

**Grand Ledge Public Schools**

**Board of Education**

**JANUARY 9, 2023**

**ORGANIZATIONAL MEETING**

**SAWDON ADMINISTRATION BUILDING  
BOARD ROOM  
6:00 PM**



**Grand Ledge Public Schools**  
**Organizational Meeting**  
**of the**  
**Board of Education**

Please take notice that the Board of Education will hold its Organizational Meeting on:

**Date:** Monday, January 9, 2023

**Place:** Sawdon Administration Building  
Board Room  
220 Lamson Street  
Grand Ledge, MI 48837

Once the meeting begins, you can watch it live at:  
[YouTube.com/@GLPS21](https://www.youtube.com/@GLPS21) (click on the Live tab)

**Time:** 6:00 p.m.

**Purpose:** General Board Governance

**Phone:** (517) 925-5400

Board minutes are located at the Board of Education office, 220 Lamson Street, Grand Ledge, MI 48837



William A. Barnes, Ed.D., Superintendent of Schools

cc: Buildings  
Board Members  
Lansing State Journal  
Grand Ledge Independent  
Melissa Mazzola, Co-President, GLEA  
Greg Almy, Co-President, GLEA  
Cindy Zerbe, President, MEA/NEA Unit I, Secretarial /Clerical  
TBD, President, MEA/NEA Unit III, Food Service  
Vicki Wenzlick, President, MEA/NEA Unit IV, TA/HC/Bus Assistants & Adv. Club  
Danis Peck, President, IUOE Local 547, A, B, C, E & H AFL-CIO, Bus Drivers  
Kelly LeSatz, President, Custodial Association

*Date of Posting: January 5, 2023*

**NOTE:** Individuals may address the Board for up to three (3) minutes in the Public Comment segment of the meeting. Any person with a disability needing accommodations to attend a Board of Education meeting should contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend

**Grand Ledge Public Schools**  
**Board of Education**  
**MEETING AGENDA**  
**Organizational Meeting**  
**Monday, January 9, 2023**  
**6:00 pm**

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- I. Call to Order & Pledge of Allegiance.....Jon Shiflett, President
  
- II. Oath of Office
  - A. Denise DuFort
  - B. Toni Hughes Glasscoe
  - C. Ashley Kuykendoll
  
- III. Roll Call.....Dr. Bill Barnes, Superintendent
  
- IV. Public Comment
  
- V. Election of Officers
  - A. President
  - B. Vice President
  - C. Secretary
  
- VI. Selection of Board Representatives
  
- VII. Approval of Consent Agenda Items
  - A. Setting of Board Compensation (*no increase*)
  - B. Adoption of Legal Reference Note
  - C. Designation of Depositories/Signatures for School Funds
  - D. Designation of Official Publication / Person for Posting Notices
  - E. Delegation of Election Duties
  - F. Signatures on Labor Contracts
  - G. Approval of Retainer Contracts
    - a. Law Firm
    - b. Auditor
    - c. Labor Relations Consultant
  
- VIII. Setting of Time and Place of Regular Board Meetings
  
- IX. Adjournment

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## CALL TO ORDER & PLEDGE OF ALLEGIANCE

President Jon Shiflett

"I pledge allegiance  
to the Flag  
of the United States of America,  
and to the republic  
for which it stands,  
one Nation under God,  
indivisible,  
with liberty and justice for all."



## OATH OF OFFICE

Kim Manning will administer the Oath of Office to the newly elected members:

- Denise Dufort
- Toni Hughes Glasscoe
- Ashley Kuykendoll

"I 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 duties of the office of Trustee of the Grand Ledge Public Schools Board of Education according to the best of my ability."



## ROLL CALL

Superintendent Dr. William Barnes





## PUBLIC COMMENT

Persons may address the board for up to three (3) minutes in the Public Comment segment of the meeting by providing your name and jurisdiction (City, Township / County) on one of the Public Comment forms provided at the sign in table and turning it in to the Superintendent's Assistant.

