



# **Regular Meeting**

**June 11, 2018**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION MEETING**  
**Monday, June 11, 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 PRESENTATIONS**

6.1 Years of Service Recognition

6.2 Employee of the Month

6.3 Athletics Presentation

6.4 Student Recognition

6.5 Strategic Plan-Goal 6 Communication/Marketing

6.6 2017-2018 Budget

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Curriculum Report

7.3 Facilities Report

7.4 Public Relations/Marketing Report

**8.0 PUBLIC COMMENT**

**9.0 BOARD REPORTS/CORRESPONDENCE**

9.1 Board Executive Committee Report

9.2 Board Performance Committee Report

9.3 Board Planning Committee Report

9.4 Board Finance Committee Report

9.5 Reports and Correspondence

**10.0 NEW BUSINESS**

10.1 2018-2019 Tax Levy Request

10.2 Secondary Breakfast Prices

10.3 Michigan High School Athletics Association (MHSAA) 2018-2019 Resolution

10.4 2018-2019 Budget

10.5 Food Service Contract Renewal

10.6 Employee Termination

10.7 East Gym Floor

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting May 14, 2018

11.1.2 Closed Session May 14, 2018

11.2 Bishop Student Trip

11.3 Teamsters Memorandum of Understanding

11.4 Personnel Transactions Summary

**12.0 CLOSED SESSION**

12.1 Negotiations

**13.0 ADJOURNMENT**

**TO: Board of Education**

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

**DATE: June 5, 2018**

**SUBJECT: Board of Education Meeting  
June 11, 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 PRESENTATIONS**

6.1 Years of Service Recognition  
Presented by Mr. McNatt

6.2 Employee of the Month  
We would like to nominate Michelle Cox for Employee of the Month. Michelle works tirelessly throughout the district as well as her position at Brick Elementary. She always has a smile and a positive attitude, and makes great connections with families in the community. Michelle puts in many extra hours of her own time and involves everyone in the process to make things happen! She has organized and led many activities ranging from summer reading programs to district wide plays, and does so with enthusiasm and great energy! We are so very lucky to have her in our Railsplitter family!  
Nominated by: Kathleen Golder, Paraprofessional and Dianne Vargo, Paraprofessional

6.3 Athletics Presentation  
Presented by Chris Westfall

6.4 Student Recognition  
High School Swim Team

6.5 Strategic Plan-Goal 6 Communication/Marketing  
Presented by Mr. McNatt

6.6 2017-2018 Budget  
Presented by Adam Snapp

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Curriculum Report  
Presented by Kevin Upton

7.3 Facilities Report  
Phil Bongiorno will not be in attendance, Adam Snapp will be presenting in his absence.

7.4 Public Relations/Marketing Report  
Presented by Mr. McNatt

## **8.0 PUBLIC COMMENT**

## **9.0 BOARD REPORTS/CORRESPONDENCE**

9.1 Board Executive Committee Report

9.2 Board Performance Committee Report

9.3 Board Planning Committee Report

9.4 Board Finance Committee Report

9.5 Reports and Correspondence

## **10.0 NEW BUSINESS**

10.1 2018-2019 Tax Levy Request  
Please review the 2018-2019 Tax Rate Request. Millage rates have not changed at the advice and recommendation of our advisor from Public Financial Management. Board action is requested due to time sensitive deadline.

**RECOMMENDED MOTION: I move that we approve the 2018-2019 Tax Levy Request as presented.**

10.2 Secondary Breakfast Prices  
The current cost to make a meal for breakfast is \$1.54. The district received \$.30 for each paid meal as reimbursement. The district charged a price of \$1.20 as of this current year. The cost to make a meal for breakfast next year is going to be \$1.54, causing an increased cost to the food service fund estimated to be \$4,000 unless the charged price is changed. It is recommended that the district increase the price of breakfast at the secondary buildings to \$1.25 to cover some of these expenses. The district will reevaluate the elementary pricing next year. This is presented for information only; Board action will be requested at a subsequent meeting.

10.3 Michigan High School Athletics Association (MHSAA) 2018-2019 Resolution  
Enclosed is the 2018-2019 MHSAA Membership Resolution, which requires annual adoption. This is presented for information only; Board action will be requested at a subsequent meeting.

10.4 2018-2019 Budget  
The 2018-2019 General Fund proposed budget will be emailed separately on Monday, June 11, 2018, due to changes that were identified during the Finance Committee on June 4, 2018. The 2018-2019 Food Service and Community Service Fund budgets are included in the electronic Board packet. The Superintendent and Adam Snapp are meeting on Monday, June 11, 2018, to review the changes. Adam Snapp will be available on Monday to answer questions and provide additional information. This is presented for information only; Board action will be requested at a subsequent meeting.

10.5 Food Service Contract Renewal  
Lincoln Consolidated Schools entered into a five year contract with Aramark. The renewal of that contract would be good for one year ending June 30, 2019, and may be renewed by mutual agreement for three additional one-year periods, this year being our first renewal. This is presented for information only; Board action will be requested at a subsequent meeting.

10.6 Employee Termination

The employee has requested a closed session to discuss the Board of Education’s consideration for termination. A roll call vote is necessary and Board action is requested.

**RECOMMENDED MOTION: I move that we approve employee termination as presented.**

10.7 East Gym Floor

The East gym of Lincoln high school is in desperate need of repair. The floor has not been properly maintained over the last 10 years, with temporary measures taken to try to get by year to year. The floor is now at the point where any level of finish that is applied is chipping off and can be easily pulled off with tape. This year the floor was screened and refinished again, however, on two different occasions events were held that caused major damage to the floor. We are now at the point where the floor needs to be sanded down to the bare wood, repainted, sealed, and refinished. It is the recommendation of the Superintendent that we accept the bid from Floor Care Concepts due to being the lowest bid and previous work done in the District with excellent results. This is presented for information only; Board action will be requested at a subsequent meeting.

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting May 14, 2018

11.1.2 Closed Session May 14, 2018

Enclosed are the minutes of the May 14, 2018, Regular Meeting and Closed Session.

**RECOMMENDED MOTION: I move that we approve the minutes of the May 14, 2018, Regular Meeting and Closed Session as presented.**

11.2 Bishop Student Trip

Bishop is requesting approval for an overnight trip to Camp Storer in November 2018. Board action is requested.

**RECOMMENDED MOTION: I move that we approve the Bishop Camp Storer trip as presented.**

11.3 Teamsters Memorandum of Understanding

A Memorandum of Understanding between the International Brotherhood of Teamsters #214 and the Board of Education addressing fieldtrips and/or extracurricular activity trips has been negotiated. Board action is requested.

**RECOMMENDED MOTION: I move that we approve the Teamsters Memorandum of Understanding between the International Brotherhood of Teamsters #214 and the Board of Education as presented.**

11.4 Personnel Transactions Summary

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Angelina Brown	Paraprofessional/HS	5/18/2018	Resignation	N/A
Katherine Genthner	Teacher/HS	6/30/2018	Resignation	N/A
Sherry Gerlofs	Administrative Assistant/Human Resources	6/30/2018	Retirement	N/A
Deborah Hartsoe	Bus Driver/Transportation	6/15/2018	Retirement	N/A
Patricia Luckscheiter	Teacher/Childs	6/30/2018	Retirement	N/A
Christine Massey	Bus Aide/Transportation	6/14/2018	Retirement	N/A
Elizabeth McClure	Teacher/Bishop	6/30/2018	Retirement	N/A
Diane Overbay Vance	Noon Supervisor	6/1/2018	Resignation	N/A
Diane Russell	Administrative Assistant/Business Office	6/30/2018	Retirement	N/A
Gunther VanHorssen	Teacher/LHS	8/17/2018	Retirement	N/A
Lamanzer Williams-Smith	Bus Driver/Transportation	5/16/2018	Resignation	N/A
Name	Position/Building	Status	Leave End Date	Approved/Not Approved
Jennifer Harless	Paraprofessional/Brick	Leave	6/18/2018	Approved
Lloyd Ingram	Bus Driver/Transportation	Leave	7/10/2018	Approved
Ada Ochoa	Paraprofessional/HS	Leave	6/14/2018	Approved
Olympia Panagoulis	Bus Driver/Transportation	Leave	6/14/2018	Approved

**RECOMMENDED MOTION: I move that we approve the June 11, 2018, Personnel Transactions Summary as presented.**

**12.0 CLOSED SESSION**

12.1 Negotiations

It will be necessary to adjourn to closed session to discuss negotiations.

A roll call vote will be necessary.

**RECOMMENDED MOTION: Pursuant to Section 8 (c) of the Open meetings Act, I move that we enter closed session for the purpose of discussing negotiations, not to return to open session.**

**13.0 ADJOURNMENT**



June 3, 2018

Dear Mr. McNatt and Ms. Butler,

We would like to nominate Michelle Cox for Employee of the Month. Michelle works tirelessly throughout the district as well as her position at Brick Elementary. She always has a smile and a positive attitude, and makes great connections with families in the community. Michelle puts in many extra hours of her own time and involves everyone in the process to make things happen! She has organized and led many activities ranging from summer reading programs to district-wide plays, and does so with enthusiasm and great energy! We are so very lucky to have her in our Railsplitter family!

Sincerely,

Kathleen Golder, Paraprofessional

Dianne Vargo, Paraprofessional



## Goal #6: Improve district communications, marketing, & community engagement Updated June, 2018

### What strategies have been implemented?

Develop Ambassador/Key Communicators network trained to provide clear, branded, consistent messages, providing messages to community stakeholders, including day care, churches, etc.

- Scheduled community meetings with stakeholders
- Created District PTO
- Organized community events to engage the community as a whole
  - Bounce Back to School
  - Super Splitter Tailgate
  - Reading in the Park (3 times; Summer 2018)
  - Movie Night (Summer 2018)
  - LMS Back to School Block Party

### What strategies is the team currently working on accomplishing?

Create opportunities to increase collaborations and partnerships including student work study, senior center volunteers, university partnerships, alumni, etc.

