



**Organizational
Meeting**

January 11, 2021

Electronic Packet

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION MEETING
Monday, January 11, 2021
6:00 p.m.
Virtual Meeting Zoom-COVID-19

AGENDA

- 1.0 CALL TO ORDER**
- 2.0 SWEARING IN NEWLY ELECTED BOARD MEMBERS**
- 3.0 ROLL CALL**
- 4.0 ESTABLISHMENT OF QUORUM**
- 5.0 PLEDGE TO FLAG**
- 6.0 ACCEPTANCE OF AGENDA**
- 7.0 PUBLIC COMMENT**
- 8.0 ORGANIZATIONAL ITEMS**
 - 8.1 Statement of Organization
 - 8.2 Election of Officers
 - 8.3 Designation of Meeting Dates, Times, and Place
 - 8.4 Establishment of Legally Required Committees
 - 8.5 Designation of School Legal Counsel
 - 8.6 Designation of District Auditors
 - 8.7 Designation of Depositories
 - 8.8 Designation of Signatories
 - 8.9 Appointment of School Administrator to Administer School Elections
 - 8.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary
 - 8.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings
 - 8.12 Designation of Electronic Transfer Officer (ETO)
- 9.0 ADJOURNMENT**

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: January 4, 2021

SUBJECT: Board of Education Meeting
January 11, 2021
6:00 p.m.
Media Center-Lincoln High School

AGENDA/EXPLANATORY NOTES

- 1.0 CALL TO ORDER**
- 2.0 SWEARING IN NEWLY ELECTED BOARD MEMBERS**
- 3.0 ROLL CALL**
- 4.0 ESTABLISHMENT OF QUORUM**
- 5.0 PLEDGE TO FLAG**
- 6.0 ACCEPTANCE OF AGENDA**
- 7.0 PUBLIC COMMENT**
- 8.0 ORGANIZATIONAL ITEMS**

8.1 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.

8.2 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).

- 8.3 Designation of Meeting Dates, Times, and Place
Enclosed is the proposed schedule of Board meetings for the 2021 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 2021 calendar year as presented.

- 8.4 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.

- 8.5 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.

- 8.6 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.

- 8.7 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

- 8.8 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.

- 8.9 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

- 8.10 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.

- 8.11 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.

- 8.12 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.

9.0 ADJOURNMENT

RESOLUTION

Motion by _____ and supported by _____ that we adopt the following schedule of Board of Education meetings for the 2021 calendar year.

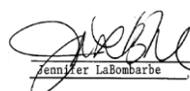
2021 BOARD OF EDUCATION MEETINGS

<u>DAY</u>	<u>MONTH</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Monday	January	11	Media Center-High School	6:00 p.m.
Monday	January	25	Media Center-High School	6:00 p.m.
Monday	February	08	Media Center-High School	6:00 p.m.
Monday	February	22*	Media Center-High School	6:00 p.m.
Monday	March	8	Media Center-High School	6:00 p.m.
Monday	April	12	Media Center-High School	6:00 p.m.
Monday	April	26	Media Center-High School	6:00 p.m.
Monday	May	10	Media Center-High School	6:00 p.m.
Monday	June	14	Media Center-High School	6:00 p.m.
Monday	June	28	Media Center-High School	6:00 p.m.
Monday	July	26	Media Center-High School	6:00 p.m.
Monday	August	09	Media Center-High School	6:00 p.m.
Monday	August	23	Media Center-High School	6:00 p.m.
Monday	September	13	Media Center-High School	6:00 p.m.
Monday	September	27	Media Center-High School	6:00 p.m.
Monday	October	11*	Media Center-High School	6:00 p.m.
Monday	October	25	Media Center-High School	6:00 p.m.
Monday	November	08	Media Center-High School	6:00 p.m.
Monday	November	22	Media Center-High School	6:00 p.m.
Monday	December	13	Media Center-High School	6:00 p.m.

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

*Board Workshop

January 11, 2021

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

