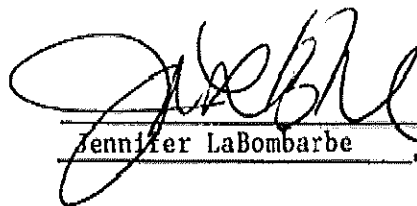


**LINCOLN CONSOLIDATED SCHOOLS**  
8970 Whittaker Road  
Ypsilanti, Michigan 48197  
(734) 484-7001

**CALL FOR SCHOOL BOARD MEETING**

To Trustees Czachorski, LaBombarbe, Newlon, Rollins, Sparks, VanZomeren and Williams, Members of the Board of Education of the Lincoln Consolidated Schools, Ypsilanti, Michigan:

Please take notice that a special meeting of the Board of Education of the Lincoln Consolidated Schools will be held in the Community Center-Brick Elementary in the district, on the 8<sup>th</sup> day of January, 2018, at 6 o'clock in the p.m.

  
\_\_\_\_\_  
Jennifer LaBombarbe, Secretary

(Must be signed by the president of the Board  
OR by two Board members)



**Organizational**  
**Meeting**

**January 8, 2018**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION MEETING**  
**Monday, January 08, 2018**  
**6:00 p.m.**  
**Community Center-Brick Elementary**

**AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PUBLIC COMMENT**

**7.0 ORGANIZATIONAL ITEMS**

7.1 Statement of Organization

7.2 Election of Officers

7.3 Designation of Meeting Dates, Times, and Place

7.4 Establishment of Legally Required Committees

7.5 Designation of School Legal Counsel

7.6 Designation of District Auditors

7.7 Designation of Depositories

7.8 Designation of Signatories

7.9 Appointment of School Administrator to Administer School Elections

7.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary

7.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings

7.12 Designation of Electronic Transfer Officer (ETO)

**8.0 ADJOURNMENT**

**TO:** Board of Education

**FROM:** Sean R. McNatt, Superintendent

**DATE:** December 15, 2017

**SUBJECT:** Board of Education Meeting  
January 8, 2018  
6:00 p.m.  
Community Center-Brick Elementary

**AGENDA/EXPLANATORY NOTES**

- 1.0 CALL TO ORDER**
- 2.0 ROLL CALL**
- 3.0 ESTABLISHMENT OF QUORUM**
- 4.0 PLEDGE TO FLAG**
- 5.0 ACCEPTANCE OF AGENDA**
- 6.0 PUBLIC COMMENT**
- 7.0 ORGANIZATIONAL ITEMS**

7.1 Statement of Organization

**RECOMMENDED MOTION:** I move that we declare the official name of the school district to be Lincoln Consolidated Schools, Washtenaw County and the district operates as a general powers school district. I move further that we approve the Bylaws as contained in Section 0000 of the Board Policy Manual and seven Board members, each serving six-year terms, are the governing body of the district.

7.2 Election of Officers

Verbal nominations for candidates for each of the four offices, as well as the WASB Representative and LRN Representative, will be solicited one at a time in the following order:

If more than one person is nominated and supported for a single office, a roll call vote should be used to identify the majority candidate for that position. If only one Board member is nominated for an office, the president shall seek a motion to elect that member by acclamation. The election of officers shall proceed in sequence until all officers are elected.

(1) President  
**RECOMMENDED MOTION:** I nominate \_\_\_\_\_ for the office of President of the Board of Education.

(2) Vice President  
**RECOMMENDED MOTION:** I nominate \_\_\_\_\_ for the office of Vice President of the Board of Education.

- (3) Secretary  
**RECOMMENDED MOTION: I nominate \_\_\_\_\_ for the office of Secretary of the Board of Education.**
- (4) Treasurer  
**RECOMMENDED MOTION: I nominate \_\_\_\_\_ for the office of Treasurer of the Board of Education.**
- (5) Washtenaw Association of School Boards (WASB) Board Representative  
(WASB Board of Directors meets once or twice a year. The annual meeting takes place in March.)  
**RECOMMENDED MOTION: I nominate \_\_\_\_\_ to serve as the Lincoln representative for the Washtenaw Association of School Boards (WASB).**
- (6) Legislative Relations Network Representative (LRN)  
(The Legislative Relations Network typically meets before each legislative coffee to assist in planning the agenda.)  
**RECOMMENDED MOTION: I nominate \_\_\_\_\_ to serve as the Lincoln representative for the Legislative Relations Network (LRN).**

- 7.3 Designation of Meeting Dates, Times, and Place  
Enclosed is the proposed schedule of Board meetings for the 2018 calendar year. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we adopt the resolution designating the dates, times, and location of Board of Education meetings for the 2018 calendar year as presented.**

- 7.4 Establishment of Legally Required Committees  
It will be necessary to officially establish standing Board committees, to include Board Executive Committee, Board Planning Committee, Board Performance Committee, and Board Finance Committee.

