

**Essex Community School District
Annual Board Organizational Meeting
November 12, 2025 – 6 p.m.
Board Room**

1. Call to Order
2. Roll call and determination of a quorum
3. Approval of the Agenda
4. Annual Organizational Meeting Items
 - a. Appoint Temporary Chair – Melissa Chambers, SBO
 - b. Board Officers FY 2026 School Year Nominating and Voting
 - i. President
 - ii. Vice-President
 - iii. Administer Oath of Office to President and Vice-President
 - iv. Newly Elected Board President Assumes Duties of the Chair
5. Determination of meeting schedule dates, times, and places
6. Appoint Committees: Policy, Finance, Facility, Negotiations, Sharing, School Improvement Advisory (SIAC)
7. Resolution allowing the Superintendent to approve payment of reoccurring bills when the Board is not in session.
8. Resolution to disburse payroll for employees under contract
9. Resolution naming depositories and maximum account balance for each
10. Resolution to allow the use of electronic signatures for payroll and agreements
11. Designation of official newspaper for district publications for FY 2026
12. Designation of the official district attorney for FY 2026
13. Appointment of the Board Secretary and Treasurer
14. Appointment of the School Business Official
15. Adjournment

**ESSEX COMMUNITY SCHOOL DISTRICT
ANNUAL ORGANIZATIONAL BOARD MEETING MINUTES
Wednesday, November 13, 2024 @ 6 PM**

1. **CALL TO ORDER:** President Meredith Baker called the regular board meeting to order at 6:01 P.M.
2. **ROLL CALL & DETERMINATION OF QUORUM:** Members Meredith Baker, Becki Franks, Heidi Hossle, Brian Johnson and Doug Ohnmacht appeared in person. Also present were Board Secretary/Treasurer Melissa Chambers and Superintendent Mike Wells. Quorum was determined.
3. **APPROVAL OF AGENDA:** Motion by H. Hossle, second by B. Franks, unanimously carried to approve the agenda.
4. **ANNUAL ORGANIZATIONAL MEETING:**
 - A. Appoint Temporary Chairman – Melissa Chambers SBO/Business Manager
Motion by D. Ohnmacht, second by B. Johnson, unanimously carried to appoint Melissa Chambers as temporary chairman of the Essex School Board until the new Board President is sworn into office.
 - B. Board Officers FY2024 School Year Nominating and Voting
 - i. Board President: Doug Ohnmacht nominated Brian Johnson. Motion by B. Franks, second by M. Baker, unanimously carried to cease nominations for President of the Board.
Voting proceeded: Brian Johnson received 5 votes and was elected as the Board President.
 - ii. Board Vice-President: B. Franks nominated H. Hossle. Motion by B. Johnson, second by D. Ohnmacht, unanimously carried to cease nominations for Vice- President of the Board.
Voting proceeded: Heidi Hossle received 5 votes. and was elected as the Board Vice-President.
 - iii. Administer the Oath of Office for the Board President and Board Vice-President: Mrs. Chambers administered the oath of office to Brian Johnson, Board President and Heidi Hossle, Board Vice-President.
 - iv. Newly Elected Board President Assumes Duties of the Chair.
5. Determination of Regular Board Meeting Schedule Dates, Times and Place

Motion by B. Franks, second by D. Ohnmacht, unanimously carried to approve the Regular Board Meetings of the Essex Community School District will be held on the 3rd Wednesday of each month at 6:00 p.m. in the Conference Room of the Essex School Building at 111 Forbes Street in Essex, IA.
6. Appoint Committees: Policy, Finance, Facility, Negotiations, Sharing, Building & Grounds, SIAC

Motion by B. Franks second by H. Hossle unanimously carried to approve the following committee assignments:
Policy – Brian Johnson
Finance – Meredith Baker
Facility and Building & Grounds Committee – Doug Ohnmacht & Brian Johnson
Negotiations Committee – Becki Franks & Meredith Baker
Sharing – Meredith Baker & Brian Johnson
School Improvement Advisory Committee (SIAC) – Heidi Hossle
7. Resolution Allowing Superintendent to Approve Payment of Reoccurring Bills when Board is not in Session.

Motion by B. Franks, second by H. Hossle, unanimously carried to Allow Superintendent to Approve Payment of Reoccurring Bills when Board is not in Session.

8. Resolution to Disburse Payroll for Employees under contract
Motion by M. Baker, second by B. Franks, unanimously carried to automatically disburse Payroll for employees under contract.
9. Resolution Naming Depositories and Maximum Account Balances for each Depository
Motion by H. Hossle, second by D. Ohnmacht, unanimously carried to approve District Depositories as follows, Bank Iowa, ISJIT (Iowa Schools Joint Investment Trust) each with a 3 million dollar limit.
10. Resolution to allow for the use of Electronic Signatures for Payroll and Agreements
Motion by B. Franks, second by M. Baker, unanimously carried to approve the use of Electronic Signatures for payroll, contracts, and agreements.
11. Designation of the Official Newspaper for District Publications for the FY2025 School year
Motion by M. Baker, second by H. Hossle, unanimously carried to appoint the Southwest Iowa Herald And Red Oak Express as the District Newspapers.
12. Designation of the Official District Attorney for the FY2025 School Year
Motion by B. Franks, second by H. Hossle, unanimously carried to designate Ahlers & Cooney, P.C. as the District Legal Counsel.
13. Appoint Board Secretary and Board Treasurer
Motion by M. Baker, second by H. Hossle, unanimously carried to appoint Melissa Chambers as Secretary/Treasurer of the Essex Community School District Board.
14. Appoint SBO/Business Manager
Motion by H. Hossle, second by D. Ohnmacht, unanimously carried to appoint Melissa Chambers as SBO/Business Manager of the Essex Community School District.

15. ADJOURNMENT:

Motion by B. Franks, second by H. Hossle, carried unanimously to adjourn the meeting at 6:13 p.m.

PRESIDENT

BOARD SECRETARY