

LAWTON COMMUNITY SCHOOLS

BOARD OF EDUCATION

Organizational Meeting

January 5, 2026

6:45 PM

AGENDA

1. **CALL TO ORDER** - This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during forum time.
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** 2
4. **2026 ELECTION OF BOARD OF EDUCATION OFFICERS** 3
5. **DISCUSSION AND APPOINTMENT OF 2026 STANDING COMMITTEE MEMBERSHIPS** 4
6. **BOARD OF EDUCATION MEETING DATES FOR 2026 (CALENDAR YEAR) AND JANUARY 2027 ORGANIZATIONAL AND REGULAR MEETINGS** 5
7. **APPOINTMENT OF LAWTON COMMUNITY SCHOOL DISTRICT SCHOOL ELECTION ADMINISTRATORS** 6
8. **APPOINT 2026 BANKING DEPOSITORIES - HUNTINGTON BANK AND MICHIGAN CLASS - Roll Call Vote** 7
9. **APPROVAL OF ELECTRONIC TRANSFER OFFICER AND ACH TRANSACTIONS - Roll Call Vote** 8
10. **FORUM TIME**
11. **ADJOURNMENT**

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
SUBJECT: Approval of Agenda

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the agenda as presented."

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
SUBJECT: Election of Board of Education Officers for 2026

Per Board Policy #0151:

The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the second Monday in January suggested in accordance with the law. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

In previous Organizational Meetings, the Superintendent calls the meeting to order and immediately following the nomination and election of a President, that individual assumes control of this and all subsequent meetings. In the absence of the President, the Vice President shall chair regular and special meetings.

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
SUBJECT: Standing Committee Membership

It is the current practice of this Board of Education to review membership on standing committees at the January Organizational meeting. The committee structure of the Board is outlined in Policy #0155 which states:

The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.....

A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.....

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

Standing Committees include:

- Facilities, Athletics & Student Activities Committee
Matt Riggs – Chair
Bryan Cronenwett
Eric Smith
- Curriculum Committee
Eric Smith - Chair
Larissa Hunt
Nate Pursley
- Evaluation Committee
Larissa Hunt – Chair
Nate Pursley
Steve Carroll
- Negotiations Committee
Steve Carroll – Chair
Bryan Cronenwett
Wally Hitchcock
- Finance Committee
Steve Carroll – Chair
Bryan Cronenwett
Matt Riggs

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
SUBJECT: Meeting Dates for 2026-27

The following dates are being recommended for 2026 and January 2027 Lawton Community Schools Board of Education meetings.

The dates are designated as regular meetings or work sessions of the Lawton Community Schools Board of Education. Regular meetings are scheduled for the third Monday of each month, with the exception of the January 2027 Organizational Meeting. Regular meetings to commence at 7:00 pm. Work sessions to commence as indicated.

FEBRUARY 16, 2026
MARCH 7, 2026 – Work Session 8:00am
MARCH 16, 2026
APRIL 20, 2026
MAY 18, 2026 – Work Session at 6:00pm followed by Regular Meeting at 7:00pm
JUNE 15, 2026
JULY 20, 2026
AUGUST 17, 2026 – Work Session at 6:00pm followed by Regular Meeting at 7:00pm
SEPTEMBER 21, 2026
OCTOBER 19, 2026
NOVEMBER 16, 2026 – Work Session at 6:00pm followed by Regular Meeting at 7:00pm
DECEMBER 21, 2026
JANUARY 11, 2027 – Organizational Meeting at 6:45pm followed by Regular Meeting at 7:00pm

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Board of Education approve the meeting dates as presented.”

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
RE: Appointment of School Elections Administrator

The School Code of 1976 (as amended) provides that, "The secretary of a school district shall be the chief election officer of the respective district with authority to delegate election duties to a member of the district's administrative staff." (380.1001(2))

"The delegation of election duties by the secretary of the school board does not remove the responsibility for the proper conduct of the election from the board of education secretary. It is essential, therefore, that the secretary closely supervise staff members who are appointed to carry out election duties." (Michigan Department of State Bureau of Elections)

Even though election consolidation stipulates that the Van Buren County Clerk or designee conduct school elections, there are still district responsibilities performed to finalize election results. The Board may appoint Ben Bandfield, Superintendent, and Karen Carpenter, Administrative Assistant, if the Board so chooses. These appointments must be reflected in the minutes.

Appointment - School Elections Administrator

Recommendation: "I, _____, secretary of the Lawton Community Schools Board of Education, do hereby appoint the Superintendent and Administrative Assistant to perform the regular duties of the secretary in the administration of all school elections in the district."