- Identify current partnerships
  - Government Leadership Meetings
  - Ypsilanti Library Taskforce
  - Realtor Luncheon
- Strategic Plan Process

### What are the next steps for the Committee?

Improve central enrollment process

- Reconfigure enrollment space to be more inviting
- Ensure proper staffing, especially during peak enrollment times

Online RG Updates for existing students

- Need school building buy in to ensure district-wide implementation; Work with building administrators and secretaries to ensure compliance in fall
- Need a communication timeline developed that will start August 1st (weekly emails) with expectations to complete annual updates prior to the start of school for all students
- Expected by-product will be earlier drops of students instead of first week no-shows, resulting in better enrollment information and improved staffing decisions

### What results can you share from the strategies being implemented?

2018-19 New Student Marketing:

*Please tell us how you heard about Lincoln Consolidated Schools (mark all that apply):*

Billboard	Mail	News	Radio	Realtor	District Resident	Social Media	Theater	Website	Word Of Mouth	MLive
7	10	2	1	4	99	3	1	10	68	5

**General Appropriations Resolution  
For Adoption by the Board of Education  
Lincoln Consolidated School District  
Community Service Fund Final Budget for the 17/18 Fiscal Year**

RESOLVED, that this resolution shall be the general appropriations of the Lincoln Consolidated School District for the fiscal year 2017-2018: A resolution to make appropriations; and to provide for the disposition of all income received by the Lincoln Consolidated School District,

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the COMMUNITY SERVICE FUND of the Lincoln Consolidated School District for the fiscal year 2017-2018 as follows:

REVENUE:	<u>Original</u>	<u>Amendment</u>	<u>Final</u>
Local Revenue	\$ 245,000	\$ 9,516	\$ 254,516
State Revenue	-		-
Federal Revenue	-		-
Incoming Transfers & Other Transactions	-		-
	<hr/>	<hr/>	<hr/>
TOTAL REVENUE AND INCOMING TRANSFERS	245,000	9,516	254,516
	<hr/>	<hr/>	<hr/>
FUND BALANCE AS OF JULY 1ST	113,399		113,399
Less Appropriated Fund Balance	-		-
FUND BALANCE AVAILABLE TO APPROPRIATE	<hr/> 113,399		<hr/> 113,399
	<hr/>		<hr/>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$ 358,399</u>		<u>\$ 367,915</u>

BE IT FURTHER RESOLVED, that \$233,475 of the total available to appropriate in the COMMUNITY SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES:	<u>Original</u>	<u>Amendment</u>	<u>Final</u>
Salaries	\$ 90,000	\$ (4,000)	\$ 86,000
Benefits	31,000	(300)	30,700
Purchase Services	60,000	(5,200)	54,800
Supplies & Other	45,000	(17,025)	27,975
Outgoing Transfers/Fund Modifications	-	34,000	34,000
	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES	226,000	7,475	233,475
	<hr/>		<hr/>
FUND BALANCE - Non-Spendable	-		-
FUND BALANCE - Restricted	<hr/> 132,399		<hr/> 134,440
	<hr/>		<hr/>
TOTAL FUND BALANCE ENDING JUNE 30th	<u>\$ 132,399</u>		<u>\$ 134,440</u>

I certify that the foregoing resolution was duly adopted by the LINCOLN CONSOLIDATED SCHOOL DISTRICT Board of Directors at a properly noticed open meeting held on the 25th day of June, 2018, at which meeting a quorum was present.

By: \_\_\_\_\_  
Jennifer LaBombarbe, Secretary  
Lincoln Board of Education

**General Appropriations Resolution  
For Adoption by the Board of Education  
Lincoln Consolidated School District  
Food Service Fund Final Budget for the 17/18 Fiscal Year**

RESOLVED, that this resolution shall be the general appropriations of the Lincoln Consolidated School District for the fiscal year 2017-2018: A resolution to make appropriations; and to provide for the disposition of all income received by the Lincoln Consolidated School District,

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the FOOD SERVICE FUND of the Lincoln Consolidated School District for the fiscal year 2017-2018 as follows:

REVENUE:	<u>Original</u>	<u>Amendment</u>	<u>Final Budget</u>
Local Revenue	\$ 312,080	\$ (54,630)	\$ 257,450
State Revenue	37,120	(2,120)	35,000
Federal Revenue	860,000	5,000	865,000
Incoming Transfers & Other Transactions	-	-	-
<b>TOTAL REVENUE AND INCOMING TRANSFERS</b>	<u>1,209,200</u>	<u>(51,750)</u>	<u>1,157,450</u>
FUND BALANCE AS OF JULY 1ST	322,411		322,411
Less Appropriated Fund Balance	-		-
<b>FUND BALANCE AVAILABLE TO APPROPRIATE</b>	<u>322,411</u>		<u>322,411</u>
<b>TOTAL AMOUNT AVAILABLE TO APPROPRIATE</b>	<u>\$ 1,531,611</u>		<u>\$ 1,479,861</u>

BE IT FURTHER RESOLVED, that \$1,189,145 of the total available to appropriate in the FOOD SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES:	<u>Original</u>	<u>Amendment</u>	<u>Final Budget</u>
Pupil Support	\$ 127,950	\$ (23,900)	\$ 104,050
Operations/Maintenance	55,445	(10,850)	44,595
Other Services	1,067,800	(102,300)	965,500
Capital outlay	-	75,000	75,000
<b>TOTAL EXPENDITURES</b>	<u>1,251,195</u>	<u>(62,050)</u>	<u>1,189,145</u>
Outgoing Transfers/Fund Modifications	-		-
<b>TOTAL APPROPRIATED</b>	<u>1,251,195</u>		<u>1,189,145</u>
FUND BALANCE - Non-Spendable	-		-
FUND BALANCE - Restricted	280,416		290,716
<b>TOTAL FUND BALANCE ENDING JUNE 30th</b>	<u>\$ 280,416</u>		<u>\$ 290,716</u>

I certify that the foregoing resolution was duly adopted by the LINCOLN CONSOLIDATED SCHOOL DISTRICT Board of Directors at a properly noticed open meeting held on the 25th day of June, 2018, at which meeting a quorum was present.

By: \_\_\_\_\_  
Jennifer LaBombarbe, Secretary  
Lincoln Board of Education

**LINCOLN CONSOLIDATED SCHOOLS**  
June 30, 2018  
**A Resolution of the Lincoln Consolidated Board of Education**  
**GENERAL FUND - FISCAL YEAR 2017-18**

RESOLVED, that this resolution shall be the general appropriations act of the Lincoln Consolidated School District for Fiscal Year 2017-18: A resolution to make appropriations; and to provide for the disposition of all income received by the Lincoln Consolidated School District.

BE IT FURTHER RESOLVED, that the total revenue, including a tax levy of 18.0 mills, and unappropriated fund balance be available for appropriations in the GENERAL EDUCATION FUND of Lincoln Consolidated School District for the fiscal year 2017-18 as follows:

	Original Approved Budget with Audited 2017 Beginning Fund Balance	Budget after First Amendment November 2018	Budget after Second Amendment April 2018	Final 17/18 Budget Change June 25, 2018	Projected BUDGET Final 17/18 Budget Amendment June 25, 2018
<b>REVENUE:</b>					
Local	\$ 2,966,000	2,966,000	4,031,275	64,963	4,096,238
State	30,889,599	32,148,296	31,188,296	614,640	31,802,936
Federal	2,447,940	2,939,929	2,939,929	(88,918)	2,851,011
Incoming Transfers and Other Transactions	6,650,564	7,205,843	7,133,843	(271,353)	6,862,490
Fund Modifications	-	-	-	-	-
<b>TOTAL REVENUE AND INCOMING TRANSFERS</b>	<b>42,954,103</b>	<b>45,260,068</b>	<b>45,293,343</b>	<b>319,332</b>	<b>45,612,675</b>
<b>FUND BALANCE AS OF JULY 1ST</b>	<b>3,607,754</b>	<b>3,607,754</b>	<b>3,607,754</b>		<b>3,607,754</b>
Less Designated Fund Balance	-	-	-	-	-
<b>FUND BALANCE AVAILABLE TO APPROPRIATE</b>	<b>3,607,754</b>	<b>3,607,754</b>	<b>3,607,754</b>	<b>-</b>	<b>3,607,754</b>
<b>TOTAL AMOUNT AVAILABLE TO APPROPRIATE</b>	<b>46,561,857</b>	<b>48,867,822</b>	<b>48,901,097</b>	<b>319,332</b>	<b>49,220,429</b>

BE IT FURTHER RESOLVED, that \$47,421,222 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

<b>Instruction:</b>					
Basic Programs	19,825,358	20,706,649	20,706,649	(144,556)	20,562,093
Added Needs	8,594,387	8,740,566	8,731,566	(127,691)	8,603,875
<b>Support Services:</b>					
Student services	4,435,053	4,817,990	4,822,990	161,665	4,984,655
Instructional support	830,297	918,036	942,436	122,757	1,065,193
Business/Fiscal administration	921,438	921,438	876,438	(19,571)	856,867
General administration	525,517	519,617	466,617	(123,589)	343,028
Principal administration	1,932,749	1,932,749	1,932,749	(50,375)	1,882,374
Central (services/information management)	1,454,904	1,477,304	1,477,304	66,355	1,543,659
Operations and maintenance	4,059,731	4,059,731	4,047,081	(143,610)	3,903,471
Transportation	2,617,770	2,713,491	2,698,591	110,170	2,808,761
Athletics	738,163	738,163	738,163	74,365	812,528
<b>Community Services</b>	<b>38,629</b>	<b>42,662</b>	<b>42,662</b>	<b>12,056</b>	<b>54,718</b>
<b>TOTAL EXPENDITURES</b>	<b>45,973,996</b>	<b>47,588,396</b>	<b>47,483,246</b>	<b>(62,024)</b>	<b>47,421,222</b>
Outgoing Transfers and Other Transactions	-	-	-	-	-
<b>TOTAL APPROPRIATED</b>	<b>45,973,996</b>	<b>47,588,396</b>	<b>47,483,246</b>	<b>(62,024)</b>	<b>47,421,222</b>
Excess Revenues Over (Under) Expenditures	(3,019,893)	(2,328,328)	(2,189,903)	381,356	(1,808,547)
Beginning Fund Balance	5,511,817	5,511,817	5,511,817		5,511,817
Projected Ending Fund Balance	2,491,924	3,183,489	3,321,914	381,356	3,703,270

The non-homestead millage of 18 mills is a subject of the budget hearing and related board action.

