



**Organizational  
Meeting**

**January 10, 2022**

**Electronic Packet**

# NOTICE OF ORGANIZATIONAL BOARD MEETING

Please take notice that there will be a special meeting of the Board of Education of the Lincoln Consolidated Schools, Ypsilanti, Michigan:

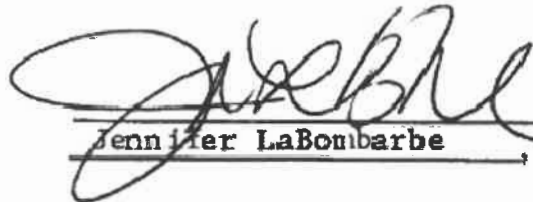
**Date of Meeting:** Monday, January 10, 2022

**Place of Meeting:** Board of Education Boardroom

**Hour of Meeting:** 6:00 p.m.

**Telephone number of principal office of Board of Education:** (734) 484-7001

**Board minutes are located at the principal office of the Board of Education:** 7425 Willis Road  
Ypsilanti, Michigan 48197

  
\_\_\_\_\_  
Jennifer LaBonbarbe, Secretary

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact Robert Jansen, Superintendent, at (734) 484-7001 at least one week prior to the meeting or as soon as possible*

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**Monday, January 10, 2022  
6:00 p.m.  
Boardroom-Lincoln High School**

**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:** Robert Jansen, Superintendent

**DATE:** January 5, 2022

**SUBJECT:** Board of Education Meeting  
January 10, 2022  
6:00 p.m.  
Boardroom-Lincoln High School

**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 1000 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 2022 calendar year. The Superintendent recommends approval as presented.

**SEE ATTACHED SHEET**

**RECOMMENDED MOTION: I move that we adopt the resolution designating the dates, times, and location of Board of Education meetings for the 2022 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.

**FILL IN ATTACHED SHEET**

**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 recommends 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  
The Superintendent recommends 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

- 7.8 Designation of Signatories  
Enclosed is the resolution designating signatories. The Superintendent recommends approval of the resolution as presented.

**FILL IN ATTACHED SHEET**

**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 Robert Jansen as the administrator of our school elections.

**RECOMMENDED MOTION: I move that we appoint Robert Jansen to serve as administrator for school elections.**

***Once the appointment is made, the Board Secretary shall administer the Oath of Office to Mr. Jansen***

- 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 the recommendation of the Superintendent 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**

RESOLUTION

Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ that we adopt the following schedule of Board of Education meetings for the 2022 calendar year.

2022 BOARD OF EDUCATION MEETINGS

<u>DAY</u>	<u>MONTH</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Monday	January	10	Boardroom-Lincoln High School	6:00 p.m.
Monday	January	24	Boardroom-Lincoln High School	6:00 p.m.
Monday	February	14	Boardroom-Lincoln High School	6:00 p.m.
Monday	February	28*	Boardroom-Lincoln High School	6:00 p.m.
Monday	March	14	Boardroom-Lincoln High School	6:00 p.m.
Monday	April	11	Boardroom-Lincoln High School	6:00 p.m.
Monday	April	25	Boardroom-Lincoln High School	6:00 p.m.
Monday	May	09	Boardroom-Lincoln High School	6:00 p.m.
Monday	June	13	Boardroom-Lincoln High School	6:00 p.m.
Monday	June	27	Boardroom-Lincoln High School	6:00 p.m.
Monday	July	25	Boardroom-Lincoln High School	6:00 p.m.
Monday	August	08	Boardroom-Lincoln High School	6:00 p.m.
Monday	August	22	Boardroom-Lincoln High School	6:00 p.m.
Monday	September	12	Boardroom-Lincoln High School	6:00 p.m.
Monday	September	26	Boardroom-Lincoln High School	6:00 p.m.
Monday	October	10*	Boardroom-Lincoln High School	6:00 p.m.
Monday	October	24	Boardroom-Lincoln High School	6:00 p.m.
Monday	November	07	Boardroom-Lincoln High School	6:00 p.m.
Monday	November	21	Boardroom-Lincoln High School	6:00 p.m.
Monday	December	12	Boardroom-Lincoln High School	6:00 p.m.

Ayes: 0 Nays: 0 Absent: Motion Carried 0-0

\*Board Workshop

January 10, 2022

Signed:   
Jennifer LaBombarbe Secretary

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  
7425 Willis Road  
Ypsilanti, MI 48197  
(734) 484-7001**

**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, 7425 Willis 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  
7425 Willis Road  
Ypsilanti, Michigan  
(734) 484-7001

Date of Posting:                   January 10, 2022

Subscribed and sworn to before me this  
11<sup>th</sup> day of January, A.D., 2022

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Tylene Greenleaf Smith, Notary Public in and for Lenawee County,  
Acting in Washtenaw County, State of Michigan  
My commission expires: 02/09/2029