

**Holton Public Schools Board of Education  
Organizational Meeting  
July 15, 2024 – 5:30 PM  
District Services Building**

**Minutes**

- I. Call to Order at 5:30 by Board President Amy Brookhouse
- II. Pledge of Allegiance
- III. Roll Call - Jack Vanderboegh, Beth Barnard, Ranae Erickson, Amy Brookhouse, Amber Cartwright, Brian Byrnes and Sarah Hippler.
- IV. Welcome and Public Comments
  - 1. This is the time when members of the audience may address the Board of Education regarding any topic, including items on the agenda. We encourage you to express your concerns and ideas at this time; however, please limit your remarks to no more than three minutes. When addressing the Board of Education, please state your name and address.
- V. Approval of Board of Education Organizational Matters (Agenda).
  - 1. Motion by: Amber Cartwright
  - 2. Supported by: Ranae Erickson
  - 3. Questions or discussion:
  - 4. Vote: 7 - 0
- VI. Adoption of Scheduled Time of Regular Board Meetings (dates for fiscal year of 2024-2025)

|                  |                |                  |                  |
|------------------|----------------|------------------|------------------|
| July 15          | August 12 & 26 | September 9 & 23 | October 7 & 21   |
| November 11 & 25 | December 9     | January 13 & 27  | February 10 & 24 |
| March 10 & 24    | April 21       | May 12 & 27      | June 9 & 23      |

- 1. Motion by: Amber Cartwright
- 2. Supported by: Brian Byrnes
- 3. Questions or discussion:
- 4. Vote: 7 - 0

VII. Designation of Depository of Funds for fiscal year 2024-2025:

| <b>Type of Funds</b>          | <b>2023-2024 Depository</b> | <b>2024-2025</b>         |
|-------------------------------|-----------------------------|--------------------------|
| a.) General Operating         | Fifth Third Bank            | Fifth Third Bank         |
| b.) Debt Retirement           | Fifth Third Bank            | Fifth Third Bank         |
| c.) Food Service              | Fifth Third Bank            | Fifth Third Bank         |
| d.) School Activities Account | Fifth Third Bank            | Fifth Third Bank         |
| e.) Investment Accounts       | MILAF & Fifth Third Bank    | MILAF & Fifth Third Bank |
| f.) Capital Projects Accounts | Fifth Third Bank            | Fifth Third Bank         |
| g.) Tech & Security Account   | Fifth Third Bank            | Fifth Third Bank         |

1. Motion by: Brian Byrnes
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 7 - 0

VIII. Designation of Authorized Signatures:

- a.) General Operation: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- b.) Debt Retirement: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- c.) Food Service Fund: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- d.) School Activities Accounts: Any two (2): Principal, Building Secretary, Athletic Director, or Superintendent.
- e.) Capital Projects Checking: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- f.) Tech & Security Account: Any two (2): President, Treasurer, Board Secretary or Superintendent.
- g.) Transfer of Funds for Debt Retirement, Food Service, General Fund, School Activities, Accounts, Investment Accounts, Capital Projects, and Tech & Security: Business Manager or Superintendent.

1. Motion by: Ranae Erickson
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 7 - 0

IX. Designation of Authorized Signatures for State and Federal Projects:

Recommended action: Approve that the Superintendent be authorized to sign all State and Federal Grant Projects.

1. Motion by: Amber Cartwright
2. Supported by: Brian Byrnes
3. Questions or discussion:
4. Vote: 7 - 0

X. Designee responsible for posting Public Notices of meetings.

Recommended action: Approve the Superintendent or his designee to be responsible for postings and public notices of meetings.

1. Motion by: Beth Barnard
2. Supported by: Amber Cartwright
3. Questions or discussion:
4. Vote: 7 - 0

XI. Delegation of Election Duties:

Recommended action: Approve the Superintendent or his designee to be responsible for election duties.

1. Motion by: Amber Cartwright
2. Supported by: Ranae Erickson
3. Questions or discussion:
4. Vote: 7 - 0

XII. Approve the Fee Structure and Facilities Use Process for the 2024-2025 School Year.

1. Motion by: Amber Cartwright
2. Supported by: Brian Byrnes
3. Questions or discussion:
4. Vote: 7 - 0

XIII. Superintendent is authorized to approve Student Overnight Trips for the 2024-2025 school year.

1. Motion by: Beth Barnard
2. Supported by: Brian Byrnes
3. Questions or discussion:
4. Vote: 7 - 0

XIV. Adjournment

1. Motion by: Sarah Hippler
2. Supported by: Amber Cartwright
3. Time: 5:37
4. Vote: 7 - 0