I certify that the foregoing resolution was duly adopted by the LINCOLN CONSOLIDATED SCHOOL DISTRICT Board of Directors at a properly noticed open meeting held on the 25th day of June, 2018, at which meeting a quorum was present.

By: \_\_\_\_\_  
Jennifer LaBombarbe, Secretary  
Lincoln Board of Education

## **Board Executive Committee Meeting Minutes**

**Monday, June 4, 2018 1:00pm**

**Central Office Conference Room**

**Attendees:** Yoline Williams, Jennifer Czachorski, Jennifer Labombarbe, Sean McNatt, Julia Butler

- I. Call to order at 1:02pm
- II. Acceptance of Agenda – with suggestions for other as below.
- III. Public Comment - none
- IV. Review of June 11, 2018 Board of Education Meeting Agenda – reviewed with names of who is presenting each item and explanation of meal price increase with rationale for secondary breakfast only. Additionally, discussed fundraising for East gym floor re-surfacing. Full board to discuss.
- V. Bond Project Status Update – Athletic Director, Finance Director, Facilities Director have been discussing at staff meetings in each building. DRAFT of pamphlet for bond committee reviewed with recommended changes. Superintendent to present at bond committee meeting for review of the team. Will point out Fine Arts, Security, Athletics, Technology, Transportation as areas of significant improvement from bond funds. SM will have attorneys review the pamphlet.
- VI. Other
  - A. Strategic Plan – reviewed the work and updates thus far. Full board will review and discuss and provide feedback.
  - B. Eagle Scout Project – a student / parent approached a trustee Czachorski about doing a project to beautify around the district. Planters in various area, plants around the crest etc. Parent was directed to contact superintendent McNatt and Facilities Director for next steps. This student has already secured grant funds to do this project.
- VII. Adjourned at 2:36pm

**Next meeting:** Monday, June 18, 2018 at 5:30pm in Central Office Conference Room

**Planning Committee Minutes**

April 9, 2018

1. Members Present  
 Jennifer LaBombarbe, Sean McNatt, Julia Butler, Allison Sparks, Thomas Rollins
2. Call to order
  - a. Chair LaBombarbe called the meeting to order at 4:35pm
3. Public comments
  - a. None
4. Old Business
  - a. Policies/ Admin Guidelines
    - i. Policy Review
 

<input type="checkbox"/> <a href="#">4110</a>	<input type="checkbox"/> <a href="#">3110</a>	Conflict of Interest – Reviewed and Accepted
<input type="checkbox"/> <a href="#">4111</a>	<input type="checkbox"/> <a href="#">3111</a>	Creating a Position – Reviewed and Accepted
<input type="checkbox"/> <a href="#">4112</a>	<input type="checkbox"/> <a href="#">3112</a>	Board-Staff Communications– Reviewed and Accepted
<input type="checkbox"/> <a href="#">4120</a>	<input type="checkbox"/> <a href="#">3120</a>	Employment of Professional Staff– Reviewed and Accepted
<input type="checkbox"/> <a href="#">4120.04</a>	<input type="checkbox"/> <a href="#">3120.04</a>	Employment of Substitutes — Reviewed and Accepted -Compensation Reviewed Annually in July meeting approved in August -Edustaf is used
	<input type="checkbox"/> <a href="#">3120.07</a>	Employment of Casual Resource Personnel – Reviewed and Accepted
	<input type="checkbox"/> <a href="#">3120.08</a>	Employment of Personnel for Co-Curricular/Extra-Curricular Activities – Reviewed and Accepted
<input type="checkbox"/> <a href="#">4120.09</a>	<input type="checkbox"/> <a href="#">3120.09</a>	Volunteers – Reviewed and Accepted
<input type="checkbox"/> <a href="#">4121</a>	<input type="checkbox"/> <a href="#">3121</a>	Criminal History Record Check – Reviewed and Accepted
<input type="checkbox"/> <a href="#">4121.01</a>	<input type="checkbox"/> <a href="#">3121.01</a>	Criminal Conviction Review – Reviewed

and Accepted

- i. Review of Policy 2414 current and recommended by Neola – Postponed until next meeting
- ii. Review of Policy 2418
  1. I have included documentation for policy 2414 and 2418 – Postponed until next meeting

6. Adjournment  
5:52pm

Next Meeting May 14, 2018 @ 4:30pm in the Superintendents Conference Room

## Planning Committee Minutes

May 14, 2018

1. Members Present  
Jennifer LaBombarbe, Sean McNatt, Julia Butler, Allison Sparks, Thomas Rollins
2. Call to order
  - a. Chair LaBombarbe called the meeting to order at 4:37pm
3. Public comments
  - a. None
4. Old Business
  - a. Policies/ Admin Guidelines
    - i. Review of Policy 2414 current and recommended by Neola
      - a. Discussion held on the current recommendations from Neola. Hesitation by a member on the word abstinence and removing family planning. Administrator Guidelines (AG) were discussed and printed for this policy where it lists specifics of this policy. Policy is meant to be simple and then exact detail is to be written in the AG's. There was some hesitation to removing the wording from policy because the thought of the AG getting removed. We teach from the Michigan Health Model Curriculum. So Mr. McNatt will secure an electronic copy and send to the planning committee for review. After review of this we will move forward with a motion at the beginning of our next meeting.
    - ii. Review of Policy 2418 – Planning committee has decided not to adopt this policy.
6. Adjournment  
5:50pm

Next Meeting June 11, 2018 @ 4:30pm in the Superintendents Conference Room



Michigan Department of Treasury  
614 (Rev. 01-18)

**2018 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw and Wayne County (Sumpter Only)</b>	2018 Taxable Value of ALL Properties in the Unit as of 5-29-18 <b>Washtenaw (\$745,734,844) + Wayne (\$165,800,638) = 911,535,482</b>
Local Government Unit Requesting Millage Levy <b>Lincoln Consolidated Schools</b>	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>\$159,767,626</b>

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
voted	Operating	11/2012	18.2105	18.2105	0.0994	18.0726	0.0994	18.0000	N/A	18.0000	11/2018
Voted	2011 Debt	7/2011	0.1000	N/A	1.0000	N/A	1.0000	0.1000	N/A	0.1000	
Voted	2016 Debt Series A	4/2016	3.4000	N/A	1.0000	N/A	1.0000	3.4000	N/A	3.4000	
Voted	2016 Debt Series B	4/2016	2.8000	N/A	1.0000	N/A	1.0000	2.8000	N/A	2.8000	
Voted	2017 Debt	2/2017	0.1800	N/A	1.0000	N/A	1.0000	0.1800	N/A	0.1800	
Voted	2018 Debt	1/2018	0.8700	N/A	1.0000	N/A	1.0000	0.8700	N/A	0.8700	
Voted	Rec-All	11/2012	0.0986	0.0986	1.0053	0.0986	1.0053	0.0986	N/A	0.0986	11/2018

Prepared by <b>Adam Snapp</b>	Telephone Number <b>1-734-484-7081</b>	Title of Preparer <b>Director of Finance</b>	Date <b>6/11/2018</b>
----------------------------------	---	---	--------------------------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Jennifer LaBombarbe</b>	<b>6/11/2018</b>
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Yoline Williams</b>	<b>6/11/2018</b>

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	<b>0</b>
For Commercial Personal	<b>6</b>
For all Other	<b>18</b>

ORIGINAL TO: County Clerk(s)  
COPY TO: Equalization Department(s)  
COPY TO: Each township or city clerk

**L-4029**

Michigan Department of Treasury  
614 (Rev. 01-18)

**2018 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw and Wayne County (excluding Sumpter)</b>	2018 Taxable Value of ALL Properties in the Unit as of 5-29-18 <b>Washtenaw (\$745,734,844) + Wayne (\$165,800,638) = 911,535,482</b>
Local Government Unit Requesting Millage Levy <b>Lincoln Consolidated Schools</b>	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>\$159,767,626</b>

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
voted	Operating	11/2012	18.2105	18.2105	0.0994	18.0726	0.0994	18.0000	18.0000	N/A	11/2018
Voted	2011 Debt	7/2011	0.1000	N/A	1.0000	N/A	1.0000	0.1000	0.1000	N/A	
Voted	2016 Debt Series A	4/2016	3.4000	N/A	1.0000	N/A	1.0000	3.4000	3.4000	N/A	
Voted	2016 Debt Series B	4/2016	2.8000	N/A	1.0000	N/A	1.0000	2.8000	2.8000	N/A	
Voted	2017 Debt	2/2017	0.1800	N/A	1.0000	N/A	1.0000	0.1800	0.1800	N/A	
Voted	2018 Debt	1/2018	0.8700	N/A	1.0000	N/A	1.0000	0.8700	0.8700	N/A	
Voted	Rec-All	11/2012	0.0986	0.0986	1.0053	0.0986	1.0053	0.0986	0.0986	N/A	11/2018

Prepared by <b>Adam Snapp</b>	Telephone Number <b>1-734-484-7081</b>	Title of Preparer <b>Director of Finance</b>	Date <b>6/11/2018</b>
----------------------------------	---	---	--------------------------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Jennifer LaBombarbe</b>	<b>6/11/2018</b>
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Yoline Williams</b>	<b>6/11/2018</b>

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	<b>0</b>
For Commercial Personal	<b>6</b>
For all Other	<b>18</b>

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).






John E. Roberts, Executive Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • MHSAA.com

TO: Superintendents of Schools

FROM: John E. Roberts, Executive Director 

DATE: May, 2018

SUBJECT: 2018-19 Membership – **Take Action Now!**

Unlike classroom courses of our schools, the interscholastic athletic program requires opponents; and to help promote a level playing field for competition, the interscholastic athletic program requires some organization to provide a forum to assist in developing competitive standards and to help assure they are maintained. For many years, many schools have worked through the Michigan High School Athletic Association to establish a common set of rules, for the orderly administration of an interscholastic athletic program, which promotes academic integrity and competitive equity.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education, which desires to do so, may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools. Institutional control remains the key to this organization.

