lisa Bradford
Mural Restoration Committee	Gary Briggs
	Chris Hartwig*
	Deb Anderson
	*Marty alternate for Chris
Communications Committee	Deb Anderson
	Chris Hartwig
	Kevin McLogan
Wellness Committee	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:

- 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.

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.

11. Appointment of Legal Counsel

Recommendation:

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 2010 calendar year.

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
Lipson, Neilson, Cole, Seltzer & Garin, PC	MAISL
Ogletree, Deakins, Nash, Smoak & Stewart, PC	Employment and Labor

12. Adjournment

[This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the regular meeting as indicated in agenda item "Opportunities for Citizens to Speak."]