

SPRINGFIELD SCHOOL DISTRICT RE-4
BOARD OF EDUCATION MEETING
SPECIAL MEETING – BOARD REORGANIZATION
Monday, November 22, 2021
5:45 p.m. – BOARDROOM

- I. CALL TO ORDER: At 5:47 p.m. Larry Duncan, President, called the meeting to order.
 1. MEMBERS PRESENT: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, and Kay Maes.
 2. MEMBERS ABSENT: Jennifer Esch
 3. SCHOOL PERSONNEL PRESENT: Richard Hargrove, Kyle Lasley, Leah Crane and Pam Hartley,
 4. GUESTS PRESENT: None
- II. ADDITIONS TO THE AGENDA: None
- III. APPROVE THE AGENDA: Clinton Arbuthnot made a motion to approve the agenda. Kay Maes seconded the motion. Motion passed.
- IV. RECOGNIZE NEWLY ELECTED BOARD MEMEBERS:
 - A: OATH OF OFFICE: The Oath of Office was administered by Board Secretary, Kay Maes to swear in Larry Duncan and Tyler Gibson. Each member signed a notarized Confidentiality Affidavit.
- V. RE-ORGANIZATION OF BOARD: As the final duty in office, the president oversees the election of his or her successor. Once the board selects its new president, the gavel passes to the new president, who conducts the remaining officer elections one by one.
 - A: OFFICES:
 1. PRESIDENT: The president, Larry Duncan, asked for nominations for the office of president from the floor. Nominations are now in order for the office of President. Clinton Arbuthnot nominated Tyler Gibson. Kay Maes nominated Larry Duncan. With no more nominations, the nominations for president were closed. The nominees for the office of president are: Tyler Gibson and Larry Duncan. Voting was done by show of hands: Tyler Gibson 2 votes, Larry Duncan 2 votes. Tyler Gibson requested that his name be withdrawn as nominee. The nominee for the office of president is Larry Duncan. Larry Duncan is elected by roll call.
 2. VICE-PRESIDENT: The president, Larry Duncan, asked for nominations for the office of Vice-President from the floor. Nominations are now in order for the office of Vice-President. Kay Maes nominated Tyler Gibson for Vice-President. With no more nominations, the nominations for vice-president were closed. The nominee for the office of vice-president is: Tyler Gibson. Tyler Gibson is elected Vice-President by roll call.

3. SECRETARY: The president, Larry Duncan, asked for nominations for the office of Secretary from the floor. Nominations are now in order for the office of Secretary. Kay Maes nominated Clinton Arbuthnot for Secretary. With no more nominations, the nominations for secretary were closed. The nominee for the office of secretary is Clinton Arbuthnot. Clinton Arbuthnot is elected Secretary by roll call.
4. TREASURER: The president, Larry Duncan, asked for nominations for the office of Treasurer from the floor. Nominations are now in order for the office of Treasurer. Tyler Gibson nominated Jennifer Esch for Treasurer. With no more nominations, the nominations for treasurer were closed. The nominee for the office of treasurer is Jennifer Esch. Jennifer Esch is elected Treasurer by roll call.
5. DIRECTOR: The president asked for nominations for the office of Director from the floor. Nominations are now in order for the office of Director. Larry Duncan nominated Kay Maes for Director. With no more nominations, the nominations for director closed. The nominee for the office of director is Kay Maes. Kay Maes is elected Director by roll call.
6. ACCOUNTABILITY COMMITTEE MEMBER: The president, Larry Duncan, asked for nomination for the office of accountability committee member from the floor. Nominations are now in order for the office of accountability committee member. Larry Duncan nominated Tyler Gibson for accountability committee member. With no more nominations, the nominations for accountability committee member were closed. The nominee for the office of accountability committee member is Tyler Gibson. Tyler Gibson is elected accountability committee member by roll call.
7. BOCES REPRESENTATIVE: The president, Larry Duncan, asked for nominations for the office of BOCES Representative from the floor. Nominations are now in order for the office of BOCES Representative. Tyler Gibson nominated Larry Duncan for BOCES Representative. With no more nominations, the nominations for BOCES Representative were closed. The nominee for the office of BOCES Representative is Larry Duncan. Larry Duncan is elected BOCES representative by roll call.
8. LEGISLATIVE DELEGATE: The president, Larry Duncan, asked for nomination for the office of legislative delegate from the floor. Nominations are now in order for the office of legislative delegate. Clinton Arbuthnot nominated Jennifer Esch for legislative delegate. With no more nominations, the nominations for legislative delegate were closed. The nominee for the office of legislative delegate is Jennifer Esch. Jennifer Esch is elected Legislative Delegate by roll call.