Enclosed are two copies of the MHSAA Membership Resolution for the year August 1, 2018 through July 31, 2019. A copy describing essential eligibility requirements in PDF format may be downloaded from the Administrators page of MHSAA.com.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1). A lapse in membership, even though for only a week, can create unnecessary problems should there be claims under the \$1,000,000 accident medical insurance plan or the concussion care gap insurance or if eligibility rulings are to be made during that period.

While it is not a prerequisite to conducting an interscholastic athletic program, MHSAA membership is required for all school districts, which wish their high schools to participate in MHSAA post-season tournaments. If the Membership Resolution is not signed and returned by the fourth Friday after Labor Day (September 28), your district's schools may not enter MHSAA post-season tournaments during 2018-19.

If the Membership Resolution is being returned from a multi-school district or diocese, please list ALL junior and senior high schools for which membership is requested. We strongly urge that all junior high/middle schools become MHSAA members, subject to MHSAA rules that are especially designed for students of that age and educational programs of that level. In order to assure compatible philosophies and equitable opportunities and competition, you are urged to invite all the junior high/middle schools against which yours compete or which feed into your high schools to also become MHSAA member schools if they are not already.

(over)



The Membership Resolution obligates the listed schools of your district to follow the standardized rules if your schools wish to qualify for and participate in MHSAA post-season tournaments, and it obligates your administration and board of education to enforce those rules.

**Complete the Membership Resolution only if your district intends to fulfill these obligations without exception.**

Also enclosed, is a copy of the minutes of the MHSAA Representative Council Meeting held May 6-7, 2018. Regulation CHANGES as indicated in the minutes will be published in the 2018-19 *Handbook*, which we anticipate receiving from the printer before June 15. Copies will be sent to each superintendent and each member school immediately after delivery to our office. Please review the minutes of the Representative Council's Dec. 1, 2017 and March 23, 2018 meetings where other changes for 2018-19 were developed. Minutes, and a summary of Representative Council Action can be found on the Administrators page on MHSAA.com.

Thank you for your cooperation with these first procedures for the 2018-19 year of inter-scholastic athletics, which we will try our very hardest to make the very best experience possible.

**New Transfer Rule**

A new sport-specific transfer rule has been adopted, the full effects of which will be felt during the 2019-20 school year. The revised rule means a transfer student has

- immediate eligibility in a sport not played the previous season for that sport and (unless one of the 15 Exceptions apply)
- no eligibility for the upcoming season in a sport actually played the previous season in that sport.

Students' sport participation during the 2018-19 school year will determine their eligibility for 2019-20 should they transfer schools and not meet one of the 15 stated Exceptions. This rule applies to high school students only.

Schools should inform students prior to participation in a scrimmage or game of this new rule impacting transfer students. Distribute the update MHSAA Student Eligibility brochure to all students. (Available on MHSAA.com)

**Schools may join the MHSAA beginning with the 6<sup>th</sup> grade level**

Schools which join the MHSAA at the 6<sup>th</sup> grade level, may not only sponsor teams for 6<sup>th</sup> grade with MHSAA services (including catastrophic accident insurance and concussion care gap insurance), they may also allow 6<sup>th</sup> graders to participate with 7<sup>th</sup> and 8<sup>th</sup> graders in individual sports (bowling, cross country, track & field, swimming & diving, tennis and wrestling) and with league approval in team sports (MHSAA Executive Committee approval is not required in either case.)

Superintendents, principals and athletic directors should discuss 6<sup>th</sup> grade participation at the local and league level prior to completing the 2018-19 MHSAA Membership Resolution.



The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2018 — through July 31, 2019

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2018-19 must be listed on the back of this form)***

\_\_\_\_\_ City of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2018 and shall remain effective until July 31, 2019, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2018,  
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

\_\_\_\_\_  
(Governing Body Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip Code)

\_\_\_\_\_  
(Contact E-mail)

\_\_\_\_\_  
Board Secretary Signature  
or Designee

Check if Designee



# Schools Which Are To Be MHSAA Members During 2018-19

Agenda Item  
0.3  
June 11, 2018

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Member High School(s) (if any)

List separately from JH/MS even if all grades are housed in the same building.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

**If necessary, list additional schools for either column on a separate sheet.**

## Member Junior High /Middle School(s) (if any)

List separately from HS even if all grades are housed in the same building.

**\*If the 6th graders are in a separate building, and participating with the 7th and 8th graders, the 6th grade school building must be listed as an MHSAA member school.**

1. \_\_\_\_\_

### Name of Junior High/Middle School

*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_

**Provide anticipated 2018-19 7th- and 8th-Grade Enrollment:** \_\_\_\_\_

**Provide anticipated 2018-19 6th-Grade Enrollment:** \_\_\_\_\_

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

2. \_\_\_\_\_

### Name of Junior High/Middle School

*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_

**Provide anticipated 2018-19 7th- and 8th-Grade Enrollment:** \_\_\_\_\_

**Provide anticipated 2018-19 6th-Grade Enrollment:** \_\_\_\_\_

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

3. \_\_\_\_\_

### Name of Junior High/Middle School

*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_

**Provide anticipated 2018-19 7th- and 8th-Grade Enrollment:** \_\_\_\_\_

**Provide anticipated 2018-19 6th-Grade Enrollment:** \_\_\_\_\_

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

General Appropriations Resolution  
For Adoption by the Board of Education  
Lincoln Consolidated School District  
Food Service Fund Proposed Budget for the 18/19 Fiscal Year

RESOLVED, that this resolution shall be the general appropriations of the Lincoln Consolidated School District for the fiscal year 2018-2019: A resolution to make appropriations; and to provide for the disposition of all income received by the Lincoln Consolidated School District,

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the FOOD SERVICE FUND of the Lincoln Consolidated School District for the fiscal year 2018-2019 as follows:

REVENUE:	<u>Original</u>
Local Revenue	\$ 254,500
State Revenue	35,000
Federal Revenue	880,000
Incoming Transfers & Other Transactions	-
	<hr/>
TOTAL REVENUE AND INCOMING TRANSFERS	1,169,500
	<hr/>
FUND BALANCE AS OF JULY 1ST	290,716
Less Appropriated Fund Balance	-
FUND BALANCE AVAILABLE TO APPROPRIATE	<u>290,716</u>
	<hr/>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$ 1,460,216</u>

BE IT FURTHER RESOLVED, that \$1,265,830 of the total available to appropriate in the FOOD SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES:	<u>Original</u>
Pupil Support	\$ 104,050
Operations/Maintenance	73,595
Other Services	1,048,185
Capital outlay	40,000
TOTAL EXPENDITURES	<u>\$ 1,265,830</u>
Outgoing Transfers/Fund Modifications	-
TOTAL APPROPRIATED	<u>1,265,830</u>
	<hr/>
FUND BALANCE - Non-Spendable	-
FUND BALANCE - Restricted	<u>194,386</u>
	<hr/>
TOTAL FUND BALANCE ENDING JUNE 30th	<u>\$ 194,386</u>

I certify that the foregoing resolution was duly adopted by the LINCOLN CONSOLIDATED SCHOOL DISTRICT Board of Directors at a properly noticed open meeting held on the 25th day of June, 2018, at which meeting a quorum was present.

By: \_\_\_\_\_  
Jennifer LaBombarbe, Secretary  
Lincoln Board of Education

**General Appropriations Resolution  
For Adoption by the Board of Education  
Lincoln Consolidated School District  
Community Service Fund Proposed Budget for the 18/19 Fiscal Year**

**RESOLVED**, that this resolution shall be the general appropriations of the Lincoln Consolidated School District for the fiscal year 2018-2019: A resolution to make appropriations; and to provide for the disposition of all income received by the Lincoln Consolidated School District,

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **COMMUNITY SERVICE FUND** of the Lincoln Consolidated School District for the fiscal year 2018-2019 as follows:

<b>REVENUE:</b>	<u>Original Budget</u>
Local Revenue	\$254,451.00
State Revenue	-
Federal Revenue	-
Incoming Transfers & Other Transactions	-
<b>TOTAL REVENUE AND INCOMING TRANSFERS</b>	<u>254,451</u>
<b>FUND BALANCE AS OF JULY 1ST</b>	134,440
Less Appropriated Fund Balance	-
<b>FUND BALANCE AVAILABLE TO APPROPRIATE</b>	<u>134,440</u>
<b>TOTAL AMOUNT AVAILABLE TO APPROPRIATE</b>	<u><u>\$ 388,891</u></u>

**BE IT FURTHER RESOLVED**, that \$240,600 of the total available to appropriate in the **COMMUNITY SERVICE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES:</b>	<u>Proposed Budget</u>
Salaries	\$ 90,245
Benefits	31,018
Purchase Services	41,866
Supplies & Other	65,547
<b>TOTAL EXPENDITURES</b>	<u>228,676</u>
Outgoing Transfers/Fund Modifications	14,000
<b>TOTAL APPROPRIATED</b>	<u>242,676</u>
<b>FUND BALANCE - Non-Spendable</b>	-
<b>FUND BALANCE - Restricted</b>	<u>146,215</u>
<b>TOTAL FUND BALANCE ENDING JUNE 30th</b>	<u><u>\$ 146,215</u></u>

I certify that the foregoing resolution was duly adopted by the LINCOLN CONSOLIDATED SCHOOL DISTRICT Board of Directors at a properly noticed open meeting held on the 25th day of June, 2018, at which meeting a quorum was present.

