

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
June 27, 2022
6:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Jennifer Czachorski, President
Allie Sparks, Secretary
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Jason Moore, Trustee

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

Edgar Brown, Jim Harless, Robert Merritt, Lauris Price and Richard Knowles

1.0 CALL TO ORDER

President Czachorski called the meeting to order at 6:04 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Williams and LaBombarbe.

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 Bentley and seconded by Sparks that we accept the agenda as presented.

Ayes:5

Nays: 0

Motion carried 5-0

6.0 PRESENTATIONS

6.1 Public Hearing 2022-2023 Budget Presentation

Presented by Adam Snapp

- Student count is flat, std FTE 3515 (what we get paid for by state) (different than head count from central office).
- In structural deficit without ESSER funds. We are currently “right-sizing” (not filling positions for retirements).
- Fund balance – expect to end year at 11%. 2022/23 ending at 11.13%.
- Food service – expect to end year at 800K. 2022/23 ending at 500K
- Community services – LAB is increasing revenues, expect to end year at \$640K, 2022/23 ending at \$389K
- Student activity accounts - \$345K in, \$345K out, fund balance not changed \$480K

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- Winding down end of school year, in midst of getting ready for next school year.
- Summer school started today, thanks for Mrs. Smith
- Thanks for Mr. Blaylock for contract negotiations.
- Finishing Portrait of Graduate. Planning presentation to staff and BOE.
- Analyzing traffic flow for all buildings – discussing with admins, looking for safest means of in/out of district/campus.
- Mrs. Smith and Mr. Malmquist presented to Beyond Equity team.
- Excited for professional growth series that will take place in fall.
- Reading in Park in August. Date will be shared.
- Mobile library is out and about. Looking for volunteers for home visits to new homes in the area. Dates will be shared.
- Looking for different marketing strategies.

7.2 Finance Report

- State aid note will be approved tonight. Down significantly from what we've had in the past, which is good, interest rates are going way up. Only borrowing 3mil instead of 7mil, saving 100K in interest.
- Have 2 units done with negotiations.
- Aug 19 audit starts.
- Will be doing audit prep for next month or so.
- Putting things together for Red Rover (timekeeping/attendance software). Intent is to pilot it over the summer, get kinks worked out so ready for fall.

7.2.1 May 2022 Food Service Report
Report included in Board packet

7.2.2 May 2022 Enrollment Report
Report included in Board packet

7.3 Human Resources Report

- Bargaining – 2 contracts approved (pending board decision tonight) prior to the previous contract being expired. Thanks to all stakeholders for making this happen.
- “Deep in throws of staffing”. Brick staff very proactive in filling vacancies. Congrats to Brick staff. Celebration to Mrs. Smith who presented to State Board of Education 2 weeks ago.

8.0 BOARD REPORTS/CORRESPONDENCE

8.1 Board Executive Committee Report

Met June 21, minutes forthcoming. Next meeting July 18 in Pittman Room at 5:30.

8.2 Board Performance Committee Report

The Board Performance Committee met on, June 27, 2022. Next meeting will be Sept 26 in Pittman Room at 5:00.

8.3 Board Planning Committee Report

Next Planning Committee meeting Monday August 8, 2022, at 4:30 in Pittman Room.

8.4 Board Finance Committee Report

The Finance Committee met on June 20, 2022, minutes forthcoming. Next meeting will be Aug 1, 2022, at 4:30 in Pittman Room.

8.5 Reports and Correspondence

No reports

9.0 PUBLIC COMMENT

9.1 Response to Prior Public Comment

- Melissa Palmquist, resident, voiced her concerns regarding the Middle School, parent drop off, Special Ed, facility concerns and scheduling. Mr. Jansen spoke to Ms. Palmquist via email
- Jack Tabor, student, concerned about Jazz Band being removed from the student scheduling offers. Mr. Jansen reached out to Jack by email
- Lilly Tabor, student, asked that Jazz Band continue. Mr. Jansen reached out to Lilly by email.