The meeting chair will use the Public Comment forms submitted to invite persons to come forward to make their public comment at the appropriate time.

Board Meetings are constructed to conduct necessary business of the board, while allowing time for the public to express concerns and opinions.

Out of respect for board members, students and staff, you will be interrupted if you:

- Personally attack a board member or district employee on issues unrelated to their job performance.
- Mention a student's name when discussing behavior or other incidents.
- Engage in discussion with other members of the audience.

You will be reminded when you are approaching the end of your three-minute limit so you can conclude with your strongest points.

The board will not respond to questions or comments during public comment but the Superintendent will do his best to answer questions at the end of the meeting. If immediate answers are not available, arrangements will be made to provide you with the information requested.



## ELECTION OF OFFICERS

The Board's Secretary will officiate during the election of the President. Following the President being elected, the newly-elected President will conduct the election of the Vice President and Secretary.

The person conducting the election of each position will ask three times for nominations for each position. The nomination will then be closed and an indication of support for each nomination will be requested by a **show of hands**. A nominee is elected to each position by a majority of support from the board.

### A. President

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

### B. Vice President

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

### C. Secretary

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_

Member \_\_\_\_\_ Nominates \_\_\_\_\_ Votes: \_\_\_\_\_





## SELECTION OF BOARD REPRESENTATIVES

The Board's President has the authority to appoint members to fulfill certain roles throughout the year.

The President will consider appointments at the Organizational Meeting, such as:

- Parliamentarian
- Legislative Liaison(s)
- Grand Ledge Education Foundation Liaison
- Board of Education Audit Committee
- Board of Education Bond Advisory Committee
- Board Equity, Diversity & Inclusion Committee
- Board of Education Governance Committee

There is a worksheet on the following page that shows who served in each position during 2022 and allows for space to note who will serve in each position for 2023.



This worksheet can be used by the elected Board President to make assignments. It shows who served in each of the positions for 2022 and allows a space to write in who is assigned to serve for 2023. Following the meeting, an updated Board of Education Assignment sheet will be forwarded to each of the members.

### Board of Education Assignments Worksheet for Organizational Meeting

Parliamentarian		Legislative Liaison		GLEF Rep.	
2022	2023	2022	2023	2022	2023
Sara Clark	_____	Toni Glasscoe	_____	Nicole Shannon	_____

Board Audit Cmte.		Board Bond Cmte.		Board Equity, Diversity & Inclusion Cmte	
2022	2023	2022	2023	2022	2023
Sara Clark	_____	Jon Shiflett	_____	Jon Shiflett	_____
Nicole Shannon	_____	Jarrold Smith	_____	Sara Clark	_____
Ben Cwayna	_____	Toni Glasscoe	_____	Denise DuFort	_____

Board Governance Cmte.	
2022	2023
Nicole Shannon	_____
Jarrold Smith	_____
Ben Cwayna	_____





## APPROVAL OF CONSENT AGENDA ITEMS

- \* Setting of Board Compensation (Same as 2022, no increase)
- \* Adoption of the Legal Reference Note
- \* Designation of Depositories/Signatures for School Funds
- \* Designation of Official Publication / Person for Posting Notices
- \* Delegation of District Election Duties
- \* Signatures on Labor Contracts
- \* Approval of Retainer Contracts

**PROPOSED MOTION:** I move the Grand Ledge Public Schools approve the January 9, 2023 Consent Agenda items, as presented.



## **Compensation Rate**

The compensation rate of the Board Members has to be approved every year for attendance at regularly scheduled meetings and official board functions.

It is recommended to maintain the \$1,500 cap per year, per member with a meeting rate of \$40.  
***This is the same rate as the last several years with no increase.***





## **Adoption of Legal Reference Note**

The Revised School Code (MCL 380.1) et seq), which became effective on July 1, 1996, provided the opportunity for local school districts to change their operational status.