By: \_\_\_\_\_  
Jennifer LaBombarbe, Secretary  
Lincoln Board of Education



## AGREEMENT PAGE – FSMC Contract Renewal

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and FSMC. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for three (3) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

**Date of Original Contract:**

July 1, 2017

**Contract Renewal Year:**

1 2 3 4

**ATTEST:**

**SCHOOL FOOD AUTHORITY:**

\_\_\_\_\_  
Signature of Witness for SFA

\_\_\_\_\_  
Signature of SFA Representative


Sean McNatt  
Name

Superintendent  
Title

\_\_\_\_\_  
Date

**ATTEST:**

**FOOD SERVICE  
MANAGEMENT COMPANY:**

  
\_\_\_\_\_  
Signature of Witness for FSMC

Brian C Hicks  
Signature of FSMC Representative

Brian Hicks  
Name

Vice President  
Title

5/16/18  
Date

**AMENDMENT NO. 1 TO  
REQUEST FOR PROPOSAL/CONTRACT**

This Amendment (this "Amendment") is made effective as of the 1st day of July, 2018, by and between Lincoln Consolidated Schools ("SFA") and Aramark Educational Services, LLC ("FSMC").

**WHEREAS**, SFA and FSMC entered into a Request for Proposal/Contract effective July 1, 2017 (the "Agreement"), pursuant to which FSMC provides food service management services; and

**WHEREAS**, effective July 1, 2018, SFA and FSMC desire to enter into this Amendment in order to renew the Agreement for a period of one (1) year, to adjust the equivalent factor and fees set forth in the Agreement, and to eliminate the .

**NOW THEREFORE**, SFA and Aramark desire to amend the Agreement, as follows:

1. The Agreement is hereby renewed for the period beginning July 1, 2018 and ending June 30, 2019.
2. FSMC Guarantee. Paragraph D of Section XXVII under Standard Terms and Conditions of the Agreement is hereby deleted in its entirety.

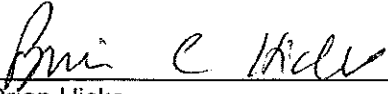
In all other respects, the Agreement shall remain in full force and effect. This Amendment shall be attached to, and become a part of, the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 1 to be signed by their duly authorized representatives the day and year first above written.

**LINCOLN CONSOLIDATED SCHOOLS**

**ARAMARK EDUCATIONAL SERVICES, LLC**

By: \_\_\_\_\_  
Sean McNatt  
Superintendent

By:  \_\_\_\_\_  
Brian Hicks  
Vice President

Lincoln Consolidated Schools  
School District Name

July 1, 2017  
Date of Original Contract

81070  
District Number

Year of Renewal (circle) ① 2 3 4

## Contract Renewal Agreement - FSMC Fixed Price Contract

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2018, and ending June 30, 2019. The terms and conditions of the original contact are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

Price Per Meal and Meal Equivalents must be quoted as if no USDA Donated Commodities will be received.

RATES MUST NOT BE ROUNDED UP. DO NOT EXCEED TWO DECIMAL PLACES

	2017/18 Rate	2018/19 Rate	Percentage Change/Increase**
1. Reimbursable Breakfasts	1. <u>\$1.5000</u>	1. <u>\$1.5375</u>	1. <u>2.50%</u>
2. Reimbursable Lunches*	2. <u>\$2.8161</u>	2. <u>\$2.8865</u>	2. <u>2.50%</u>
3. A la Carte Meal Equivalents*	3. <u>\$2.8161</u>	3. <u>\$2.9482</u>	3. <u>4.69%</u>
4. Management Fee Per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4. _____	4. _____	4. _____
5. Equivalent Meal Factor	5. <u>\$3.3900</u>	5. <u>\$3.4625</u>	5. <u>2.14%</u>
6. Special Milk	6. _____	6. _____	6. _____
7. At Risk Suppers*	7. _____	7. _____	7. _____
8. After School Snacks	8. <u>\$0.8500</u>	8. <u>\$0.8712</u>	8. <u>2.49%</u>
9. Advance Payment, if any (flat amount)	9. _____	9. _____	9. _____

\*Rates must be the same.

\*\*Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable program laws and regulations. This agreement shall not exceed one year.

Signed: *Brian C. Hillis*  
Food Management Company Representative  
  
Vice President  
Title

5/16/18  
Date

### Acceptance of Contract Renewal Agreement

Signed: \_\_\_\_\_  
School Food Authority Representative  
  
Superintendent  
Title

\_\_\_\_\_  
Date



## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check for Excluded Parties on the System for Award Management at <https://www.sam.gov/portal/public/SAM/>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY,  
AND VOLUNTARY EXCLUSION - LOWER TIER COVERED  
TRANSACTIONS

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This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 7 CFR Part 3017, Subpart C, Responsibilities of Participants Regarding Transactions.

**(Please read instructions on next page before completing Certification.)**

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Aramark Educational Services, LLC  
Organization Name

Lincoln Consolidated Schools  
Award Number or Project Name

Brian Hicks, Vice President

Name(s) and Titles(s) of Authorized Representatives(s)

Brian C Hicks  
Signature(s)

5/16/18  
Date

## CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Vended School Meals Company (offeror) shall execute this Certificate.

Aramark Educational Services, LLC  
Name of Vended School Meals Company

Lincoln Consolidated Schools  
Name of School Food Authority

### THE VENDED SCHOOL MEALS COMPANY AGREES AS FOLLOWS:

To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information as well as other requirements specified in Section 114 and Section 308 of the Clean Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency (EPA) List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

### THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

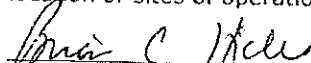
The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased, or supervised by the Vended School Meals Company.

  
Signature of Vended School Meals  
Company's Authorized Representative

Vice President  
Title

5/16/18  
Date



## NOTICE TO APPLICANTS – CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or **nonappropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan;
- You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).



## CERTIFICATION REGARDING LOBBYING – CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

**The undersigned certifies, to the best of his or her knowledge and belief, that:**

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<u>Aramark Educational Services, LLC</u> Organization Name	<u>Lincoln Consolidated Schools</u> Award Number or Project Name
<u>Brian Hicks, Vice President</u> Name and Title of Authorized Representative	
<u>Brian C Hicks</u> Signature	<u>5/16/18</u> Date

CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Lincoln Consolidated Schools Request For Proposal (the "RFP") or contract renewal, hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the

"Act"), and that in the event the Company is awarded a contract or a contract renewal by the Lincoln Consolidated Schools as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Lincoln Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Aramark Educational Services, LLC  
Name of Company

Brian Hicks, Vice President  
Name and Title of Authorized Representative

Brian C Hicks  
Signature

5/11/18  
Date

Lincoln Consolidated Schools  
Building Deposit Pickup Receipt(DPR)

Building Childs

Date 5/16/2018

Deposits:

Group/T&A #	Bag #	Amount	Note
905/3rd grade	KK34853715	\$ 700.00	Lansing Payment
905/3rd grade	NA	\$1,930.00	Lansing Payment
914/Childs FT	KK34853687	\$ 335.72	Field Trip

Picked up by: *[Signature]*

Date: 5/18/18

Please have this form completed prior to courier arriving.  
Fax to business office after signed off by courier. 484-1212  
Save for your records.

6/1/18

Board opening - East Gym floor

1. Varsity Flooring  $\frac{\text{AMT}}{\$10,950}$
2. Floor Care Concepts # 32,823
3. Cedar Creek Flooring # 35,000

Attendees

- Helen Snapp
- Fred Benjamin

# Lincoln Consolidated Schools BID SUBMISSION FORM

Lincoln High School \$ 35,000.00

Number of days to complete project, 12 days

Bidding Firm Name Cedar Creek Flooring

Address 7350 Cedar Creek Rd City Delton State MI Zip 49046

Terms 30 days

Telephone number (269) 623-5818 Fax number (269) 623-2794

The undersigned, representing bidding firm, does by his/her signature affirm that he/she has read and understands all terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal, and local laws and National Fire Protection Act 101 – Life Safety Code.

Cynthia Milligan  
Representative Name (please print)  
Cynthia Milligan Vice President  
Signature & Title of Representative

List comments, conditions, or exceptions to bid:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENTS:**

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: Cynthia Milligan

Title: Vice President

Signature: Cynthia Milligan

Cedar Creek Flooring Reference List

Carman Ainsworth Schools – Installation, sanding and finishing

Marc Cavatt

(810) 241-2587

Kearsley Public Schools – Sanding and refinishing

Paul Gaudard

(810) 591-5037

Pioneer Construction

Mark Anthony – Installation, sanding and refinishing

((616) 247-6966

Zone of Northern Indiana – Installation, sanding and refinishing

Ted Hayden

(547) 780-2638

Roseville Community Schools

Jon Steenland

(586) 915-8921

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of Cedar Creek Flooring (the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for Sanding/Refinishing gym floor, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Cedar Creek Flooring

By: [Signature]

Its: CM

STATE OF MICHIGAN)  
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 29 day of May, 20 18

By

TANA C HARDY  
Notary Public, State of Michigan  
County Of Barry  
My Commission Expires 12-11-2022  
Acting in the County of Barry

[Signature]  
Notary Public

Barry County, Michigan

My Commission Expires: 12-11-2022

Acting in the County of: Barry



**CERTIFICATION OF ELIGIBILITY BY BIDDER  
IRAN ECONOMICS SANCTIONS ACT**

The undersigned, the owner or authorized officer of Cedar Creek Flooring  
(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the  
requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement  
or RFP documentation for Sanding/Refinishing gym floor, hereby represent and warrant, except  
as provided below, that (the Bidder's Company/Business is in full and unconditional compliance  
with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State  
sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234,  
MCL 129.292.

BIDDER: Cedar Creek Flooring

By: Cynthia M. Hagan

Its: cm

STATE OF MICHIGAN)  
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 29 day of May, 20 18,  
By

Tana C Hardy  
Notary Public

Barry County, Michigan

My Commission Expires: 12-11-2022

Acting in the County of: Barry

Tana C Hardy  
TANA C HARDY  
Notary Public, State of Michigan  
County Of Barry  
My Commission Expires 12-11-2022  
Acting in the County of Barry

## Lincoln Consolidated Schools BID SUBMISSION FORM

Lincoln High School \$ 40,950.00  
~~\_\_\_\_\_~~

Number of days to complete project, 24

Bidding Firm Name Varsity Flooring, Inc

Address 13072 Avalon Dr City Shelby Twp State MI Zip 48315

net 30

Terms \_\_\_\_\_

Telephone number 586 929 0680

Fax number 586 868 0933

The undersigned, representing bidding firm, does by his/her signature affirm that he/she has read and understands all terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal, and local laws and National Fire Protection Act 101 – Life Safety Code.

