



# Manchester Community Schools

Steve Head, Superintendent  
Board of Education  
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Sandra Wiitala, President  
Michael Tindall, Vice President  
Jennifer Caszatt, Treasurer  
Colleen Schoenfeld, Secretary  
Christine Deacons, Trustee  
Rebecca Harvey, Trustee  
Brandon Woods, Trustee

## ORGANIZATIONAL MEETING BOARD OF EDUCATION

**TUESDAY, JANUARY 20, 2026 - 5:00 P.M. (EST) In-Person Manchester Jr/Sr High School- Media Center**

*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 meeting as indicated on the agenda. Visitors wishing to address the board shall follow board policy 0167.3 of the Board Policy Manual.*

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. ORGANIZATIONAL ITEMS
  - A. ELECTION OF OFFICERS
    - 1. PRESIDENT
    - 2. VICE PRESIDENT
    - 3. SECRETARY
    - 4. TREASURER
  - B. APPOINTMENT OF COMMITTEES
    - 1. BUILDING AND GROUNDS
    - 2. FINANCE
    - 3. BOARD POLICIES
    - 4. BOARD OPERATING PROCEDURES
    - 5. CAPITAL IMPROVEMENT
  - C. DATE, TIME, AND LOCATION OF REGULAR MEETINGS AND BOARD WORKSHOPS
  - D. DATE AND TIME OF BUILDING AND GROUNDS, FINANCE, AND PERSONNEL COMMITTEE MEETINGS
  - E. DEPOSITORIES OF SCHOOL FUNDS
  - F. AUTHORIZED SIGNATURES OF FINANCIAL ACCOUNTS
    - 1. SCHOOL ACTIVITY FUNDS
    - 2. SCHOOL FOOD SERVICE FUNDS
    - 3. PAYROLL ACCOUNT
    - 4. FACSIMILE SIGNATURES
    - 5. INVESTMENTS
    - 6. APPOINTMENT OF LEGAL FIRM
  - G. AUTHORIZATION FOR POST APPROVAL OF MONTHLY EXPENDITURES
  - H. AD HOC COMMITTEE- BOARD REPRESENTATIVES
  - I. DESIGNATION OF PERSON FOR POSTING PUBLIC NOTICES OF MEETINGS
  - J. DELEGATION OF ELECTION DUTIES
  - K. ELECTRONIC TRANSFER OF FUNDS
  - L. AUTHORIZATION FOR DOCUMENT SIGNATURE
- V. PUBLIC PARTICIPATION
- VI. OTHER
- VII. ADJOURNMENT