The appointment and accompanying constitutional oath of office shall be incorporated as part of the official minutes of the Board of Education.

CONSTITUTIONAL OATH OF OFFICE

I do solemnly swear, or affirm, that I will support the Constitution of the United States and Constitution of this State, and that I will faithfully discharge the election duties of the Secretary of the Lawton Community Schools Board of Education in all school district elections to the best of my ability.

Superintendent

Administrative Assistant

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
RE: Depositories for Board Funds

The Board must act every year to name the financial institution(s) as depositories for school district monies. This declaration gives the Superintendent authority to deposit monies in our various accounts.

Huntington Bank currently serves as depository for general fund checking, student activity, food service, debt savings and capital project accounts. These accounts are used to transact daily business.

Public funds investment institution, Michigan Class, serves as depository for receiving state aid and federal funds and/or investing additional funds held by the district, if any, for the purpose of earning interest.

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Board of Education authorize the use of Huntington Bank and Michigan Class as depositories for Lawton Community Schools for 2026.”

(Roll Call Vote)

Policy for Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds

The following policy shall govern the use of Automated Clearing House (ACH) arrangements and electronic transactions of funds for the Lawton Community Schools:

1. Definitions

Automated Clearing House or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the National Automated Clearing House Association and the Federal Reserve System.

An "ACH Arrangement" means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An "ACH Transaction" means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An "ACH Policy" means the procedures and internal controls as determined under this written policy developed and adopted by the Electronic Transactions Officer (ETO) of the School District

2. Authority to Enter into ACH Arrangements and Electronic Transfer of Public Funds

The ETO may enter into an ACH arrangement as provided by Act No. 738, Public Acts of Michigan, 2002 ("Act 738").

The School District shall not be a party to an ACH arrangement unless the Board of Education of the School District has adopted a resolution to authorize electronic transactions and the ETO has presented a written ACH policy to the Board of Education.

An ACH arrangement under Act 738 is not subject to the Revised Municipal Finance Act, Act No. 34, Public Acts of Michigan, 2001, as amended, or to provisions of law concerning the issuance of debt by the School District.

3. Responsibility for ACH Agreements

The Business Office Manager of Lawton Community Schools is hereby designated as the ETO, which is the person responsible for the School District's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Business Office Manager shall submit to the School District documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by the payment. This report can be contained in the electronic general ledger software system of the School District or in a separate report to the Board of Education.

4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by the School District

The following system of internal accounting controls shall be used to monitor the use of ACH transactions made by the School District:

- a) Each invoice to be paid by ACH transaction ("ACH Invoice") must be approved for payment in accordance with the Lawton Community Schools Board of Education Purchasing Policy, as amended from time to time and forwarded to the Business Office Manager.

- b) The payment of each ACH invoice, which has been approved for payment in accordance with the Purchasing Policy, by ACH transaction, must be approved by the Business Office Manager.
- c) The Business Office Manager, or designee, shall initiate each ACH transaction and make the electronic transfer of funds. For each ACH transaction, the ACH invoice must have been approved for payment in accordance with the Purchasing Policy and the ACH transaction must have been approved by the Business Office Manager.
- d) The Business Office shall retain all ACH invoices and all ACH transaction documents for audit purposes.

Certification

I, Kyler Watson, certify that I developed and adopted the foregoing ACH policy and presented it to the Board of Education of Lawton Community Schools on January 5, 2026.

Signature, Title

TO: Board of Education
FROM: Ben Bandfield
DATE: January 5, 2026
SUBJECT: Approval of Electronic Transfer

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the electronic transfer officer and ACH transaction resolution as presented."

(Roll Call Vote)

**Resolution to Authorize Electronic Transactions
Under Public Act 738 of 2002**

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002, effective 1/1/2026, authorizes school districts to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a Chief Financial Officer and Board of Education Treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the National Automated Clearing House Association and the Federal Reserve System, and

WHEREAS, The Lawton Community Schools Board of Education deems that it is in the best interest of the school district to make certain school district financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Lawton Community Schools Board of Education authorizes the school district to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Electronic Funds Officer as the Lawton Community Schools ACH policy and presented to the Board of Education on 1/05/2026.

The foregoing resolution offered by Board Member _____.

Second offered by Board Member _____.

Upon roll call vote the following voted:

"Aye": _____

(list names of members voting "aye")

"Nay": _____

(list names of members voting "nay")

The President of the Board of Education declared the resolution adopted.

President