



**Organizational
Meeting**

January 11, 2021

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS
7425 Willis Road
Ypsilanti, Michigan 48197
(734) 484-7001**

**AFFIDAVIT OF SERVICE OF NOTIFICATION
OF ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW)^{ss}

The undersigned employee of the Board of Education, being first duly sworn, deposes and says that she did serve a notice of a special meeting of the Board of Education of Lincoln Consolidated Schools, Ypsilanti, Michigan, to be held on the 11th day of January, 2021 on Trustees Czachorski, LaBombarbe, Newlon, Rollins, Sparks, VanZomeren and Williams by posting the notices to the secure website and emailing to Board members on the 4th day of January, 2021, at 1:00 p.m., a true copy of which is attached hereto.

Subscribed and sworn to before me this
4th day of January 2021

Tylene Greenleaf Smith, Notary Public, State of Michigan
County of Lenawee
My commission expires February 9, 2025
Acting in the County of Washtenaw

**LINCOLN CONSOLIDATED SCHOOLS
7425 Willis Road
Ypsilanti, Michigan 48197
(734) 484-7001**

**AFFIDAVIT OF POSTING PUBLIC NOTICE OF
ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW)^{ss}

The undersigned, being first duly sworn, deposes and says that she did post a public notice of a special meeting of the Board of Education of Lincoln Consolidated Schools, Ypsilanti, Michigan, to be held on:

- Date of Meeting: Monday, January 11, 2021
- Hour of Meeting: 6:00 p.m.
- Location of Meeting: Virtual Meeting-Zoom
- Place of Posting Notice: Principal Office of the Board of Education

at least eighteen (18) hours prior to the special meeting, a true copy of which notice is hereto attached.

Subscribed and sworn to before me this
4th day of January 2021

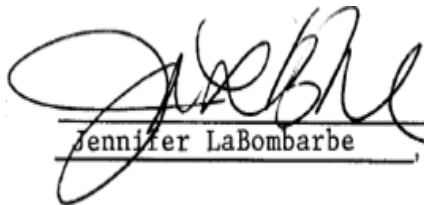
Tylene Greenleaf Smith, Notary Public, State of Michigan
County of Lenawee
My commission expires February 9, 2025
Acting in the County of Washtenaw

LINCOLN CONSOLIDATED SCHOOLS
7425 Willis Road
Ypsilanti, Michigan 48197
(734) 484-7001

CALL FOR SCHOOL BOARD MEETING

To Trustees Czachorski, LaBombarbe, Newlon, Rollins, Sparks, VanZomeren and Williams, Members of the Board of Education of the Lincoln Consolidated Schools, Ypsilanti, Michigan:

Please take notice that a special meeting of the Board of Education of the Lincoln Consolidated Schools will be held virtually via Zoom in the district, on the 11th day of January 2021, at 6 o'clock in the p.m.



Jennifer LaBombarbe, Secretary

NOTICE OF ORGANIZATIONAL BOARD MEETING

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

Date of Meeting: Monday, January 11, 2021

Place of Meeting: Virtual Meeting-Zoom
[Link to meeting can be found at Lincolnk12.org](https://lincolnk12.org)

Hour of Meeting: 6:00 p.m.

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

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



Jennifer LaBombarbe, Secretary

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

**SCHOOL BOARD MEMBER
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

Within 5 business days after the certification of a school board election, the school district's "election coordinator" is required to issue a "Certificate of Election" to each elected candidate. Within 10 business days after the issuance of the certificate, the newly elected candidate is required to file an "Acceptance of Office" with the secretary of the school board. The secretary of the school board is required to forward a copy of the "Acceptance of Office" to the school district's election coordinator. (MCL 168.308 and 309) Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. (MCL 168.310(1)) The oath is filed with the secretary of the school board.

ACCEPTANCE OF OFFICE

I do hereby accept the office of Member of the Board of Education of _____, Michigan.

Dated _____, 20____. _____
Signature

CONSTITUTIONAL OATH OF OFFICE

STATE OF MICHIGAN)
) SS
County of _____)

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Education of _____, Michigan according to the best of my ability.

