

Lincoln Consolidated Schools

BOARD OF EDUCATION

ORGANIZATIONAL MEETING

JANUARY 8, 2024

Electronic Packet

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

CALL FOR SCHOOL BOARD MEETING

To Trustees Czachorski, LaBombarbe, Bentley, Rollins, Sparks, Moore and Smith,
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 08th day of January 2024, at 6 o'clock in the p.m.

APPROVED BY:



**Allison Sparks, Secretary, Board of Education
Lincoln Consolidated Schools**

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

**Monday, January 08, 2024
6:00 p.m.
Boardroom-Lincoln High School**

AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 PUBLIC COMMENT

- 5.1 Previous Public Comment
- 5.2 Public Comment

6.0 ORGANIZATIONAL ITEMS

- 6.1 Statement of Organization
- 6.2 Election of Officers
- 6.3 Designation of Meeting Dates, Times, and Place
- 6.4 Establishment of Legally Required Committees
- 6.5 Designation of School Legal Counsel
- 6.6 Designation of District Auditors
- 6.7 Designation of Depositories
- 6.8 Designation of Signatories
- 6.9 Appointment of School Administrator to Administer School Elections
- 6.10 Appointment of School Administrator to Assume Specified Responsibilities of the Board Secretary
- 6.11 Determination of Fee Charged to Individuals Requesting Notice of Board Meetings
- 6.12 Designation of Electronic Transfer Officer (ETO)
- 6.13 Reaffirm Board of Education Code of Conduct

7.0 ADJOURNMENT

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: December 18, 2023

SUBJECT: Board of Education Meeting
January 08, 2024
6:00 p.m.
Boardroom-Lincoln High School

AGENDA/EXPLANATORY NOTES

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 PUBLIC COMMENT

- 5.1 Previous Public Comment
- No Previous Public Comment

- 5.2 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.

6.0 ORGANIZATIONAL ITEMS

6.1 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 of the Board Policy Manual and seven Board members, each serving six-year terms, are the governing body of the district.

6.2 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).

6.3 Designation of Meeting Dates, Times, and Place

Enclosed is the proposed schedule of Board meetings for the 2024 calendar year. The Superintendent recommends approval as presented.

RECOMMENDED MOTION: I move that we adopt the resolution designating the dates, times, and location of Board of Education meetings for the 2024 calendar year as presented.

- 6.4 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.

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

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

- 6.6 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.

- 6.7 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

- 6.8 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.

- 6.9 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

- 6.10 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.

- 6.11 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.

- 6.12 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.

- 6.13 Reaffirm Board of Education Code of Conduct
Each Board of Member Trustee shall reaffirm the Board of Education Code of Conduct yearly.

RECOMMENDED MOTION: I move that we reaffirm the Board of Education Code of Conduct as presented.

7.0 ADJOURNMENT

PRESIDENT

_____ nominated _____ for the position of president of the Lincoln Board of Education.
_____ supported the nomination.

_____ nominated _____ for the position of president of the Lincoln Board of Education.
_____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to the office of president of the Lincoln Board of Education by acclamation.

VICE PRESIDENT

_____ nominated _____ for the position of vice president of the Lincoln Board of Education.
_____ supported the nomination.

_____ nominated _____ for the position of vice president of the Lincoln Board of Education.
_____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to the office of vice president of the Lincoln Board of Education by acclamation.

SECRETARY

_____ nominated _____ for the position of secretary of the Lincoln Board of Education.
_____ supported the nomination.

_____ nominated _____ for the position of secretary of the Lincoln Board of Education.
_____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to the office of secretary of the Lincoln Board of Education by acclamation.

TREASURER

_____ nominated _____ for the position of treasurer of the Lincoln Board of Education.
_____ supported the nomination.

_____ nominated _____ for the position of treasurer of the Lincoln Board of Education.
_____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to the office of treasurer of the Lincoln Board of Education by acclamation.

WASB (Washtenaw Association of School Boards) BOARD REPRESENTATIVE

_____ nominated _____ to serve as the WASB board representative. _____ supported the nomination.

_____ nominated _____ to serve as the WASB board representative. _____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to serve as WASB board representative by acclamation.

LEGISLATIVE RELATIONS NETWORK REPRESENTATIVE

_____ nominated _____ to serve as the Legislative Relations Network representative. _____ supported the nomination.

_____ nominated _____ to serve as the Legislative Relations Network representative. _____ supported the nomination.

(Conduct roll call to determine majority candidate if more than one candidate is nominated **or** seek motion to elect only nominee by acclamation.)