**RECOMMENDED MOTION: I move that we establish standing Board committees to include the Board Executive Committee, Board Planning Committee, Board Performance Committee, and Board Finance Committee.**

- 7.5 Designation of School Legal Counsel  
The Superintendent recommend we designate Beier Howlett and Thrun Law Firm to serve as the district's legal counsel.

**RECOMMENDED MOTION: I move that we designate Beier Howlett and Thrun Law Firm to serve as the district's legal counsel as recommended.**

- 7.6 Designation of District Auditors  
I recommend that the accounting firm Lewis & Knopf be appointed to perform the annual audit.

**RECOMMENDED MOTION: I move that we appoint the accounting firm Lewis & Knopf to perform the annual audit as recommended.**

- 7.7 Designation of Depositories  
**RECOMMENDED MOTION: I move that the below indicated agencies are designated as the depositories for the funds and (accounts) as indicated:**

**MICHIGAN LIQUID ASSET FUND**  
General Operating Fund (Checking/Savings)  
General Operating Fund (Payroll Checking)  
General Operating Fund-Flex Spending/Employee Healthcare (Checking)  
Community Services Fund (Savings)

Debt Retirement Funds (Savings)  
School Service Fund-Athletics (Checking/Savings)  
School Service Fund-Food Service (Savings)  
Capital Projects Funds (Savings)  
Trust/Agency Fund (Checking)  
General Operating Fund Investments  
Debt Retirement Funds Investments  
Capital Projects Fund Investments  
Trust/Agency Fund Investments

**KEY BANK NATIONAL ASSOCIATION**

Investments

**FEDERATED FUND (KEY BANK)**

Savings

- 7.8 Designation of Signatories  
Enclosed is the resolution designating signatories. I recommend approval of the resolution as presented.

**RECOMMENDED MOTION: I move that we adopt the resolution designating signatories as presented.**

- 7.9 Appointment of School Administrator to Administer School Elections  
The Secretary of State for the State of Michigan requires that the Board Secretary appoint a member of the school district's administrative staff to administer school elections. Official notice of the appointment must be given to the person appointed and kept with that person's files. All school staff the deputized election administrator appoints to assist in school elections must receive a certificate of appointment and take the constitutional oath of office to be kept on file with the appointing authority. It is the recommendation that we appoint Sean R. McNatt as the administrator of our school elections.

***Once the appointment is made, the Board Secretary shall administer the Oath of Office to Mr. McNatt (see enclosure).***

**RECOMMENDED MOTION: I move that we appoint Sean R. McNatt to serve as administrator for school elections.**

- 7.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary  
It will be necessary to appoint the Administrative Assistant to the Superintendent to assume specified responsibilities of the Board Secretary, i.e., posting meeting notices, etc.

**RECOMMENDED MOTION: I move that we appoint the Administrative Assistant to the Superintendent to assume specified responsibilities of the Board Secretary as recommended.**

- 7.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings  
It is the recommendation of the Superintendent that we utilize the same fee structure that is followed for processing FOIA requests for individuals requesting notice of Board meetings.

**RECOMMENDED MOTION: I move that we utilize the FOIA fee structure to charge individuals requesting notice of Board meetings as recommended.**

- 7.12 Designation of Electronic Transfer Officer (ETO)  
It is my recommendation that we designate the Director of Finance to serve as the District Electronic Transfer Officer (ETO).

**RECOMMENDED MOTION: I move that we designate the Director of Finance to serve as the District Electronic Transfer Officer (ETO) as recommended.**

**8.0 ADJOURNMENT**

LINCOLN CONSOLIDATED SCHOOLS  
8970 Whittaker Road  
Ypsilanti, Michigan 48197  
(734) 484-7001

Agenda Item  
7.3  
January 08, 2018

RESOLUTION

Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ that we adopt the following schedule of Board of Education meetings for the 2018 calendar year.

