

SPRINGFIELD SCHOOL DISTRICT RE-4  
BOARD OF EDUCATION MEETING  
**SPECIAL MEETING – BOARD REORGANIZATION**  
**Monday, November 18, 2019**  
**6:00 p.m. – BOARDROOM**

- I. CALL TO ORDER: At 6:00 p.m. Larry Duncan, President, called the meeting to order.
1. MEMBERS PRESENT: Clinton Arbuthnot, Rick Birdsong, Larry Duncan, Tyler Gibson, Kay Maes and Jennifer Swanson.
  2. MEMBERS ABSENT: None
  3. SCHOOL PERSONNEL PRESENT: Richard Hargrove, Kyle Lasley and Pam Hartley,
  4. GUESTS PRESENT: None
- II. ADDITIONS TO THE AGENDA: None
- III. APPROVE THE AGENDA: Tyler Gibson made a motion to approve the agenda. Kay Maes seconded the motion. Motion passed unanimously.
- IV. RECOGNIZE NEWLY ELECTED BOARD MEMEBERS:
- A: OATH OF OFFICE: The Oath of Office was administered by President Larry Duncan to swear in Clinton Arbuthnot, Kay Maes and Jennifer Swanson. Each new member signed a notarized Confidentiality Affidavit.
- Outgoing board member Rick Birdsong was applauded for his years of service on the school board and presented with a plaque in appreciation for his time and support. Mr. Birdsong vacated his seated position, and new member, Jennifer Swanson took her seat.
- 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. Kay Maes nominated Larry Duncan for president. With no more nominations, the nominations for president were closed. The nominee for the office of president is: Larry Duncan  
Larry Duncan is elected President unanimously 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. Clint Arbuthnot nominated Kay Maes for Vice-President. Kay Maes nominated Clint Arbuthnot for Vice-President. Ms. Maes requested that her name be withdrawn as nominee for Vice-President. With no more nominations, the nominations for vice-president were closed. The nominee for the office of vice-president is: Clinton Arbuthnot. Clinton Arbuthnot is elected Vice-President unanimously 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. Tyler Gibson nominated Kay Maes for Secretary. With no more nominations, the nominations for secretary were closed. The nominee for the office of secretary is Kay Maes. Kay Maes is elected Secretary unanimously 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. Clinton Arbuthnot nominated Tyler Gibson for Treasurer. With no more nominations, the nominations for treasurer were closed. The nominee for the office of treasurer is Tyler Gibson. Tyler Gibson is elected Treasurer unanimously 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. Clinton Arbuthnot nominated Jennifer Swanson for Director. With no more nominations, the nominations for director closed. The nominee for the office of director is Jennifer Swanson. Jennifer Swanson is elected Director unanimously 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. Clinton Arbuthnot 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 unanimously 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. Clinton Arbuthnot 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 unanimously 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. Jennifer Swanson nominated Tyler Gibson for legislative delegate. With no more nominations, the nominations for legislative delegate were closed. The nominee for the office of legislative delegate is Tyler Gibson.  
Tyler Gibson is elected Legislative Delegate unanimously by roll call.

VI. EXECUTIVE SESSION: C.R.S. 24-6-402(4) (f):

A. PERSONNEL

None at this time

- VII. DESIGNATE REGULAR BOARD MEETING DATES AND TIMES: Kay Maes made a motion to designate the third Monday after the 16<sup>th</sup> of the month at 6 p.m. for regular scheduled board meetings. Tyler Gibson seconded the motion. Motion passed unanimously.

- VIII. DESIGNATE NEWSPAPER OF RECORD FOR LEGAL NOTICES: Clinton Arbuthnot made a motion to designate the Plainsman Herald as newspaper of record for all legal notices. Tyler Gibson seconded the motion. Motion passed unanimously.

- IX. DESIGNATE SCHOOL DISTRICT LEGAL COUNSEL: Tyler Gibson made a motion to designate the law offices of Caplan and Ernest as school district legal counsel. Kay Maes seconded the motion. Motion passed unanimously.

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, General Fund money market.

B. Frontier bank – Capital Reserve Fund Hi-Yield checking.

C. ColoTrust – General Fund Money Market, Pre-School Fund Money Market.

Kay Maes 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 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. Jennifer Swanson seconded the motion. Motion passed unanimously.

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. 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 as indicated on the attached Corporate Authorization Resolution;

ColoTrust

and to approve no changes to authorized persons on General Fund Money Market and Preschool Fund Money Market accounts at ColoTrust

Tyler Gibson seconded the motion. Motion passed unanimously.

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

XIII. OTHER ITEMS TO DISCUSS: None

XIV. ADJOURN: At 6:20 p.m. it was the consensus of the board to adjourn the Special Board Meeting.

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Larry Duncan, President

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Clinton Arbuthnot, Vice President

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Kay Maes, Secretary

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Tyler Gibson, Treasurer

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Jennifer Swanson, Director