

Unofficial Organizational Meeting Minutes

The Organizational Meeting was called to order by President Wiitala Sandra at 5:00pm.

Members present: Sandra Wiitala, Michael Tindall, Jennifer Caszatt, Colleen Schoenfeld, Christine Deacons, Rebecca Harvey

Absent: Brandon Woods

The Agenda was discussed and approved by Caszatt, support by Tindall. All yes (6-0)

ORGANIZATIONAL ACTION ITEMS

A. Election of Officers (Board Policy 1152)

1. The floor opened for nomination for the office of President.

Nominations:

Harvey nominated Woods

Deacons nominated Wiitala

Close Nominations: Motion by Tindall, support by Schoenfeld.

Vote on Nominees: Wiitala or Woods

Wiitala - Wiitala

Tindall - Wiitala

Caszatt - Wiitala

Schoenfeld - Wiitala

Deacons - Wiitala

Harvey - Woods

Wiitala voted in as President

2. The floor opened for nomination for the office of Vice President.

Nominations:

Harvey nominated Woods

Wiitala nominated Tindall

Close Nominations: Motion by Tindall, support by Deacons.

Vote on Nominees: Woods or Tindall

Wiitala - Tindall

Tindall - Tindall

Caszatt - Tindall

Schoenfeld - Tindall

Deacons - Tindall

Harvey - Woods

Tindall voted in as Vice President

3. The floor opened for nomination for the Office of Secretary.

Nominations:

Harvey nominated Woods

Tindall nominated Schoenfeld

Close Nominations: Motion by Wiitala, support by Tindall.

Vote on Nominees: Woods or Schoenfeld

Wiitala - Schoenfeld

Tindall - Schoenfeld

Caszatt - Schoenfeld

Schoenfeld - Woods

Deacons - Woods

Harvey - Woods

Tie

Second Vote

Harvey nominated Woods

Tindall nominated Schoenfeld

Schoenfeld nominated Deacons

Close Nominations: Motion by Wiitala, support by Schoenfeld.

Vote on Nominees: Woods or Schoenfeld

Wiitala - Deacons

Tindall - Deacons

Caszatt - Deacons

Schoenfeld - Woods

Deacons - Woods

Harvey - Woods

Tie

Third Vote

Harvey nominated Woods

Tindall nominated Schoenfeld

Schoenfeld nominated Deacons

Close Nominations: Motion by Wiitala, support by Schoenfeld.

Vote on Nominees: Woods, Schoenfeld, or Deacons

Wiitala - Schoenfeld

Tindall - Deacons
Caszatt - Deacons
Schoenfeld - Deacons
Deacons - Deacons
Harvey - Woods

Deacons voted in as Secretary

4. The floor opened for nomination for the Office of Treasurer.

Nominations:

Harvey nominated Woods

Tindall nominated Caszatt

Close Nominations: Motion by Wiitala, support Schoenfeld.

Vote on Nominees: Woods or Caszatt

Wiitala - Caszatt
Tindall - Caszatt
Caszatt - Woods
Schoenfeld - Caszatt
Deacons - Caszatt
Harvey - Woods

Caszatt voted in as Treasurer

A. Appointment of Building & Grounds, Finance & Personnel Committees

Discussion: Should we have alternates shouldn't matter since committees can't take action; only bring items to the Board.

Building and Grounds:

1. Wiitala
2. Tindall
3. Schoenfeld

Finance Committee:

1. Tindall
2. Caszatt
3. Wiitala

Board Policies:

1. Harvey
2. Caszatt
3. Deacons

Board Operating Procedures Committee:

1. Wiitala

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2. Schoenfeld
3. Deacons

Capital Improvement Committee:

1. Wiitala
2. Tindall
3. Schoenfeld

C. Set Date, Time and Location of Regular Meetings

The Manchester Community Schools Board of Education regular meetings during 2025 were held on the third Monday of each month.

The Board establishes the third Monday of the month (exception in January and February to the fourth Monday of the month and December to the second Monday) at 6:00 p.m. for Regular Board meetings to be held in the Media Center at the Jr/Sr High School - 20500 Dutch Dr., Manchester

Monday, February 23, 2026	Monday, August 17, 2026
Monday, March 16, 2026	Monday, September 21, 2026
Monday, April 20, 2026	Monday, October 19, 2026
Monday, May 18, 2026	Monday, November 16, 2026
Monday, June 22, 2026	Monday, December 16, 2025
Monday, July 20, 2026	Monday, January 25, 2027

Board Workshops

Monday, March 9, 2026
Monday, June 8, 2026
Monday, September 14, 2026
Monday, December 7, 2026

The Board approved the above dates. Motion by Wiitala, support Schoenfeld. Vote all yes

Note: Additional Board meetings – special meetings, information/work/study sessions, and emergency meetings- may also be held as provided by Board Policy 1300 and law.

D. Date and Time of Finance, Building & Grounds, Personnel Meetings

Recommendation: That the Finance, Building & Grounds, Personnel Committee meet on an as-needed basis as determined by the Committee Chair and/or the Superintendent.

