

**MUSKEGON HEIGHTS PUBLIC SCHOOLS
ORGANIZATIONAL AND SPECIAL BOARD OF EDUCATION MEETING
January 3, 2025
11:00 a.m.**

BOARD OF EDUCATION

David Fox
Cassandra Kitchen

Tameiko Simmons
Antonette Robinson

AGENDA

1. **Call to Order/Pledge of Allegiance**
2. **Policy Discussion – Ann Cardon, NEOLA**
3. **Election of Officers**
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer

FOR ACTION: Election of Officers

The consultant will help you begin the election process for President of the Board of Education.

- a. The consultant will ask for nominations for the office of President. Anyone on the Board can nominate any other member. Any number of members can be nominated.
 - b. The consultant will ask for a motion to elect one of the members nominated as president. If more than one member is nominated, the motion will name one person and the vote will determine if that person is elected. It takes four votes to be elected to office.
 - c. Once the president is elected, they will begin chairing the meeting and the rest of the officers are elected in the same way as above. The consultant will help support this process.
4. **Organizational Items:**
 - a. Appointment of Executive Secretary (this could be the admin assistant)
The administrative assistant is normally charged with this duty. The main purpose of this position is to make sure proper notice of all meetings is given. If this position is not yet filled, we can post this opening and once hired, the board can appoint them as the Executive Secretary and direct that they post proper notice of all board meetings.
 - b. Appointment of Legal Counsel
 - c. Designation of a Newspaper for Public Notices
 - d. Authorization for the Investment of Surplus Funds – may not be needed
 - e. Designation of Depositories for School Funds – may not be needed
 - f. Adoption of a Regular Monthly Meeting Schedule

5. **Recognition of Persons Wishing to Address the Board** – This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the administration for research and response.
6. **Appointment of New Board members to fill vacant board positions**
Consultant will help the Board with the process for appointing new members.
7. **Effective Governance Workshop: Michigan Association of School Boards – Dr. Rod Green**
Dr. Green is a former school administrator having served 24 years as superintendent in three districts, Norway-Vulcan (Upper Peninsula), Grant (Newaygo County) and East China Schools (St. Clair County). He now works as a consultant and facilitator and works with schools for a variety of governance issues including Board member training and development as well as goal setting, bargaining contracts, and superintendent search. He has worked with over 200 districts over the past ten years. Rod also teaches School Law in the Education Specialist Graduate School Program for Oakland University and has presented at numerous workshops in regard to school finance, bargaining, Board governance, operations, and bond issue planning.
 - a. Board Role and Governance Standards
 - b. Protocols, Procedures, Norms
 - c. Addressing Concerns
 - d. Open Meetings Act and Parliamentary Procedure
 - e. Public Comment
 - f. Board Minutes
 - g. Superintendent Evaluation
 - h. Questions and Answers – further training opportunities

8. **Adjournment**

Ceremonial Oath of Office for All Board Members – Set for January 13 Meeting

"I do solemnly swear that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of Member of the Board of Education of Muskegon Heights Public School District, Muskegon Heights, Michigan according to the best of my ability."