Pete Agnello  
Representative Name (please print)

[Signature]  
Signature & Title of Representative

List comments, conditions, or exceptions to bid:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENTS:**

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

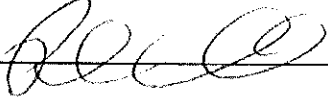
My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: Pete Agnello

Title: Pres

Signature: 

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of Varsity Flooring, Inc.

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for Sanding/Refinishing gym floor, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Varsity Flooring, Inc.

By: [Signature]

Its: [Signature]

STATE OF MICHIGAN)  
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 29 day of May, 20 18,  
By

[Signature]  
Notary Public

Macomb County, Michigan

My Commission Expires: 5-24-2023

Acting in the County of: Macomb

## Lincoln Consolidated Schools BID SUBMISSION FORM

Lincoln High School \$ 32,823.90

Number of days to complete project, 5 weeks

Floor Care Concepts

Bidding Firm Name

3714 Buchanan Ave SW Wyoming WY 84528

Address

City

State

Zip

30 net

Terms

616 247 3855

616 365 5202

Telephone number

Fax number

The undersigned, representing bidding firm, does by his/her signature affirm that he/she has read and understands all terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal, and local laws and National Fire Protection Act 101 – Life Safety Code.

Lance Little

Representative Name (please print)

[Signature] Operations Manager

Signature & Title of Representative

List comments, conditions, or exceptions to bid:

None

- Voluntary Att. Upgrade to Varsity Court gym finish and 3 coats of seal  
ADD: \$4688.<sup>00</sup>

**AGREEMENTS:**

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Lincoln Consolidated Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plan and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

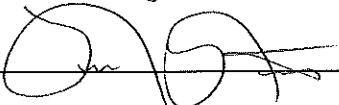
My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Lincoln Consolidated Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have a any business or personal relationships with any other companies or person that could be considered as a conflict of interest of potential conflict of interest to Lincoln Consolidated Schools, pertained to any and all work or services to be performed as a result of this request and any resulting contract with Lincoln Consolidated Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: Lance Lutke

Title: Operations Manager

Signature: 

**CERTIFICATION OF ELIGIBILITY BY BIDDER  
IRAN ECONOMICS SANCTIONS ACT**

The undersigned, the owner or authorized officer of Floor Care Concepts

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for Sanding/Refinishing gym floor, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Floor Care Concepts

By: Lance Lutke

Its: Operations Manager

STATE OF MICHIGAN)  
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 1<sup>st</sup> day of June, 20 18.  
By

BRADLEY G ORSZULA  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF BARRY  
My Commission Expires 04/14/2022  
Acting in the County of \_\_\_\_\_

Bradley G Orszula  
Notary Public

Barry County, Michigan

My Commission Expires: 04-14-2022

Acting in the County of: Kent

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of Floor Care Concepts

(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), and the requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement or RFP documentation for Sanding/Refinishing gym floor, hereby represent and warrant, except as provided below, that (the Bidder's Company/Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: Floor Care Concepts

By: Lance Lutke

Its: Operations Manager

STATE OF MICHIGAN)  
COUNTRY OF WASHTENAW)

This instrument was acknowledged before me on the 1<sup>st</sup> day of June, 20 18,  
By

BRADLEY G ORSZULA  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF BARRY  
My Commission Expires 04/14/2022  
Acting in the County of \_\_\_\_\_

[Signature]  
Notary Public

Barry County, Michigan

My Commission Expires 04-14-2022

Acting in the County of: Kent



Lincoln Consolidated Schools  
8970 Whittaker Road  
Ypsilanti, MI 48197

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of Floor Care Concepts (the "Bidder"), pursuant to the familial disclosure requirement provided in the Lincoln Consolidated Schools (the "School District") advertisement of the construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) and any employee of Lincoln Consolidated Schools and any member of the Board of Education of the School District.

List any Familial Relationships:

NONE

BIDDER:

Floor Care Concepts

By: Lance Lutke

Its: Operations Manager

Date: 3-8-2018

STATE OF Michigan  
COUNTY OF Barry )ss.

This instrument was acknowledged before me on the 1st day of June, 2018,  
by Lance Lutke

[Signature]  
\_\_\_\_\_  
, Notary

Barry County, Michigan

My Commission Expires: 04-14-2022

Acting in the County of: Kent

BRADLEY G ORSZULA  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF BARRY  
My Commission Expires 04/14/2022  
Acting in the County of \_\_\_\_\_

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**Monday, May 14, 2018**  
**6:00 p.m.**  
**Community Center- Brick Elementary**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Connie Newlon, Trustee  
Allison Sparks, Trustee  
Laura VanZomeren, Trustee (arrived at 6:54 p.m.)

**ADMINISTRATORS PRESENT**

Sean R. McNatt, Superintendent  
Adam Snapp, Finance Director  
Julia Butler, Human Resources Director  
Kevin Upton, Curriculum & Instruction Director  
Nik Jackson, Technology Director  
Robert Jansen, Bishop Elementary Principal  
Tim Green, Middle School Principal  
Mary Aldridge, Childs Elementary Principal  
Nicole Holden, High School Principal  
Carrie Wollam, Assistant High School Principal  
Regina Winborn, Assistant High School Principal

**OTHERS PRESENT**

Jim Harless, Edgar Brown, Jamie Mayo, Dianna Hinderer, Colleen Brohl, Amy Wilhelm, Kim Atkins, Leslee CasselOBonilla, Peri Stone-Palmquist, Melissa Palmquist, Jennifer Arnold, Judith Kline, Laurie Price, Karen Cook, Charlotte Allum and Mike Weathers

**1.0 CALL TO ORDER**

President Mrs. Williams called the meeting to order at 6:01 p.m. in the Community Center in Brick Elementary.

**2.0 ROLL CALL**

Roll call showed all Board Members were present, with the exception of Laura VanZomeren. (arrived at 6:54 p.m.)

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by Board and audience members.

**5.0 ACCEPTANCE OF AGENDA**

It was moved by LaBombarbe and seconded by Newlon that we accept the agenda as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

**6.0 PRESENTATIONS**

6.1 Employee of the Month

Nominated by Tim Green

Kim Atkins has been teaching at Lincoln Consolidated Schools for 24 years. Over her time at the middle school she has served tirelessly on too many committees to count. Most recently she brought the idea #whyyoumatter to Lincoln and formed a committee to photograph 840 students plus staff and display their photos around the school to promote positive self-image. Kim's infectious enthusiasm helps to create an environment that is genuine, warm, and caring. She loves her students, and works hard to create positive relationships with the community and the families that she serves. Kim Atkins is the model of professionalism and veteran and novice teachers alike are better for working with her. Lincoln Middle School couldn't ask for a finer example of an educator.

## 6.2 Student Recognition

High School Choir students sang and received certificates from Mr. McNatt for their outstanding representation of Lincoln.

## 6.3 High School Presentation

Presented by Nicole Holden, Carrie Wollam and Regina Winborn

- LHS provides service for grades 9-12. We currently coordinate programs on our main campus as well as the South and West Washtenaw Consortium (SWWC), Washtenaw Alliance for Virtual Education (WAVE), Early College Alliance (ECA), Wi-Hi, Regional Career Technical Center (RCTC), Michigan Institute of Aviation and Technology (MIAT) and Washtenaw Community College (WCC), and Forest.
- Demographics at the High School: Economically Disadvantaged Students: 40.5%, Free/Reduced lunch eligibility 57.6%, Students with Disabilities: 19%, English Language Learners: 2% and 31-A (At-Risk): 67%
- We have 3 goals: literacy/numeracy, engagement and problem-solving skills. Strategies for these goals center around relationship-building and engagement strategies as a bridge to achievement and improved school climate.
- Over the course of the school year, staff participated in teacher-led professional development related to strategies that would allow their students to engage with literacy skills specific to their content areas/disciplines.
- New World Language curriculum: With a grant from MEEMIC as well as support from our curriculum office, our World Language teachers attended training on April 19 and 20. The focus of training was literacy, comprehensible input, student engagement and brain-based learning strategies to increase language acquisition.
- Dialectic Behavioral Therapy (DBT): Counselors attended intensive 8-day training with other counselors from across the county at the start of the school year and have incorporated what they learned into professional development for staff and tier 2 and 3 interventions with students.
- Peer to Peer: In partnership with U of M Depression Center, counselors formed a student-led depression awareness group. Their campaign included posters in bathrooms, a positive message art project, wristbands and stress balls, and a mental health awareness assembly for all students 9-12. Faculty leaders include Emmy Baker and Janette Shinavier.
- Reach Higher Grant: \$10,000 over 2 years to support and systematically improve the college-going culture at Lincoln High School. The Reach Higher Program earned the E3 Award this spring. Goal: All students will complete at least one college application, file the FAFSA and complete one scholarship application by the end of October.
- Improving attendance included: The addition of the at-risk counselor, Luke Moore to oversee attendance letters, parent meetings, student conferences, and county truancy meetings. A comprehensive system put in place with the help of the communication and information supervisor to ensure accurate data and report creation.
- Discipline data: The trend of increasing incidents with decreasing overall number of students shows a need for tier 2 and 3 supports. We work with student teams including administration, counselors, teachers, parents and students to design behavior plans and contracts.
- Restorative Practices were put into place with the following: Regina Winborn and Luke Moore attended a Restorative Justice and Restorative Circle conference. Administration and counseling offices have implemented these practices when offenses fall within the restorative practices guidelines. Administration has also coordinated with county departments and services to help identify areas of need and assistance for high school students.
- 4 year Graduation Rate went from 87.6% to 86.2 % to 88.81% to 86.12% over the last 4 years.