Signature

Name Printed or Typed

Sworn to and subscribed before me this _____ day of _____, 20____

Signature *

Title *

Name Printed or Typed *

Subscribed and sworn to by _____ Name of Notary _____
before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____
My commission expires _____
Acting in the County of _____

Signature of notary public

* This information is requested if the Oath of Office is taken before someone other than a notary public. *The oath of office for a local school board member must be administered only by a justice, judge, clerk of a court, or a notary public. A board member or the superintendent may not administer the oath of office (unless that person is otherwise authorized under MCL 600.1440(1)). An ISD board member, however, may administer the oath for another ISD board member.*

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

AGENDA

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

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: January 4, 2021

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

AGENDA/EXPLANATORY NOTES

1.0 CALL TO ORDER

2.0 SWEARING IN NEWLY ELECTED BOARD MEMBERS

3.0 ROLL CALL

4.0 ESTABLISHMENT OF QUORUM

5.0 PLEDGE TO FLAG

6.0 ACCEPTANCE OF AGENDA

7.0 PUBLIC COMMENT

8.0 ORGANIZATIONAL ITEMS

8.1 Statement of Organization

RECOMMENDED MOTION: I move that we declare the official name of the school district to be Lincoln Consolidated Schools, Washtenaw County and the district operates as a general powers school district. I move further that we approve the Bylaws as contained in Section 0000 of the Board Policy Manual and seven Board members, each serving six-year terms, are the governing body of the district.

8.2 Election of Officers

Verbal nominations for candidates for each of the four offices, as well as the WASB Representative and LRN Representative, will be solicited one at a time in the following order:

If more than one person is nominated and supported for a single office, a roll call vote should be used to identify the majority candidate for that position. If only one Board member is nominated for an office, the president shall seek a motion to elect that member by acclamation. The election of officers shall proceed in sequence until all officers are elected.

(1) President

RECOMMENDED MOTION: I nominate _____ for the office of President of the Board of Education.

(2) Vice President

RECOMMENDED MOTION: I nominate _____ for the office of Vice President of the Board of Education.

(3) Secretary
RECOMMENDED MOTION: I nominate _____ for the office of Secretary of the Board of Education.

(4) Treasurer
RECOMMENDED MOTION: I nominate _____ for the office of Treasurer of the Board of Education.

(5) Washtenaw Association of School Boards (WASB) Board Representative
(WASB Board of Directors meets once or twice a year. The annual meeting takes place in March.)
RECOMMENDED MOTION: I nominate _____ to serve as the Lincoln representative for the Washtenaw Association of School Boards (WASB).

(6) Legislative Relations Network Representative (LRN)
(The Legislative Relations Network typically meets before each legislative coffee to assist in planning the agenda.)
RECOMMENDED MOTION: I nominate _____ to serve as the Lincoln representative for the Legislative Relations Network (LRN).

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

SEE ATTACHED SHEET

RECOMMENDED MOTION: I move that we adopt the resolution designating the dates, times, and location of Board of Education meetings for the 2021 calendar year as presented.

8.4 Establishment of Legally Required Committees
It will be necessary to officially establish standing Board committees, to include Board Executive Committee, Board Planning Committee, Board Performance Committee, and Board Finance Committee.

FILL IN ATTACHED SHEET

RECOMMENDED MOTION: I move that we establish standing Board committees to include the Board Executive Committee, Board Planning Committee, Board Performance Committee, and Board Finance Committee.

8.5 Designation of School Legal Counsel
The Superintendent recommends we designate Beier Howlett and Thrun Law Firm to serve as the district's legal counsel.

RECOMMENDED MOTION: I move that we designate Beier Howlett and Thrun Law Firm to serve as the district's legal counsel as recommended.

8.6 Designation of District Auditors
The Superintendent recommends that the accounting firm Lewis & Knopf be appointed to perform the annual audit.

RECOMMENDED MOTION: I move that we appoint the accounting firm Lewis & Knopf to perform the annual audit as recommended.

8.7 Designation of Depositories
RECOMMENDED MOTION: I move that the below indicated agencies are designated as the depositories for the funds and (accounts) as indicated:

MICHIGAN LIQUID ASSET FUND

General Operating Fund (Checking/Savings)
General Operating Fund (Payroll Checking)
General Operating Fund-Flex Spending/Employee Healthcare (Checking)
Community Services Fund (Savings)
Debt Retirement Funds (Savings)
School Service Fund-Athletics (Checking/Savings)
School Service Fund-Food Service (Savings)
Capital Projects Funds (Savings)
Trust/Agency Fund (Checking)
General Operating Fund Investments
Debt Retirement Funds Investments
Capital Projects Fund Investments
Trust/Agency Fund Investments

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

FILL IN ATTACHED SHEET

RECOMMENDED MOTION: I move that we adopt the resolution designating signatories as presented.

- 8.9 Appointment of School Administrator to Administer School Elections
The Secretary of State for the State of Michigan requires that the Board Secretary appoint a member of the school district's administrative staff to administer school elections. Official notice of the appointment must be given to the person appointed and kept with that person's files. All school staff the deputized election administrator appoints to assist in school elections must receive a certificate of appointment and take the constitutional oath of office to be kept on file with the appointing authority. It is the recommendation that we appoint Robert Jansen as the administrator of our school elections.

