

General Information Update  
Monday, January 8, 2018 5:30 PM Eastern

Middle School Media Center  
420 Ypsilanti St.  
Dundee, MI 48131

I. Recognitions

I.A. Varsity Football

I.B. Staff Member of the Month

I.C. Board Appreciation

I.D. Ms. Dawn Quackenbush's Retirement

II. Election of School Board Officers

The Board offices of President, Vice President, Secretary and Treasurer are to be filled at the organizational meeting.

A nomination and second will be needed for each office unless an entire slate of officers is proposed. Each office will be elected separately if a slate is not presented.

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Suggested Motion:** To approve the officers as outlined.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III. School Board Organization

III.A. Appointment of Legal Counsel

Presently, we have legal counsel in place with Thrun Law Firm

**Suggested Motion:** To approve Thrun Law Firm as the School District's Legal Counsel for 2018.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.B. Designation of School Board Liaison Rep to the ISD.

**Suggested Motion:** To approve \_\_\_\_\_ as the Liaison to the ISD for 2018.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.C. Designation of Newspaper of Record for Legal Purposes

**Suggested Motion:** To approve the Monroe Evening News and The Dundee Independent as the Newspapers of Record for the Dundee Community School District.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.D. Depositories for School Funds

**Suggested Motion:** To approve Old National Bank and Monroe Bank and Trust as depositories for school funds.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.E. Designation of Authorized Signature on Accounts

General Fund

Board Treasurer, Superintendent  
or Business Manager

Debt Retirement Fund

Board Treasurer, Superintendent,  
or Business Manager

General Fund Capital Projects

Board Treasurer, Superintendent,  
or Business Manager

Internal Accounts

Board Treasurer, Superintendent,  
or Business Manager

Cafeteria Account

Board Treasurer, Superintendent,  
or Business Manager

Athletic Imprest Account

Board Treasurer, Superintendent,  
Business Manager, or Athletic Director

**Suggested Motion:** To approve the Designation of Authorized Signatures on Specified Accounts as listed above.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.F. Designation of Person Posting Notices

School Code calls for posting of all special school board meetings. The standard operating procedure has been and is recommended to continue to have the Administrative Assistant to the Superintendent responsible for all appropriate postings for the Board meetings.

**Suggested Motion:** To approve the Administrative Assistant to the Superintendent to be responsible for all appropriate postings for the Board meetings.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.G. Delegation of Election Duties

The Board designates the Superintendent as a designee for the Secretary of the Board and has the Superintendent's Administrative Assistant act as the

election coordinator.

**Suggested Motion:** To approve designating the Superintendent as a designee for the Secretary of the Board and to have the Superintendent's Administrative Assistant act as the Election Coordinator.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.H. School Board Committees - Committee of the Whole

**Suggested Motion:** That the Board conduct its business using a Committee of the Whole.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

Ad Hoc Committees:

Wellness/Reproductive Health  
School Improvement Committee  
Financial Committee

The above to be appointed by the Board President. If any members are interested in a specific Ad Hoc Committee please contact the Board President of your desire to serve.

III.I. Delegates for 2018 MASB Delegate Assembly

**Suggested Motion:** To Select \_\_\_\_\_ and \_\_\_\_\_ as Voting Delegates for the 2018 MASB Delegate Assembly. (Our District Enrollment allows us to have two voting delegates)

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

III.J. Designation of Debit Card Use

**Suggested Motion:** To authorize the Superintendent, Administrative Assistant to the Superintendent and the Director of Technology the use of a District Debit Card for District purchases only.

Motion by Member:

Seconded by Member:

Discussion:

Motion Passed/Failed:

IV. Committee of the Whole

IV.A. Project Close Up, Washington DC

IV.B. PESG Energy Audit

IV.C. Policy Updates: 1421, 1439, 2410, 2414, 2418, 3121, 3139, 4121, 4139, 5630.01, 8142, 8321 - Second Reading and Adoption

IV.D. Facility Rental Usage Policy 7510 - First Reading

IV.E. Business Manager Retirement

IV.F. Chief Financial Officer Hire Recommendation

IV.G. Lunch/Recess Paraprofessional Hire

IV.H. Strategic Plan Update

IV.H.1. Curriculum/Assessment/Instruction

IV.H.2. Finance

IV.H.3. Communications

IV.H.4. Facilities

V. Closed Session



## Dundee Community Schools

Vision Statement: "Students First" – Inspire, Educate, Innovate, Celebrate

Mission Statement: Dundee Community Schools is setting a course for student success. We will challenge and inspire every student, every day, in every class through innovation and dedication - promoting knowledgeable, responsible, and caring citizens.

Dawn Quackenbush  
Dawn.Quackenbush@dundee.k12.mi.us  
Business Manager

420 Ypsilanti Street  
Dundee, MI 48131  
Phone: 734-529-2350 Ext. 11002

To: Edward Manuszak  
From: Dawn Quackenbush  
Date: December 18, 2017  
Re: January 31, 2018

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After much thought and discussion, I have decided to retire effective January 31, 2018. It has been an amazing almost fifteen years but I'm ready to start a new chapter in my journey. Thank you.

Sincerely,

Dawn