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.

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 Lincoln Education Association (LEA) 2022-2024 Agreement

The LEA has ratified the tentative agreement between administration and the LEA.

It was moved by Bentley and seconded by Rollins that we accept the 30 month contract with the Lincoln Education Association (LEA) from July 1, 2022-December 31, 2024 as presented by the Superintendent.

Ayes:5
Nays: 0
Motion carried 5-0

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

- 11.1.1 Regular Meeting June 13, 2022
- 11.1.2 Closed Session June 13, 2022

Enclosed are the minutes of June 13, 2022, Regular Meeting and Closed Session.

It was moved by Bentley and seconded by Moore that we approve the minutes of the June 13, 2022, Regular Meeting and Closed Session as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.2 Michigan High School Athletics Association (MHSAA) Resolution

Enclosed is the 2022-2023 MHSAA Membership Resolution, which requires annual adoption. Board action was requested.

It was moved by Bentley and seconded by Rollins that we adopt the Michigan High School Athletics Association (MHSAA) Resolution for the 2022-2023 school year as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.3 Food Service Contract Recommendation

The District received five (5) proposals for the food service RFP that was sent out by the District. The proposal from Chartwells was the lowest bid and also received the highest point total on the bid point calculator that was completed by the Food Service Committee.

It is recommended by the Food Service Committee that the Board approve the contract with Chartwells for the 22/23 school year, which includes four (4) optional years. Board action was requested.

It was moved by Bentley and seconded by Rollins that we approve the recommendation of the Food Service Committee and enter into a contract with Chartwell for the 2022-2023 school year, which includes four (4) optional years as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.4 State Aid Note

For cash flow purposes, the District borrows from the State Aid Note program on an annual basis. Last year, the District borrowed \$7,250,000. This covered the final lump-sum payment due from 20/21 borrowing and our cash flow needs during the year. For the 22/23 school year, the District will need to only borrow \$3,000,000. This will cover the remaining lump-sum payment due from the 21/22 borrowing and the District cash flow needs for the upcoming school year. This decrease is due to the foundation increase, ESSER money, ACT 18 increase, and Medicaid funding. Because of set-asides, it is not expected that there will be a lump-sum payment due in August of 2023. This document is subject to change based on budget changes. Board action was requested.

It was moved by Bentley and seconded by Moore that we adopt the resolution authorizing the issuance of the State Aid Note as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.5 2021-2022 Final Budget Amendment
Community Ed

This budget Amendment takes into account all of the revenue expected to be brought in by the community education program and the LAB. There is a significant increase to the LAB because of the additional programming that was able to be completed and this being the first full year. The original budget was based on a small sample size of activity from the 20/21 fiscal year.

The community ed department had a decrease in budgeted revenue related to the pool program and the shortfall that has been realized. Other programming in the fund appears to have done very well. The Rec Millage and the LGA departments recognized revenue that was similar to the budget, except for the federal program for the LGA.

Expenditures have been estimated based on the remaining programs for the year. Comm ed costs increased mainly because of contracted services related to programming and the LAB track club. 21/22 Amendment - the final budget amendment for the year ending June 30, 2022 makes the final adjustments for final PO's that have been submitted for the year.

Food Service:

Revenue - Explanation of Changes

- Minor changes to account for expected revenue through the end of June 30, 2022

Expenditures - Explanation of Changes

- Operations/maintenance - reduction in budgeted costs as items are not available and costs not expected to be incurred. This includes the amount Lincoln budgets for additional food.
- Management services - estimated change in costs of the food service contract based on most recent participation.
- Capital outlay - There were no large capital outlay expenditures made during the year.

General Fund Notable Changes:

Revenues:

- Taxable value changes that decreased our property tax revenue is offset by an increase to state aid
- Inter-district revenue changed due to how the E-rate program was billed and the District did not have to incur those costs.