It is recommended the Board reaffirm its General Powers status as follows:

<b>Legal Name of School District</b>	Grand Ledge Public Schools
<b>Operational Status</b>	General Powers school district by operation of law
<b>Composition of Board of Education</b>	Seven (7) members who are elected for terms of six (6) years.
<b>Members Holding Office on January 9, 2023 and the expiration of current terms</b>	<ul style="list-style-type: none"><li>a. Jon Shiflett, 12/30/24</li><li>b. Jarrod Smith, 12/30/24</li><li>c. Ben Cwayna, 12/30/24</li><li>d. Nicole Shannon, 12/30/26</li><li>e. Toni Hughes Glasscoe, 12/30/26</li><li>f. Denise DuFort, 12/30/28</li><li>g. Ashley Kuykendoll, 12/30/28</li></ul>



## Designation of Depositories/Signatures for School Funds

### GRAND LEDGE PUBLIC SCHOOLS 2021-2022 Bank Depositories and Authorized Signatures

BANK/FUND	ACCOUNT #	ACCOUNT NAME	AUTHORIZED SIGNATURES
<b>PNC</b>			
General Fund	4130263659	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Food Service-General	4130263667	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
2015 Debt Retirement	4130263675	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
2016 Debt Retirement	4130263683	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
2019 Debt Retirement	4130267393	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
2021 Debt Retirement	4130286754	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Technology Capital-Projects	4130263691	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Sinking Fund-Investment	4130263704	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Sinking Fund-Checking	4130263712	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Bond 2019 - Prop 1	4130266788	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Bond 2019 - Prop 2	4130266796	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Bond 2021 - Prop 1	4130286498	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Bond 2021 - Prop 2	4130286519	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Student Activity	4130263747	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
Student Activity	4130263755	Investment	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
David Smyth Athletic Scholarship Fund	4232760373	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
GLPS 125 Plan	4232760381	Checking	William Barnes, Steven Gabriel, Julie Waterbury, Cassandra Graven-Watts
<b>HUNTINGTON BANK</b>			
Merry Lindemann Memorial	1382306243	Checking	Julie Waterbury, Cassandra Graven-Watts
Jonas Sawdon Memorial	01153336248	Checking	Julie Waterbury, Cassandra Graven-Watts
McCoubrey Family Scholarship	1382929808	Checking	Julie Waterbury, Cassandra Graven-Watts
<b>EATON FEDERAL</b>			
Bookstore Fund	560050115	Checking	Chad Little, Blake Wegenke, Ken Wright, Cassandra Graven-Watts, Julie Waterbury
<b>INVESTMENT FUNDS</b>			
MBIA Class	MI-01-0212-0001	Investment	Julie Waterbury, Cassandra Graven-Watts
MBIA Class	MI-01-0212-0002	Investment	Julie Waterbury, Cassandra Graven-Watts
MI Liquid Asset Fund 2019 Proposal 1	202998	Investment	Julie Waterbury, Cassandra Graven-Watts
MI Liquid Asset Fund 2019 Proposal 2	202999	Investment	Julie Waterbury, Cassandra Graven-Watts
MI Liquid Asset Fund Plus	201606	Investment	Julie Waterbury, Cassandra Graven-Watts
<b>CERTIFICATES OF DEPOSIT</b>			
Student Activities Fund	012-0610042048	5/3 Bank	\$25,000.00
Jonas Sawdon Scholarship	22013293522	PNC	\$10,000.00





## **Designation of Official Publication / Person for Posting Notices**

The Revised School Code recommends that all legal transactions of the Board be published in a local newspaper.

It is recommended the Board of Education continue using the Grand Ledge Independent as the official newspaper for publication purposes and delegated the Superintendent (or his designee) as the person responsible for posting the Board of Education's transactions.



## **Delegation of Election Duties**

The board has always delegated school district election duties to the Superintendent, or his designee. It is recommended this delegation continue.



## **Signatures on Labor Contracts**

It is recommended the process of having all seven (7) members of the Board of Education sign all ratified labor agreements continue as this has been the district's standing practice.