VI. EXECUTIVE SESSION: C.R.S. 24-6-402(4) (f): No executive session needed.
A. PERSONNEL

- VII. DESIGNATE REGULAR BOARD MEETING DATES AND TIMES: Clinton Arbuthnot made a motion to designate the third Monday after the 16th of the month at 6 p.m. for regular scheduled board meetings. Tyler Gibson seconded the motion. Motion passed.
- VIII. DESIGNATE NEWSPAPER OF RECORD FOR LEGAL NOTICES: Tyler Gibson made a motion to designate the Plainsman Herald as newspaper of record for all legal notices. Clinton Arbuthnot seconded the motion. Motion passed.
- IX. DESIGNATE SCHOOL DISTRICT LEGAL COUNSEL: Kay Maes made a motion to designate the law offices of Caplan and Ernest as school district legal counsel. Tyler Gibson seconded the motion. Motion passed.
- X. DESIGNATE FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR DISTRICT FUNDS:
- A. Community State Bank –General Fund checking, Lunch Fund checking, Preschool Fund checking, Insurance Reserve money market, Anthem Insurance checking, Lunch Fund savings CD, Activity Fund checking, Activity Fund savings CD and General Fund money market.
 - B. Frontier bank – Capital Reserve Fund Hi-Yield checking.
 - C. ColoTrust – General Fund Money Market, Pre-School Fund Money Market.

Tyler Gibson made the motion that Community State Bank be kept as the depository for General Fund checking, Lunch Fund checking, Preschool Fund checking, Insurance Reserve money market, Anthem Insurance checking, Lunch Fund savings CD, Activity Fund checking, Activity Fund savings CD and General Fund money market; that Frontier Bank be kept as the depository for Capital Reserve Fund Hi-Yield checking; and ColoTrust be kept as depository for General Fund Money Market and Pre-School Fund Money Market. Kay Maes seconded the motion. Motion passed.

- XI. DESIGNATE AND APPROVE THE SIGNATURES ON BANK ACCOUNTS:

- A. Community State Bank
- B. Frontier Bank
- C. ColoTrust

Community State Bank

Clinton Arbuthnot made a motion to approve the signatures on the 8 accounts at Community State Bank as listed below:

1. GENERAL FUND checking-205000827; Requires 3 signatures. Authorized signers: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, Kay Maes, Jennifer Swanson.
2. LUNCH FUND checking – 205000835; Requires 3 signatures. Authorized signers: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, Kay Maes, Jennifer Swanson.
3. PRESCHOOL FUND checking – 205000843; Requires 3 signatures. Authorized signers: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, Kay Maes, Jennifer Swanson.
4. INSURANCE RESERVE money market – 203000048; Requires 3 signatures. Authorized signers: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, Kay Maes, Jennifer Swanson.
5. ANTHEM INSURANCE checking – 205000924; Requires 3 signatures. Authorized signers: Clinton Arbuthnot, Larry Duncan, Tyler Gibson, Kay Maes, Jennifer Swanson.
6. LUNCH FUND savings CD – 206000634; no checks. Authorized to complete transactions: Missy Corn, Richard Hargrove, Pam Hartley

7. ACTIVITY FUND checking – 205000851; Requires 2 signatures. Authorized signers: Richard Hargrove, Pam Hartley, Missy Corn.

8. ACTIVITY FUND savings CD – 206000683; no checks. Authorized to complete transactions: Missy Corn, Richard Hargrove, Pam Hartley.

8. GENERAL FUND money market – 203000056 – no checks. Authorized to complete transactions: Missy Corn, Richard Hargrove, Pam Hartley;

Frontier Bank

Also included in the motion was to approve signatures of the five current board members on the Capital Reserve Fund account at Frontier Bank.

ColoTrust

and to approve no changes to authorized persons on General Fund Money Market and Preschool Fund Money Market accounts at ColoTrust, approved to complete transactions are Richard Hargrove, Missy Corn and Pam Hartley.

Tyler Gibson seconded the motion. Motion passed.

XII. APPROVE AUTHORIZATION OF FACSIMILE SIGNATURE PLATE: The Fund Accounting 2 software requires a signature plate for the check signing process. Kay Maes made a motion to approve authorization of facsimile signature plate with the signatures of the following officers: Larry Duncan, President; Clinton Arbuthnot, Secretary and Jennifer Esch, Treasurer. Tyler Gibson seconded the motion. Motion passed.

XIII. OTHER ITEMS TO DISCUSS: None

XIV. ADJOURN: At 6:09 p.m. it was the consensus of the board to adjourn the Special Board Meeting.

Larry Duncan, President

Tyler Gibson, Vice President

Clinton Arbuthnot, Secretary

Jennifer Esch, Treasurer

Kay Maes, Director