Expenditures:

- Payroll costs decreased for unfilled positions
- Adjusting non-payroll costs for final PO's
- Operations and maintenance increased to account for HVAC/Parking lot repair, MSP grant, and utilities projections

Over all, there is an expected increase to fund balance of \$305,791, leaving the ending fund balance at \$6,231,673 or 11.07%. Board action was requested.

It was moved by Bentley seconded by Moore that we approve 2020-2021 Budget Amendment as presented by the Finance Director.

Ayes:5

Nays: 0

Motion carried 5-0

11.6 2022-2023 Budgets
Community Ed

There is hope that the CE programs will continue to grow, but the amount budgeted for revenue remains pretty flat. There is a small increase in property tax revenue based on the taxable value of the District. Programming will be monitored and changes communicated to the board.

Expenditures are expected to drop a little with the expectation that the pool coordinator is not a full time position. We have retooled the expenditure budget so that it is easy to determine what programs are self-sustaining. The Rec Millage expenditures have been budgeted based on current approved proposals.

LAB expenditures are budgeted based on this usage and expected expenditures that come up during the year. The Total Sports contract has been adjusted from \$60k down to \$26,500 due to changes. As the District holds events an update to revenue and expenditures will be provided to the BOE. The LAB revenue has been budgeted based on the current expected usage calendar. This will be monitored and the BOE will be made aware of any changes.

Food Service:

Revenue Explanation

- Local revenue - estimated based on revenue received for the 21-22 fiscal year. This will need to be monitored at the start of the 23 fiscal year to see how activity is going with the District hopefully moving to free meals for all students.
- State revenue - budgeted to be similar to the 21-22 fiscal year.
- Federal revenue - estimated based on 21-22 participation. Will need to monitor to see how student participation is the next year. The reimbursement rate is expected to drop to pre-pandemic rates.

Expenditures Explanation

- Pupil Support - this is the estimated cost of district staff to monitor the cafeteria's.
- Operations/maintenance - original budget includes supply and repairs costs needed to run day-to-day operations.
- Management services - This is an estimate with the expectation that FSMC costs will go up. This will change once bids are received and reviewed.
- Capital outlay - Includes the plan to purchase 15 new food warmers as part of the excess fund balance spend down plan. Other amount budgeted if other equipment needs replacing during the year.

NOTE: The District is currently in an excess fund balance spend down plan. An amendment is expected in the 22/23 school year that would spend down the fund balance to an acceptable level.

General Fund 22/23

Revenues are projected using a flat enrollment number and a foundation increase of \$435 a student. This budget amendment also includes \$4 million of ESSER III funding (one-time). It is expected that ESSER funds will be used up by the end of the 22/23 fiscal year. For Medicaid, we have budgeted \$1.4 million. Act 18 is at \$5.3 million with an extra \$545k for the Act 18 settlement that is hoped to be received in December of 2022.

Expenditures for staffing have been adjusted for known TA'd items through 6/3. Budgeted FTE has been reviewed with HR and takes into account known retirements and positions that are expected to be filled. Non-payroll costs have been determined by both historical costs and known/expected costs. A new budget presentation will be completed for the 22/23 school year and included with monthly financial statements. A full presentation will be provided to the board at the June 27, 2022 meeting. There is an expected increase in fund balance for the 22/23 school year of \$34,643, bringing the budgeted fund balance to 11.18%. This is presented for information only; Board action will be requested at a subsequent meeting. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the 2021-2022 Budgets as presented by the Finance Director.

Ayes:5
Nays: 0
Motion carried 5-0

11.7 Food Service Equipment Purchase

The current warmers the District uses are 7 years old and in constant need of repair. The purchase of these new warmers would help ensure the safe food handling practices and that foods are kept warm before being served. This would also cut back on constant costs of repairs the current equipment. The food service fund does have an excess fund balance, so there are funds available for this equipment and to cover the expected increased costs of food service for next year. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the purchase of new food warmers with the food service fund balance as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.8 Rehmann Contract

A contract extension has been presented by Rehmann and is attached in the Board packet. Please read over. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the Rehmann Contract extension for an additional three years as presented.

