

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**December 13, 2021**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Allie Sparks, Trustee  
Matthew Bentley, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Karensa Smith, Assistant Superintendent of Curriculum and Instruction  
Adam Blaylock, Human Resources Director  
Adam Snapp, Finance Director

**OTHERS PRESENT**

Edgar Brown and Jim Harless

**1.0 CALL TO ORDER**

President Williams called the meeting to order at 6:00 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exception of Moore.

**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 Sparks that we accept the agenda as presented.

Ayes:6

Nays: 0

Motion carried 6-0

**6.0 PRESENTATIONS**

- 6.1 Employee of the Month  
Luke Moore, High School Counselor

It is with great pleasure that I nominate Luke Moore for Employee of the Month. Since Mr. Moore's addition to the high school, he has always been willing to step in and make the high school a great place to learn and grow into adulthood for our students. He has not only taken on the day to day building responsibilities of monitoring student attendance and mental health well being, he has also become a constant force in helping our students have memory making high school experiences, which includes a prom with a firework display in the middle of a global pandemic.

This year Mr. Moore has also become my right hand in the virtual academy. His attention to detail, willingness to work until the job is done are just a few of the things that he does in order to assist the management of the virtual academy. I honestly would not be able to do the many things that need to be done without Mr. Moore. We are truly lucky to have him on our staff and he deserves all the praise and accolades that comes with being recognized as a Lincoln Employee of the month.

## 6.2 Aramark Food Service Presentation Presented by Karen Thomas

- March 13<sup>th</sup>, 2020 – Announcement that Lincoln Consolidated Schools would be closing for 3 weeks due to the new COVID-19 virus
- Our department quickly put together a plan to serve curbside pick up meals that Monday March 16<sup>th</sup>, 2020
- That first day, we distributed 1,225 meals
- MDE/USDA allowed school districts to utilize the Unanticipated School Closure – Summer Food Service Program to provide meals
- USDA also granted waivers to allow all meals at no charge, and allowing parents to pick up meals
- During the timeframe of March 16<sup>th</sup> – June 30<sup>th</sup>, 2020, the Food Service Department distributed 73,683 meals to Lincoln families
- We also partnered with Food Gatherers to provide non-perishable foods and produce boxes to families through the Coronavirus Farm Assistance Program through USDA.
- USDA also approved the Pandemic Electronic Benefit Transfer program to provide Food Assistance to all families that qualify for free or reduced priced meals.
- During May, USDA expanded requirements to participate in the Traditional Summer Food Service Program. We applied and were approved for the first time
- We were able to continue providing pick up meals throughout the summer months
- Total meals distributed during July and August were 4,978

### School Year 2020/2021

- Just prior to the start of the 20/21 SY, we applied to add Bishop to the Community Eligibility Program to provide meals for free to all students
- Starting the first day of school, August 31st, we began distributing meals under the National School Breakfast and Lunch Program. That same day, USDA announced that school districts could utilize the Extended Summer Food Service Program to provide meals at no charge.
- Immediately, we switched gears and applied for the Extended Summer Food Service Program
- USDA announced on September 30th that the current waiver to feed all students at no charge under the Extended Summer Food Service Program will be extended until June 30, 2021. This means all Lincoln students will receive meals at no charge for the entire 20/21 SY!
- During the 20/21 SY, our department served a total of 120,722 meals. 32,943 of these were pick up meals for virtual students.
- Currently we are providing near 3000 meals per day. This is the highest participation since the 2008/2009 SY, when enrollment in the district had 1000 more students.

### Current Challenges

- Disruptions in food service supply chains
  - Tyson Chicken and Beef
  - USDA did not purchase chicken this school year for the School Commodity program due to price and supply
  - Schwan's pizza items
  - Kellogg's cereal
  - Paper products
  - School demand is exceeding supply at all school-food suppliers
  - Some distributors even canceled all school customers or will not take on any new school customers
- Staffing
  - During the Pandemic when schools were closed, half of our staff left for other jobs
  - We are currently running on half of our usual number of staff members
  - We have been actively recruiting and offering sign on bonuses
    - Facebook
    - Indeed

- ZipRecruiter
- Glassdoor
- Monster
- Belleville Independent
- Flyers

## **7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

### **7.1 Superintendent's Report**

- Thanked Board of Education and staff for dedication and service.
- Thanked Phil Bongiorno and Ty Smith for the logo and mission statement on the wall behind the Board of Education in the Boardroom.
- Mr. Fry a cherished bus driver passed away. We send our condolences to his family.
- Happy Birthday Trustee Rollins!
- Thanked the Washtenaw County Sherriff's Department and Deputy Guynes for supporting the District and leading us through district treats and ALICE training.

### **7.2 Human Resources Report**

- Staffing remains a challenge, but hopefully one that will get a little easier. We have three offers out this week that will hopefully alleviate some of the staffing pressure, particularly at LHS.
- We're continuing to prepare for OSHA compliance, although the OSHA emergency temporary standard is currently paused.
- Open Enrollment concluded on November 30th. We have a smaller number of staff who modified benefits this year compared to prior years.

### **7.3 Finance Report**

- 7.3.1 November 2021 Food Service Report  
Board report included in Board packet.
- 7.3.2 November 2021 Enrollment Report  
Board report included in Board packet.

## **8.0 BOARD REPORTS/CORRESPONDENCE**

### **8.1 Board Executive Committee Report**

The Board Executive Committee met on December 6, 2021; minutes will be forthcoming. The next meeting date will be determined after the Organization Meeting.

### **8.2 Board Performance Committee Report**

The Board Performance Committee has tentatively set their next meeting date for January 24, 2022.