Motion by Wiitala, support Deacons. Roll Call Vote all yes.

E. Depositories of School Funds

Recommendation: That the following banks, savings, and loan institutions are approved as depositories for school district funds: Comerica Bank, Old National, Bank of Michigan and MILAF. Motion by Caszatt, support Tindall. Vote yes 5-1. Harvey nay.

F. Authorized Signatures on Financial Accounts – General Fund, Debt Funds, Construction Funds and Scholarship Accounts

Recommendation: That the Board authorizes any TWO of the following signatures to make investments in conformance with Board policy which includes but not limited to CD's, Municipal Investment Accounts, and Michigan School District Liquid Asset Fund Plus, investment instruments of the US government for the school district: *Treasurer, Superintendent, and Finance Director*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds approved by the Board.

Motion by Wiitala, support Tindall. Vote all yes

1. School Activity Funds

Purchase orders must be signed by the following: *Building Principal and Advisor*. The Superintendent must also sign any purchase orders from the accounts in excess of \$500.00.

Recommendation: That the Board authorizes any TWO of the following five to sign checks from the Activity Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion by Schoenfeld, support Tindall. Vote all yes

2. Food Service Fund

Purchase orders must be signed by the following: Food Service Director.

Recommendation: That the Board authorizes any TWO of the following five to sign checks from the Food Service Funds: *President, Vice-President, Secretary, Treasurer, and Superintendent*.

Motion by Tindall, support Deacons. Vote all yes

3. Payroll Account

Recommendation: That the Board authorizes the *Superintendent, President, or Treasurer* to sign checks from the payroll account. Motion by Wiitala, support Deacons. Vote all yes

4. Facsimile Signatures

Recommendation: That the Board honor and authorize as genuine facsimile signatures of any of the following: *President, Vice-President, Treasurer, Secretary, Superintendent, and Finance Director*.

Motion by Wiitala, support Caszatt. Vote all yes

5. Investments

Recommendation: That the Board authorizes any TWO of the following signatures to make investments in conformance with Board policy, which includes but is not limited to CDs, Municipal Investment Accounts, and Michigan School District Liquid Asset Fund Plus, investment instruments of the US government for the school district: *Treasurer, Superintendent, and Finance Director*. Unless otherwise directed by the Board, all investments shall be placed with depositories for school district funds approved by the Board. Motion by Tindall, support Caszatt. Vote all yes

6. Appointment of Legal Firm

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Recommendation: That the Board appoints the legal firm, Thrun Law Firm, P.C., of Lansing, Michigan as general counsel and that the Superintendent be authorized to engage other specific legal counsel, as the need may arise. Motion Schoenfeld, support Tindall. Vote all yes

G. Authorization for Post Approval of Monthly Expenditures

Recommendation: That the Board authorizes the Superintendent to approve the payment of accounts on a monthly basis with post approval by the Board of Education at the next regular monthly meeting. Motion by Tindall, support Schoenfeld. Vote all yes

H. Ad Hoc Committee – Board Representatives; for 2026

Food Service (1) - Schoenfeld
Community Education (1) - Caszatt, Deacons
District School Improvement (3) - Tindall, Caszatt, Woods
Health Advisory (2) - Wiitala, Deacons, Sarah Roth School Nurse
Superintendent Evaluation (Full Board)
CRC (1) - Schoenfeld
Education Foundation (1) - (Board President or Designee) - Wiitala
Klager Building Liaison (1) - Woods, Deacons
Riverside Building Liaison (1) - Caszatt
Jr/Sr. High Building Liaison (1) - Schoenfeld
WASB Representative (1) - Wiitala
WASB LRN (1) - Wiitala
SRSly (1) - Schoenfeld

I. Designation of Person for Posting Public Notices of Meetings

Recommendation: That the Superintendent and Recording Secretary of the Board be designated for posting Public Notice of Meetings.
Motion Wiitala, support Tindall. Vote all yes

J. Delegation of Election Duties

Recommendation: That the Secretary of the Board and Chief Election Officer delegate election duties to, Superintendent and the Administrative Assistant/Recording Secretary of the Board.
Motion Schoenfeld, support Wiitala. Vote all yes

K. Electronic Transfer of Funds

Recommendation: The Board authorizes the Business Manager, or designee, and the Superintendent to transfer funds by electronic transfer, except where a check is specifically required.
Motion Schoenfeld, support Deacons. Vote all yes

L. Authorization for Document Signature

Recommendation: The Board authorizes the Secretary of the Board to sign promissory notes, State Aid notes, tax anticipation notes, or any other document authorized by and on behalf of the Board. Any other officer of the Board may sign documents for the Board in the absence of the Secretary of the Board. Motion Wiitala, support Tindall. Vote all yes

VI. PUBLIC PARTICIPATION - None

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VII. OTHER - None

VIII. ADJOURNMENT

Motion Tindall, support Schoenfeld. Vote: All yes Time: 6:13pm