- Drop-Out Rate went from 12.7% to 5.7% to 6% <5% to 8.16% over last 5 years.
- This year is the third year we've administered PSAT 9, PSAT 10, SAT and M-Step Science and Social Studies. When results are shared for the 2017-18 testing cycle, we will begin to look for trend data.
- Highlights at Lincoln High School:
  - All choir groups, 1st division ratings at the MSVMA District Solo and Ensemble, 2 years standing
  - The Splitter Express school store continues to grow in their full walk-in store offering Lincoln spirit wear and other merchandise as well as snacks and beverages.
  - The Lincoln High School DECA chapter qualified 11 students to compete at the DECA State Leadership Conference in Detroit in March this year, showing growth from the 7 students that qualified last year.
  - Bands participated in MSBOA District Festival with Varsity and Symphonic Bands receiving a I and Concert Band receiving a II.
  - Our goal is to provide a safe and welcoming space to discuss social justice topics (race, gender, sexual identity, etc.), to spread awareness, and to engage more participants in the dialogue.
  - Theatre Department had many performances and accomplishments this year highlighted by Drew Bos will be attending the Carnegie Mellon University Theatre Department - It has a 1% acceptance rate.
  - Key Club Packaged over 1000 food bags for the Kids Coalition Against Hunger
  - Linc-Bots plan to have students mentor FIRST Lego League Teams at Elementary level starting in the Fall of 2018
  - The Congressional Art Competition is a nationwide annual event, established by Members of the House of Representatives, to showcase student artist and their work. Our own Kira Taylor was gifted the Michigan Congressional Arts Award Scholarship to Center for Creative Studies in the amount of \$8000.

Laura VanZomeran entered 6:54 p.m.

#### 6.4 Childs Elementary Presentation

Presented by Mary Aldridge

- Demographics: Enrollment: 513 (Fall) 530 (Spring) with Boys 272 and Girls 258, Students with disabilities: 117 (22%), English language learners: 11 students (2%)
- Enrollment shows a slight decrease from the 2016-2017 school year
- Average daily attendance went from 96% in 2016-2017 school year to 95% for the current year.
- Suspensions are up by 10 incidents from the 2016-2017 school year to the current year.
- NWEA testing showed growth in all subject areas. The building overall had outstanding growth in science with the 5<sup>th</sup> grade having the greatest improvement.
- School Improvement continues to focus on reading, math, behavior and attendance.
- Points of Pride Include:
  - Building Grade Level Meetings
  - District Grade Level Meetings
  - Critical Friends Group
  - NGSS training
  - PALS
  - Peer Mediation
  - Literacy Night, Math Night, Reading Night
  - Service Projects/Recycling Club
  - Book Groups
  - Gardening Club
  - Pennies for Pasta
  - Fall/Spring Dances
  - Mentoring EMU students
  - Veterans Celebration

#### 6.5 Strategic Plan-Goal 4 Leadership

Presented by Nicole Holden

Student Recognition events are consistent and well received, parent groups provide valuable input for school improvement initiatives, Critical Friends Group trained staff are leading professional development

this year and are very well received, elementary student councils are operational, professional growth in leadership opportunities include teacher leader training, administrator training and central office training.

6.6 E3 Awards

- The Reach Higher Program at the High School earned the E3 Award this spring.

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

- Our waiver from the Michigan Department of Education was approved for the additional inclement weather day and there will be no need to extend the school year.
- High School RAHS clinic is all moved to their new location and the clinic is in operation.
- Thirteen dead trees have been removed throughout the district.
- Mrs. Jennifer LaBombarbe is recognized for achieving the Award of Distinction which is awarded to an individual who has completed Levels 1 and 2 with a total of four advanced (200-300 Level) Certified Board Member Award classes and a minimum of 208 education credits.
- Mr. Thomas Rollins is recognized for the accomplishment of achieving Level 1 Certification. An individual is awarded Level 1 certification by completing all 100-Level Certified Board Member Award classes.
- Bounce Back to School will be held August 23<sup>rd</sup> from 4-7 p.m.
- An additional Senior Walk has been added for the seniors on May 29, 2018, to walk through the halls and in front of the elementary students at Childs and at the bus loop in celebration of their accomplishments.
- District PTO minutes were handed out to Board member for their reference.

7.2 Finance Report

- 7.2.1 April 2018 Student Enrollment Report  
Reports were provided in the Board packet
- 7.2.2 April 2018 Food Services Report  
Reports were provided in the Board packet

7.3 Human Resources Report

Presented by Julia Butler

- Job descriptions for the non-affiliates are nearing completion.
- REP report is 65% complete
- Working on staffing with administration has been going well for the 2018-2019 school year.

7.4 Technology Report

Presented by Nik Jackson

- Technology has received 3 bids for the wireless and network upgrade in Bishop, Brick, Childs and Model schools. This will include replacing all the wireless access points in these schools with the latest wireless standards which increases speed and density. Replacing several of the older switching equipment will increase the network speed (from 1GB to 10GB); this plan also includes replacing the uninterruptable power supplies that this equipment is attached to; which increases continuity and prevent damage to networking equipment in case of a power outage. This project is E-Rate qualified and the expected compensation will be from 75% to 80% for total cost of hardware. Any licensing will have to covered by the district.
- Looking to replace staff computers for the upcoming school year (2018-2019), approximately 400 desktop computers for staff in all schools across the district. The current projected costs will be approximately \$220,000.00. This does not include new monitors; just the base desktop system which includes the computer, keyboard and mice.

7.5 Curriculum Report

Presented by Kevin Upton

- The M-STEP testing season is proceeding smoothly. Mr. Upton recognized all of the administrators, building testing coordinators, and staff that have helped to make the testing season as smooth as possible for our students.

- The second round of Summer School Academy invitations are being collected. The elementary Summer School staffing roster is being finalized.
- All building school improvement teams have submitted their draft plans for the 2018-2019 school year.
- Registration is still open for the Critical Friends Group training sessions. The CFG New Coaches Institute is a 5-day, intensive, hands-on professional development experience. The institute will be geared toward teacher-leaders and other educators who are interested in facilitating a Critical Friends Group; it will also be useful for school leaders who want to hone their facilitative leadership skills and move their school toward becoming a stronger professional learning community. Any educator and administrator that is interested in deepening his or her practice and becoming a more reflective educator will benefit.

## **8.0 PUBLIC COMMENT**

No public comment

## **9.0 BOARD REPORTS/CORRESPONDENCE**

- 9.1 Board Executive Committee Report  
The next Executive meeting will be held on June 4, 2018, at 1:00 p.m.
- 9.2 Board Performance Committee Report  
The May 29, 2018, Performance Committee has been canceled. The next meeting will be held on June 25, 2018.
- 9.3 Board Planning Committee Report  
The Planning Committee met on May 14, 2018, and reviewed policy 2414 with minutes forthcoming.
- 9.4 Board Finance Committee Report  
The next Finance Committee meeting will be held June 4, 2018, at 4:30 p.m.
- 9.5 Reports and Correspondence
- Connie Newlon stated she also completed her Level one certification.
  - Congratulation to our track team for breaking records!

## **10.0 NEW BUSINESS**

- 10.1 Student Discipline  
10.1.1 Student #10  
The Board Discipline Committee met on April 11, 2018, to conduct a disciplinary hearing for Student #10 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by LaBombarbe and seconded by Rollins that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #10 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

- 10.1.2 Student #11  
The Board Discipline Committee met on April 18, 2018, to conduct a disciplinary hearing for Student #11 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #11 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

10.1.3 Student # 12

The Board Discipline Committee met on April 25, 2018, to conduct a disciplinary hearing for Student #12 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

Parent of Student #12 requested closed session on the outcome of the Discipline Committee's recommendation. Board of Education entered into closed session at 7:55 p.m. A roll call was necessary.

A roll call vote was taken.

Ayes: 7 Newlon, LaBombarbe, Czachorski,  
Williams, VanZomeren, Sparks, Rollins

Nays: 0

Motion carried 7-0 (return to Regular Meeting at 8:48 p.m.)

It was moved by LaBombarbe and seconded by Czachorski that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #12 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

10.2 WISD 2018-2019 Budget Resolution

Included in the Board packet was the 2018 Budget timeline, the General Education Original Budget Package, the Special Education Original Budget Package, the WISD Budget Resolution for Board adoption and the Power Point presentation that was presented at the Washtenaw Association of School Boards Board of Directors Budget Review Meeting on April 26.

June 1, 2018 is the deadline for local district response to the WISD General Fund budget. The local district Boards of Education must consider a resolution of support for or disapproval of the proposed general fund budget by June 1 of each year, and may indicate specific recommendations for changes by June 1, 2018. Board action was requested

It was moved by LaBombarbe and seconded by Czachorski that we adopt the WISD Budget Resolution indicating support for the proposed 2018-2019 budgets as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

10.3 Bishop Student Trip

Bishop is requesting approval for an overnight trip to Camp Storer in November 2018. This was presented for information only; Board action will be requested at a subsequent meeting.

10.4 Teamsters Memorandum of Understanding

A Memorandum of Understanding between the International Brotherhood of Teamsters #214 and the Board of Education addressing fieldtrips and/or extracurricular activity trips has been negotiated. This was presented for information only; Board action will be requested at a subsequent meeting.

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting April 9, 2018

11.1.2 Board Workshop April 23, 2018

Enclosed are the minutes of the April 9, 2018, Regular Meeting and April 23, 2018, Board Workshop.

It was moved by LaBombarbe and seconded by Newlon that we approve the minutes of the April 9, 2018, Regular Meeting and April 23, 2018, Board Workshop as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.2 2017-2018 Budget Amendment

The increase in budgeted revenue is related to changes in the taxable value due to the State of Michigan properly assessing the Wolverine Power, Inc. Once this happened, the District received more in property tax revenue, but then less in state aid.

The decrease in budgeted expenditures is related to the district not having to spend as much as expected in legal expenses, abated taxes, contractual agreements, and maintenance costs in transportation and O&M. The district did have to increase budgeted expenditures for curriculum due to text book purchases and also in special education for pediatric therapy.

The increase to revenue is \$33,275 and the decrease to expenditures is \$105,150  
Overall, the District is increasing its fund equity by \$138,425. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the 2017-2018 Budget Amendment as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.3 LAA Individual Contract Extensions

Below are recommendations for LAA contract extensions. Board action was requested.