Ayes:5

Nays: 0

Motion carried 5-0

*Additional notes from the table by Allis Sparks

Rollins asked re: notes of duties, can we change or add on to those duties. Czachorski said we did change some in contract negotiations (RFP added), do not have the ability at this time to add; if we want to add something, need to go back into negotiations with Rehmann. Rollins wants to add checks/balances. Mr. Jansen said we are meeting more regularly with them to take care of this. Last contract was annual meeting, now it's quarterly meetings. Also, customer service language added. Rollins confirms that Adam Snapp is checks and balances; Czachorski confirmed that if Adam sees something that board didn't approve, he will bring it up and make sure it is legit.

11.9 Bus Purchase

PURPOSE The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, Inc. The buses are all regular education buses equipped with some new safety measures that include strobing overhead 8-way light systems, LED bright lights for interior, inner and outer intercom speakers, and many more options. We are also having the first air-conditioned regular education buses to move forward with the way the industry is going that will help with summer school routes. Each bus would cost \$122,115.00, totaling \$366,345.00. The goal of the transportation department is to move forward with new safety improvements for all newly purchased buses and to refit the buses that we have currently to the same new standards that we are creating with our new garage manager.

ANALYSIS We believe that purchasing these new buses will put the rest of the 2011 buses out of daily use and have the entire fleet of newer buses. This will help with breakdowns and cost of maintenance. In addition, these new safety standards and air conditioning added to all new buses purchased will make our fleet of buses better than our surrounding districts. We also want to continue to purchase IC buses so that our parts and training remain specifically one type of bus, which will save the district money and time training.

RECOMMENDATION It is my recommendation to purchase these used buses and continue to improve the overall age of our bus fleet.

It is recommended that:

1. The Superintendent approves the purchase of the 3 new school buses from Midwest Transit Equipment, Inc. at a total cost of \$366,345.00

Board action was requested.

It was moved by Bentley and seconded by Rollins that we approve the purchase of three school buses from Midwest Transit Equipment, Inc. as presented.

Ayes:5

Nays: 0

Motion carried 5-0

11.10 May 2022 Finance Report

Enclosed are the May 2022, Financial Reports. The Superintendent recommends approval as presented.

It was moved by Bentley and seconded by Moore that we approve the May 2022, Finance Report as presented

Ayes:5
Nays: 0
Motion carried 5-0

11.11 May 2022 Check Register

Enclosed is the May 1-31, 2022, check register in the amount \$1,882,233.70 The Superintendent recommends approval as presented.

It was moved by Bentley and seconded by Moore that we approve the May 1-31, 2022, check register in the amount of \$1,882,233.70 as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.12 May 2022 Trust and Agency

Enclosed is the May 2022, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by Bentley and seconded by Moore that we approve the May 2022, Trust & Agency Report as presented.

Ayes:5
Nays: 0
Motion carried 5-0

11.13 Personnel Transactions

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Janice Cupp	Teacher/Brick Elementary	7/1/2022	Retirement	
Jessica Trela	Teacher/Lincoln High School	6/12/2022	Resignation	
Lela Johnson	Paraprofessional/Lincoln Middle School	6/10/2022	Resignation	
Barry Anderson	Teacher/Brick Elementary	6/16/2022	New Hire	BA Step 3

It was moved by Bentley and seconded by Moore that we approve the June 27, 2022, Personnel Transactions Summary as presented.

Ayes:5
Nays: 0
Motion carried 5-0

12.0 ADJOURNMENT

It was moved by Bentley and seconded by Sparks that we adjourn the meeting at 7:05 p.m.

Ayes: 6
Nays: 0
Motion carried 6-0