It was moved by _____ and seconded by _____ that we close nominations and elect _____ to serve as Legislative Relations Network representative by acclamation.

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

Agenda Item
6.3
January 8, 2024

RESOLUTION

Motion by _____ and supported by _____ that we adopt the following schedule of Board of Education meetings for the 2024 calendar year.

2024 BOARD OF EDUCATION MEETINGS

<u>DAY</u>	<u>MONTH</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Monday	January	08	Boardroom-Lincoln High School	6:00 p.m.
Monday	January	23	Boardroom-Lincoln High School	6:00 p.m.
Monday	February	12	Boardroom-Lincoln High School	6:00 p.m.
Monday	February	26	Boardroom-Lincoln High School	6:00 p.m.
Tuesday	March	05*	Boardroom-Lincoln High School	6:00 p.m.
Monday	March	11	Boardroom-Lincoln High School	6:00 p.m.
Monday	April	08	Boardroom-Lincoln High School	6:00 p.m.
Monday	April	22	Boardroom-Lincoln High School	6:00 p.m.
Monday	May	13	Boardroom-Lincoln High School	6:00 p.m.
Monday	June	10	Boardroom-Lincoln High School	6:00 p.m.
Monday	June	24	Boardroom-Lincoln High School	6:00 p.m.
Monday	July	22	Boardroom-Lincoln High School	6:00 p.m.
Monday	August	12	Boardroom-Lincoln High School	6:00 p.m.
Monday	August	26	Boardroom-Lincoln High School	6:00 p.m.
Monday	September	09	Boardroom-Lincoln High School	6:00 p.m.
Monday	September	23	Boardroom-Lincoln High School	6:00 p.m.
Monday	October	14*	Boardroom-Lincoln High School	6:00 p.m.
Monday	October	28	Boardroom-Lincoln High School	6:00 p.m.
Monday	November	11	Boardroom-Lincoln High School	6:00 p.m.
Monday	November	25	Boardroom-Lincoln High School	6:00 p.m.
Monday	December	09	Boardroom-Lincoln High School	6:00 p.m.

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

*Board Workshop

January 08, 2024

Signed:
Allison Sparks, Board 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

2024 BOARD
COMMITTEE/REPRESENTATIVE
ASSIGNMENTS

Cross out name and enter new committee
members initials to the right

EXECUTIVE COMMITTEE

Jennifer Czachorski, Chair _____
Jennifer LaBombarbe _____
Matt Bentley _____

PERFORMANCE COMMITTEE

Matt Bentley, Chair _____
Jason Moore _____
Thomas Rollins _____

PLANNING COMMITTEE

Jennifer LaBombarbe, Chair _____
Lauren Smith _____
Allie Sparks _____

FINANCE COMMITTEE

Thomas Rollins, Chair _____
Jennifer Czachorski _____
Jennifer LaBombarbe _____

SCHOOL IMPROVEMENT TEAM REPRESENTATIVES

Bishop- Allison Sparks _____
Childs- Jason Moore _____
Model- Lauren Smith _____
Brick- Jennifer LaBombarbe _____
Middle School- Matt Bentley _____
High School- Thomas Rollins _____
District- Jennifer Czachorski _____

Applicant Review Committee

Jennifer LaBombarbe _____
Matt Bentley _____
Allie Sparks _____

**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, Jennifer Czachorski

Secretary, Allison Sparks

Treasurer, Thomas Rollins

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-0

Absent: Members-0

Motion Carried 0-0

Dated: January 08, 2024

Signed: _____

**Allison Sparks, 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 8th day of January 2024

Secretary, Board of Education

CODE OF ETHICS

As a member of the Lincoln Consolidated Schools Board of Education, I will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group, or interest.
2. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position and will not use my membership on the Board for personal gain, where contrary to the interests of the School District.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest, and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend, and actively participate in School Board meetings.
8. I will become sufficiently informed about and prepared to act on the specific issues before the Board.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire school community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored by state and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep the Board focused on its primary work of clarifying the School District purpose, direction and goals, and monitoring District performance.
13. I will disagree in a professional and respectful manner. I will not hold grudges or seek retribution.
14. I will be firm, fair, just, and impartial in all decisions and actions.
15. I will respect the majority decision as the decision of the Board.