Listed below are recommendations for LAA contract extensions through the June 30, 2019, school year.

Mary Aldridge, Elementary Principal  
Nicole Holden, High School Principal  
Robert Jansen, Elementary Principal  
David Northrop, Elementary Principal  
Jeffery Petzak, Middle School Assistant Principal  
Kerry Shelton, Model Principal  
Christopher Westfall, Athletic Director  
Regina Winborn, High School Assistant Principal  
Carrie Wollam, High School Assistant Principal  
Tim Green, Middle School Principal

It was moved by LaBombarbe and seconded by Newlon that we extend the individual contracts for LAA administrators through June 30, 2019 as recommended by the Superintendent.

Ayes: 5  
Nays: 2  
Motion carried 5-2

11.4 Non-Affiliate Individual Contract Extensions

Below are recommendations for Non-Affiliate contract extensions. Board action was requested.

Listed below are recommendations for Non-Affiliate contract extensions through the June 30, 2019, school year.

Robert Williams	Supervisor, Student Services
Vicki Coury	Supervisor, Communication & Information Services
Sherry Gerlofs	Administrative Assistant, Human Resources
Julia Butler	Human Resources Director
Candy Ebeler	Transportation Director
Kaitlin Moffett	Coordinator for Athletics & Sports Development



Diane Russell	Administrative Assistant, Business Office
Ty Smith	Administrative Assistant to the Superintendent
Phil Bongiorno	Facilities Director
Jeannie Baber	Dispatcher

It was moved by LaBombarbe and seconded by Newlon that we extend the Non-Affiliate contracts to June 30, 2019 as recommended by the Superintendent.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.5 WISD Professional Development Contract  
The WISD Professional Development Contract for the 2018-2019 school year was included in the Board packet. The contract with the WISD is for 31 days or less of professional development and will not exceed this year's cost of \$20,677.00. Travel cost will be paid by the WISD. Board action was requested

It was moved by LaBombarbe and seconded by Czachorski that we approve the WISD Professional Development contract at the cost of \$20,677.00 as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.6 Title I Technology Purchase  
LCS BOE approval of Title I funding (\$110,025.00 to cover the purchase of additional technology equipment that will be used to support Title I students during regular instruction, before/after school tutoring, and focused interventions in the core content areas. The funds will be used to purchase at least 125 laptops, 4 securable laptop carts, 130 headphones, and 140 mice. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the Title I Technology Purchase as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.7 Tenure and Continuing Probation Recommendations  
Included in the Board packet are the 2018-2019 probationary and tenure teacher recommendations from administration. Board action was requested.

It was moved by LaBombarbe and Newlon that we approve the Tenure and Continuing Probation Recommendations as presented by Administration.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.8 Resolution Calling Special Bond Election  
The resolution was prepared by Thrun Law Firm and the resolution includes official ballot language. The Department of Treasury, School Loan Revolving Fund, approving preliminary qualification has been received.

It was moved by LaBombarbe and seconded by VanZomeren that we approve the Resolution Calling Special Bond Election as presented by legal counsel.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.9 Board of Education Policy 4140 Revision  
A change in wording to Policy 4140 in the first paragraph from "may" to "shall". Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the Board of Education Policy 4140 Revision as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.10 Middle School Band & Choir Trip  
This proposal is a reward trip for the 7<sup>th</sup> and 8<sup>th</sup> grade band and 8<sup>th</sup> grade choir that participated in Festival and the Memorial Day parade to attend Cedar Point in Sandusky, Ohio. Board action was requested.

It was moved by Newlon and seconded by VanZomeren that we approve the Middle School Band & Choir Trip as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.11 WISD Registered Nurse Contract  
An agreement between the WISD and Lincoln Consolidated Schools for the district nurse contract for the 2017-2018 school year is due to expire June 30, 2018. The draft contract for 2018-2019 is included in your packet for the amount of \$9,729.00. Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve the WISD Registered Nurse Contract for the 2018-2019 school year as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.12 April 2018 Trust & Agency Report  
Included in the Board packet was the April 2018, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by VanZomeren that we approve the April 2018, Trust & Agency Report as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.13 April 2018 Check Register  
Included in the Board packet was the April 1-30, 2018, check register in the amount of \$1,468,280.27. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the April 1-30, 2018, check register in the amount of \$1,468,280.27 as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.14 March & April Finance Report  
Included in the Board packet was the March and April 2018, Financial Reports. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Rollins that we approve the March & April 2018, Financial Reports as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 11.15 Personnel Transactions Summary 58

<b><u>ACTION ITEMS</u></b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Angelina Brown	Paraprofessional/HS	5/14/2018	New Hire	N/A
Cristin Cline	Teacher/Bishop	6/30/2018	Retirement	N/A
Jacqueline Cruse	Bus Aide/Transportation	5/15/2018	Resignation	N/A
Barbara Espinoza	Social Worker/Childs	5/16/2018	New Hire	BA+60w/Master's/Step 6
Lisa Genoa	ECSE Teacher/Model	5/8/2018	New Hire	MA/Step 6
Shawn Harmon	Teacher/Brick	4/30/2018	New Hire	MA/Step 5
Marcela Shine	Paraprofessional/Childs	4/26/2018	Resignation	N/A
Taylor Williams	Paraprofessional/HS	4/27/2018	New Hire	N/A
<b>Name</b>	<b>Position/Building</b>	<b>Status</b>	<b>Leave End Date</b>	<b>Approved/Not Approved</b>
Lisa Brown	Teacher/Brick	Leave	6/14/2018	Approved
Lloyd Ingram	Bus Driver/Transportation	Leave	5/30/2018	Approved
Jennifer Kegley	Bus Driver/Transportation	Leave	6/14/2018	Approved
Vonda Roll	Secretary/Childs/Transportation	Leave	6/21/2018	Approved

It was moved by LaBombarbe and seconded by Newlon that we approve the May 14, 2018, Personnel Transactions Summary as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

**12.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Czachorski that we adjourn the meeting at 8:57 p.m.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

## MEMORANDUM OF UNDERSTANDING (MOU)

The Lincoln Board of Education and the International Brotherhood of Teamsters, Local 214, being signatories to a Collective Bargaining Agreement;

In recognition for the need to transport students for field trips and/or extracurricular activities, the following is agreed upon and amends Article 30, Section A of the Brotherhood of Teamsters, Local 214 Collective Bargaining Agreement:

### FIELD TRIPS AND/OR EXTRA CURRICULAR ACTIVITIES TRIPS

A. **Field trips and/or extracurricular activities with less than 22 students may be assigned to other forms of transportation which may include district owned vehicles.** There shall be three (3) lists used to assign field trips:

1. A regular field trip list.
2. A bonus field trip list to be used to fill trips that become available after the regular trips have been posted but need to be assigned prior to Friday and to cover driver-requested cancelations (DRC) of an assigned field trip.
3. All lists shall be in seniority order and rotate through the list until all employees have been offered the opportunity to take a field trip. Field trips will continue to be offered per the rotating lists until June 30; the new list shall restart July 1.

A new employee entering the bargaining unit shall be placed on the lists at the point where their seniority allows them.

There shall be allowed a minimum of two (2) interfering field trips that can be assigned each day **excluding events with 22 or less students**. An interfering trip is defined as a field trip that requires a substitute to cover a portion of the selecting drivers' regular assignments. If there are no other field trips scheduled earlier that day, then a field trip that begins at 4:00 p.m. shall be defined as an interfering run.

The system shall be as follows to fill a normally received field trip:

1. All trips shall be placed on the board on Friday;
2. Employees shall sign up for the trips that they are interested in filling from Monday through Friday after trips are posted;
3. The trips shall be assigned from the regular field trip list starting with the first name following the last person assigned a trip from the previous week as follows:

May 10, 2018

- a. The earliest calendar trip (date and time) shall be assigned by comparing the regular field trip list to the names of the employees who signed for that trip.
- b. If the employee whose turn it is for a trip assignment has signed that trip, then they shall be designated for that trip and the process shall move to the next person and the next calendar field trip and the system repeated.
- c. If the employee has not signed for that trip, then each of the next calendar trips (in date and time order) shall be viewed using paragraphs a. and b. above until that employee is assigned a trip or skipped.
- d. Repeat the system until all field trips are assigned.

\_\_\_\_\_  
INTERNATIONAL BROTHERHOOD OF TEAMSTERS,  
LOCAL 214 UNION STEWARD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD OF EDUCATION REPRESENTATIVE

\_\_\_\_\_  
DATE

**LINCOLN CONSOLIDATED SCHOOLS  
PERSONNEL TRANSACTIONS SUMMARY  
June 11, 2018**

**ACTION ITEMS**

<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Angelina Brown	Paraprofessional/HS	5/18/2018	Resignation	N/A
Katherine Genthner	Teacher/HS	6/30/2018	Resignation	N/A
Sherry Gerlofs	Administrative Assistant/Human Resources	6/30/2018	Retirement	N/A
Deborah Hartsoe	Bus Driver/Transportation	6/15/2018	Retirement	N/A
Patricia Luckscheiter	Teacher/Childs	6/30/2018	Retirement	N/A
Christine Massey	Bus Aide/Transportation	6/14/2018	Retirement	N/A
Elizabeth McClure	Teacher/Bishop	6/30/2018	Retirement	N/A
Diane Overbay Vance	Noon Supervisor	6/1/2018	Resignation	N/A
Diane Russell	Administrative Assistant/Business Office	6/30/2018	Retirement	N/A
Gunther VanHorsen	Teacher/LHS	8/17/2018	Retirement	N/A
Lamanzer Williams-Smith	Bus Driver/Transportation	5/16/2018	Resignation	N/A

<b>Name</b>	<b>Position/Building</b>	<b>Status</b>	<b>Leave End Date</b>	<b>Approved/Not Approved</b>
Jennifer Harless	Paraprofessional/Brick	Leave	6/18/2018	Approved
Lloyd Ingram	Bus Driver/Transportation	Leave	7/10/2018	Approved
Ada Ochoa	Paraprofessional/HS	Leave	6/14/2018	Approved
Olympia Panagoulas	Bus Driver/Transportation	Leave	6/14/2018	Approved