## **Retainer Contracts**

- The Thrun Law Firm - School Attorneys
- Maner, Costerisan & Ellis, PC - Financial Auditors
- Michigan Association of School Boards - Labor Relations Services

Grand Ledge Public Schools continues to have a successful, long-term relationships with The Thrun Law Firm for legal services, Maner, Costerisan & Ellis, PC as our financial auditors and the Michigan Association of School boards for labor relation services with non-certified bargaining groups.

Continuation of these business relationships is recommended for 2023.



## SETTING OF TIME & PLACE OF REGULAR BOARD MEETINGS

The following calendar represents meetings on the 2nd and 4th Monday of each month with the exception of March, July and December to accommodate Spring Break, Summer Recess and Winter Break. **Note there are some things to consider/discuss for the 2023 calendar:** County-Wide Board Meetings are scheduled for January 26 and April 27, 2023. As such, the board will need to decide if it will only conduct one meeting in January and April to accommodate attendance at these meetings. The Board will also need to decide if it wants to conduct two meetings in November.

### **SELECT THE APPROPRIATE MOTION FOLLOWING THE BOARD DISCUSSION**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the 2023 Board of Education Meeting Schedule, as presented.

OR

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the 2023 Board of Education Meeting Schedule noting only one meeting in January, March, April, July and December to accommodate County-Wide School Board Meetings, Spring Break, Summer Recess and Winter Break.

OR

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the 2023 Board of Education Meeting Schedule noting only one meeting in January, March, May, July, November and December to accommodate County-Wide School Board Meetings, Spring Break, Summer Recess, Thanksgiving Break and Winter Break.



**BOARD OF EDUCATION  
PROPOSED**

**2023 MEETING & OFFICIAL BOARD FUNCTION SCHEDULE**

<b>Meeting Date</b>	<b>Time</b>	<b>Site</b>	<b>Purpose</b>
January 9	6:00 p.m.	Sawdon Board Room	Organizational Meeting
			Work Session
January 23	6:00 p.m.	Sawdon Board Room	Regular Meeting
January 26	6:00 p.m.	Eaton RESA	County-Wide Board Meeting
February 13	6:00 p.m.	Sawdon Board Room	Work Session
February 27	6:00 p.m.	Sawdon Board Room	Regular Meeting
March 13	6:00 p.m.	Sawdon Board Room	Regular Meeting
April 10	6:00 p.m.	Sawdon Board Room	Work Session
April 24	6:00 p.m.	Sawdon Board Room	Regular Meeting
April 27	6:00 p.m.	Eaton RESA	County-Wide Board Meeting
May 8	6:00 p.m.	Sawdon Board Room	Work Session
May 22	6:00 p.m.	Sawdon Board Room	Regular Meeting
<i>June 9</i>	<i>7:00 pm</i>	<i>MSU Breslin Center</i>	<i>GL High School Graduation</i>
June 12	6:00 p.m.	Sawdon Board Room	Work Session
June 26	6:00 p.m.	Sawdon Board Room	Regular Meeting
July 10*	6:00 p.m.	Sawdon Board Room	Regular Meeting
August 14	6:00 p.m.	Sawdon Board Room	Work Session
August 28	6:00 p.m.	Sawdon Board Room	Regular Meeting
September 11	6:00 p.m.	Sawdon Board Room	Work Session
September 25	6:00 p.m.	Sawdon Board Room	Regular Meeting
October 9	6:00 p.m.	Sawdon Board Room	Work Session
October 23	6:00 p.m.	Sawdon Board Room	Regular Meeting
November 13*	6:00 p.m.	Sawdon Board Room	Work Session
November 27	6:00 p.m.	Sawdon Board Room	Regular Meeting
December 11*	6:00 p.m.	Sawdon Board Room	Regular Meeting
January 8, 2024	6:00 p.m.	Sawdon Board Room	Organizational Meeting

\* Only one meeting in March, July, and December due to Spring Break, summer recess and Winter Break. .  
*Official Board Functions Italicized.*





## ADJOURNMENT

Time: \_\_\_\_\_