2018 BOARD OF EDUCATION MEETINGS

<u>DAY</u>	<u>MONTH</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Monday	January	08	Community Center-Brick Elementary	6:00 p.m.
Monday	January	22	Community Center-Brick Elementary	6:00 p.m.
Monday	February	12	Community Center-Brick Elementary	6:00 p.m.
Monday	February	26	Community Center-Brick Elementary	6:00 p.m.
Monday	March	12	Community Center-Brick Elementary	6:00 p.m.
Monday	April	9	Community Center-Brick Elementary	6:00 p.m.
Monday	April	23*	Community Center-Brick Elementary	6:00 p.m.
Monday	May	14	Community Center-Brick Elementary	6:00 p.m.
Tuesday	May	29	Community Center-Brick Elementary	6:00 p.m.
Monday	June	11	Community Center-Brick Elementary	6:00 p.m.
Monday	June	25	Community Center-Brick Elementary	6:00 p.m.
Monday	July	23	Community Center-Brick Elementary	6:00 p.m.
Monday	August	13	Community Center-Brick Elementary	6:00 p.m.
Monday	August	27	Community Center-Brick Elementary	6:00 p.m.
Monday	September	10	Community Center-Brick Elementary	6:00 p.m.
Monday	September	24	Community Center-Brick Elementary	6:00 p.m.
Monday	October	08*	Community Center-Brick Elementary	6:00 p.m.
Monday	October	22	Community Center-Brick Elementary	6:00 p.m.
Monday	November	12	Community Center-Brick Elementary	6:00 p.m.
Monday	November	26	Community Center-Brick Elementary	6:00 p.m.
Monday	December	10	Community Center-Brick Elementary	6:00 p.m.

Ayes: 0

Nays: 0

Absent: 0

Motion Carried 0-0

\*Board Workshop

January 08, 2018

Signed: \_\_\_\_\_

Jennifer LaBombarbe, Secretary, Board of Education  
Lincoln Consolidated Schools

Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.



LINCOLN CONSOLIDATED SCHOOLS  
8970 Whittaker Road  
Ypsilanti, MI 48197  
(734) 484-7001

Agenda Item  
7.3  
January 08, 2018

**AFFIDAVIT OF POSTING PUBLIC NOTICE  
OF MEETINGS OF THE BOARD OF EDUCATION**

STATE OF MICHIGAN            )  
  )    ss  
COUNTY OF WASHTENAW     )

The undersigned, being duly sworn, deposes and says that she did post a public notice of scheduled meetings of the Board of Education of the LINCOLN CONSOLIDATED SCHOOLS, 8970 Whittaker Road, Ypsilanti, Michigan, to be held as per the attached schedule.

Hour of Meeting:                   6:00 p.m. unless otherwise noted

Place of Public Notice:           Principal Office of the Board of Education  
8970 Whittaker Road  
Ypsilanti, Michigan  
(734) 484-7001

Date of Posting:                    January 8, 2018

\_\_\_\_\_ Ty Smith

Subscribed and sworn to before me this  
8<sup>th</sup> day of January, A.D., 2018

\_\_\_\_\_  
Sherry K. Gerlofs, Notary Public in and for Wayne County,  
Acting in Washtenaw County, State of Michigan

My commission expires: March 13, 2020

LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan

RESOLUTION  
OF  
DESIGNATION OF SIGNATORIES

Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ that the following person(s) are authorized to expend funds, as designated, for the respective school district funds:

A. General Fund: (Checking)

President, \_\_\_\_\_

Secretary, \_\_\_\_\_

Treasurer, \_\_\_\_\_

B. General Fund (Savings), Investments, Debt Retirement Accounts, Payroll Account, Trust and Agency Accounts, Food Service Account, and Capital Projects Accounts, Employee Health Care Account, Community Education Account, Flexible Benefit Account

Superintendent, Sean R. McNatt

or

Director of Finance, Adam Snapp

or

Accounting Supervisor/Accounts Payable Clerk, Hannah Lovejoy

It is further moved that the following person(s) are authorized to sign contracts, agreements, and purchase orders on behalf of the District:

Director of Finance, Adam Snapp

or

Superintendent, Sean R. McNatt

Ayes: Members

Nays: Members

Absent: Members

Motion Carried

Dated: January 8, 2018

Signed: \_\_\_\_\_

**Jennifer LaBombarbe, Secretary, Board of Education  
Lincoln Consolidated Schools**

**CONSTITUTIONAL OATH OF OFFICE**  
**ELECTIONS ADMINISTRATOR**

I, Sean R. McNatt, 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 election duties of the Lincoln Consolidated Schools Board of Education in all school district elections to the best of my ability.

---

Sean R. McNatt  
Interim Superintendent

Taken, subscribed and sworn to before me  
this 11<sup>th</sup> day of January, 2018

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Secretary, Board of Education