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

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

- 8.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary
It will be necessary to appoint the Administrative Assistant to the Superintendent to assume specified responsibilities of the Board Secretary, i.e., posting meeting notices, etc.

RECOMMENDED MOTION: I move that we appoint the Administrative Assistant to the Superintendent to assume specified responsibilities of the Board Secretary as recommended.

- 8.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings
It is the recommendation of the Superintendent that we utilize the same fee structure that is followed for processing FOIA requests for individuals requesting notice of Board meetings.

RECOMMENDED MOTION: I move that we utilize the FOIA fee structure to charge individuals requesting notice of Board meetings as recommended.

- 8.12 Designation of Electronic Transfer Officer (ETO)
It is the recommendation of the Superintendent that we designate the Director of Finance to serve as the District Electronic Transfer Officer (ETO).

RECOMMENDED MOTION: I move that we designate the Director of Finance to serve as the District Electronic Transfer Officer (ETO) as recommended.

9.0 ADJOURNMENT

RESOLUTION

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

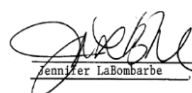
2021 BOARD OF EDUCATION MEETINGS

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

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

*Board Workshop

January 11, 2021

Signed: 
Jennifer LaBombarbe, Secretary

Upon request to the Superintendent the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting

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

**AFFIDAVIT OF POSTING PUBLIC NOTICE
OF MEETINGS OF THE BOARD OF EDUCATION**

STATE OF MICHIGAN)
) ss
COUNTY OF WASHTENAW)

The undersigned, being duly sworn, deposes and says that she did post a public notice of scheduled meetings of the Board of Education of the LINCOLN CONSOLIDATED SCHOOLS, 7425 Willis Road, Ypsilanti, Michigan, to be held as per the attached schedule.

Hour of Meeting: 6:00 p.m. unless otherwise noted

Place of Public Notice: Principal Office of the Board of Education
7425 Willis Road
Ypsilanti, Michigan
(734) 484-7001

Date of Posting: January 11, 2021

Subscribed and sworn to before me this
11th day of January, A.D., 2021

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

2020

Performance Committee

Jennifer Czachorski, Chair

Laura VanZomeren

Connie Newlon

Planning Committee

Jennifer LaBombarbe, Chair

Allie Sparks

Thomas Rollins

Executive Committee

Yoline Williams, Chair

Jennifer Czachorski

Jennifer LaBombarbe

Finance Committee

Thomas Rollins, Chair

Jennifer Czachorski

Jennifer LaBombarbe

School Improvement Committees

Bishop Allie Sparks

Childs Jennifer Czachorski

Model Connie Newlon

Brick-Laura VanZomeren

Middle School-Thomas Rollins

High School-Jennifer LaBombarbe

District-Yoline Williams

Student Reinstatement Committee Reps

Jennifer LaBombarbe

Allie Sparks

Thomas Rollins

2021

Performance Committee

_____, Chair

Planning Committee

_____, Chair

Executive Committee

_____, Chair

Finance Committee

_____, Chair

School Improvement Committees

Bishop _____

Childs _____

Model _____

Brick _____

Middle School _____

High School _____

District- _____

Student Reinstatement Committee Reps

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

**RESOLUTION
OF
DESIGNATION OF SIGNATORIES**

Motion by _____ and supported by _____ that the following person(s) are authorized to expend funds, as designated, for the respective school district funds:

A. General Fund: (Checking)

President, _____

Secretary, _____

Treasurer, _____

B. General Fund (Savings), Investments, Debt Retirement Accounts, Payroll Account, Trust and Agency Accounts, Food Service Account, and Capital Projects Accounts, Employee Health Care Account, Community Education Account, Flexible Benefit Account

Superintendent, Robert Jansen

or

Director of Finance, Adam Snapp

or

Accounting Supervisor/Accounts Payable Clerk, Hannah Lovejoy and Betsey Zielinski

It is further moved that the following person(s) are authorized to sign contracts, agreements, and purchase orders on behalf of the District:

Director of Finance, Adam Snapp

or

Superintendent, Robert Jansen

Ayes: Members-

Nays: Members-

Absent: Members-

Motion Carried 0-0

Dated: January 11, 2021

Signed: _____

**Jennifer LaBombarbe, Secretary, Board of Education
Lincoln Consolidated Schools**

CONSTITUTIONAL OATH OF OFFICE
ELECTIONS ADMINISTRATOR

I, Robert Jansen, do solemnly swear that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the election duties of the Lincoln Consolidated Schools Board of Education in all school district elections to the best of my ability.

Robert Jansen
Superintendent

Taken, subscribed and sworn to before me
this 11th day of January, 2021

Secretary, Board of Education