### **8.3 Board Planning Committee Report**

The Planning Committee met on December 13, 2021 and will be next after the Board calendar is set for 2022.

### **8.4 Board Finance Committee Report**

The Board Finance Committee will meet next after the Organizational Meeting.

### **8.5 Reports and Correspondence**

- The "Why You Matter" campaign is in process at the Middle School.
- Yoline Williams, Board President, announced she will be stepping down from her duties as President after the Organizational Meeting in January.

## **9.0 PUBLIC COMMENT**

### **9.1 Response to Prior Public Comment**

- Patricia Barthwell, employee, addressed the Board of Education about topics at the middle school including classification of Dean of Students and personnel issues. Mr. Jansen met with Ms. Barthwell.

9.2 Public Comment  
Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

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Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

No Public Comment

**10.0 NEW BUSINESS**

10.1 Student Discipline

10.1.1 Student #1

The Board Discipline Committee met on November 23, 2021, to conduct a disciplinary hearing for Student #1 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 #1 as presented.

Ayes:6

Nays: 0

Motion carried 6-0

10.2 Organizational Meeting Date

A motion is requested Monday evening to schedule the Organizational Meeting for Monday, January 10, 2022, at 6:00 pm.

It was moved by LaBombarbe and seconded by Sparks that we schedule the Board Organizational Meeting for Monday, January 10, 2022, at 6:00 pm.

Ayes:6

Nays: 0

Motion carried 6-0

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting November 22, 2021

11.1.2 Closed Session November 22, 2021

Enclosed are the minutes of the November 22, 2021, Regular Meeting and Closed Session as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the minutes of the November 22, 2021, Regular Meeting and Closed Session as presented.

Ayes:6

Nays: 0

Motion carried 6-0

#### 11.2 2021-2022 Budget Amendment

##### **Revenue - Explanation of Changes**

- **Property tax revenue** - increase due to taxable value increase within the District borders. Calculation completed using these values and the Districts operating millage rates.
- **State sources** - increase in state revenue is driven mainly from the foundation allowance increase of \$589 versus the \$250 that was originally projected. The district also saw a slight increase in students versus the 25 student decrease that was budgeted for. Other changes in state aid was an increase in special education and at-risk funding, and the UAAL rate stabilization. There was also a decrease in the MPSERS offset.
- **Federal sources** - the increase to federal revenue is to account for carryover Title grants and also the final use of the 20/21 Title grants that were spent from 7/1/2021 - 9/30/2021. The District is still using roughly \$4.7 million of ESSER II & ESSER III money. After this year, the District expects to have almost \$4.2 million of ESSER III funding remaining.
- **Interdistrict revenue** - the main change to interdistrict revenue is the expected increase of reimbursement related to the E-rate project (network upgrade), which also comes with an increase in related expenditures. Interdistrict revenue also increased due to the change in the GSRP contract.

##### **Expenditures - Explanation of Changes**

- One of the main drivers to the increase in expenditures are payroll related costs. The District had settled contracts with 3 groups (LEA, LAA, LEO) after the original budget was approved by the Board in June. There were also changes to the N/A contract. These costs resulted in significant increases above the original budget.
- The MPSERS UAAL rate stabilization increased by nearly \$550,000 from the original budget. These costs are offset by the additional revenue from the State.
- The purchase of additional interactive smart boards, chrome books, desktops, monitors, and additional E-rate costs significantly increased the expected technology costs for the year.
- The original budget did not account for the custodial sanitization to continue for the 21/22 fiscal year. Additional funds have been budgeted for these costs, along with additional HVAC, general maintenance, Brick and Middle School projects, and some utility increases.

##### **Other Notes**

- There is approximately \$800,000 of unfilled positions included in this budget amendment.
- The ESSER II & III funding is one-time funding. The amount used in the current year makes up 9% of the District budgeted revenue.
- This amendment leaves fund balance at \$4,990,566 or 8.9%. While the net change in fund balance does not reflect a 3.5% decrease, the District has increased its budgeted expenditures by \$8.5 million over the 20/21 fiscal year, causing the sharp decline in fund balance % of expenditures.

It was moved by LaBombarbe and seconded by Sparks that we approve the 2021-2022 Budget Amendment as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.3 Superintendents Evaluation

The Board of Education evaluated the Superintendent on November 22, 2021, using the Michigan Association of School Board’s Evaluation Tool. The outcome of the evaluation resulted in an “Highly Effective” rating for the Superintendent. Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we accept the Superintendent’s rating as “Highly Effective” for the 2021-2022 school year as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.4 November 2021 Finance Report

Enclosed are the November 2021, Financial Reports. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the November 2021, Finance Report as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.5 November 2021 Check Register

Enclosed is the November 1-30, 2021, check register in the amount of \$1,870,638.65. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the November 1-30, 2021, check register in the amount of \$1,870,638.65 as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.6 November 2021 Trust & Agency Report

Enclosed is the November 2021, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the November 2021, Trust & Agency Report as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.7 Personnel Transactions

<b><u>ACTION ITEMS</u></b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Tiffany Tomlin	Bus Aide/Transportation	12/1/2021	New Hire	
William McCombie	Bus Driver/Transportation	11/30/2021	Resignation	
Jack Tabor	LAB Receptionist	12/1/2021	New Hire	
Latin Davis Jr.	LAB Receptionist	12/6/2021	New Hire	

It was moved by LaBombarbe and seconded by Sparks that we approve the December 13, 2021, Personnel Transactions Summary as presented.

Ayes:6

Nays: 0

Motion carried 6-0

**12.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Sparks that we adjourn the meeting at 6:46 p.m.

Ayes: 6

Nays: 0

Motion carried 6-0