

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR**  
**MEETING**  
**December 12, 2022**  
**6:00 p.m.**  
**District Boardroom-Lincoln High**

**School OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

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

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Edgar Brown, Jim Harless and Zachary Roberts

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:01 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with.

**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 BOARD OF EDUCATION WORKSHOP**

5.1 Leading for Equity-Board of Education Learning Session (approximately 1 hour) Session #3

**6.0 BOARD PRESENTATIONS**

6.1 Employee of the Month

Congratulations to Jason Fredenburg, Transportation Dispatcher, who was nominated for LCS employee of the month for December. Along with Bob Merritt, several members of the transportation family nominated him. Jason joined us almost one year ago and has been a great addition to our LCS Family. His calm, positive and caring demeanor has been such a wonderful addition to our transportation department. During the national critical shortage of drivers, Jason has been able to find creative and innovative ideas and solutions to many of our shortages and challenges. He problem solves solutions to big issues on a daily basis. Jason, on behalf of the entire LCS Family, thank you for all that you do for us. Jason will be recognized at Monday's school board meeting.

- 6.2 Food Service Presentation  
Presented by Zach Roberts  
Counts
- November 2021 Breakfast 19,171, 2022 Breakfast 22,105
  - November 2021 Lunch 32,434, 2022 Lunch 37,767

A la Carte & Adult Meals Sales

- November A la Carte 2021 \$3,431.75 Vs 2022 \$4269.80
- November Adult meals 2021 \$95.30 vs \$573.15

Free and Reduced Lunch 75.87% reported

Things to look forward to:

- High School West Cafeteria-Set to open 1/09/2022
- New Equipment and Cafeteria Revamp
- Student Feedback Opportunities
- Continue to expand menus and a la carte options

- 6.3 Board of Education Self Evaluation and Operating Procedures  
The Board of Education discussed their Code of Ethics and Board Operating Procedures.

- 6.4 Staff Appreciation  
Presented by Adam Blaylock  
The Board of Education will be voting on a Staff Appreciation bonus later in the meeting.

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

- 7.1 Superintendent's Report
- Happy Birthday Thomas Rollins
  - The 21 Century Roadmap is in process.
  - Prisms of Reality training has happened for middle and high school math departments.
  - Mr. Jansen joined the Senior Center for a Christmas Luncheon.
- 7.2 Human Resources Report
- Thanked for Board for their work that allowed the staff appreciation bonus.
  - December 12-January 31, 2023, the Grow Your Own Grant window will be open.
  - Human Resources Department is currently working on an overall review of Appletracks
- 7.3 Finance Report
- 7.3.1 November 2022 Food Service Report  
Report was included in Board packet.
- 7.3.2 November 2022 Enrollment Report  
Report was included in Board packet.

## **8.0 BOARD REPORTS/CORRESPONDENCE**

- 8.1 Board Executive Committee Report  
December 1, 2022 will be the last Executive Meeting of 2022.
- 8.2 Board Performance Committee Report  
The next Performance Committee Meeting will be after the New Year.
- 8.3 Board Planning Committee Report  
The Planning Committee met on is December 4, 2022 and will not meet again until the schedule for 2023 is approved.
- 8.4 Board Finance Committee Report  
The Finance Committee met on December 12, 2022 the next meeting will be determined after the schedule for 2023 is approved.

- 8.5 Board Reports
- Jason Moore was thanked for serving on the Board of Education

## 9.0 PUBLIC COMMENT

### 9.1 Response to Prior Public Comment

- No previous Public Comment

### 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.
- Latricia Barden addressed the Board with her concerns in relation to her Middle School student.

## 10.0 NEW BUSINESS

### 10.1 Student Trip

#### 10.1.1 High School Band Camp

The camp we utilized last year could not accommodate our schedule of dates this year. I called almost 18 camps within a 3 hour radius and found 1 that could accommodate our group, YMCA Kimball Camp is the chosen venue this year and hopefully years beyond. I did take a tour of the facility early this fall. The facilities are in great condition with plenty of amenities for our group including high ropes, lake, climbing wall, and sports area in addition to the other areas needed to run camp. This camp is lower in cost compared to YMCA Sherman Lake. This was presented for information only; Board action will be requested at a subsequent meeting.

#### 10.1.2 High School Band Cincinnati Trip

Traveling provides real world experience for our students to explore other geographical areas. Traveling allows students to navigate time management skills with the itinerary, exploring living

with their peers, and conducting themselves appropriately away from school. This was presented for information only; Board action will be requested at a subsequent meeting.

#### 10.2 Budget Amendment 2022-2023

##### **Revenue**

###### Property taxes

- Change due to increased property tax value from May of 2022 to November 2022

###### State sources

- Change due to increase of UAAL and state grants (31aa and Security). There was also a decrease of At-risk budgeted expenditures, therefore a decrease in At-risk revenues

###### Federal sources

- Decrease due to ESSER II being exhausted in the prior year

###### Inter-district sources

- Act 18 and Medicaid revenue both came in higher than budgeted

##### **Expenditures**

###### Payroll Related Changes-

- Main change is an increase of UAAL costs (passed through the State of Michigan to ORS) of \$419,000
- District currently carries roughly \$700k of vacant positions. As the year goes on and if these positions are not filled, we will continue to decrease this number

###### Non-payroll Changes

- \$372,000 for the security infrastructure grant
- \$372,000 for 31aa per pupil mental health grant
- \$60,000 for general maintenance increases
- \$20,000 for HVAC maintenance in the high school
- \$20,000 increase for major repairs
- \$184,000 for projects in buildings and around the District
- \$132,000 for gas and electric utility increases
- \$(136,000) of buses not being paid for in the current year
- \$167,000 increase for cabbing costs
- \$112,000 for contracted/purchased/software for HR (Broadspire), Tech (Microsoft, Fiber network, Anti-virus software), BOE (Battel for kids, IEI)

This was presented for information only; Board action will be requested at a subsequent meeting.

#### 10.3 Organizational Meeting Date

A motion is requested Monday evening to schedule the Organizational Meeting for Monday, January 9, 2023, at 6:00 pm.

It was moved by LaBombarbe and seconded by Sparks that we schedule the Board Organizational Meeting for Monday, January 19, 2023, at 6:00 pm.

Ayes: 7

Nays: 0

Motion carried 7-0

#### 10.4 Lincoln Athletic Building Exercise Equipment & Bleachers

Two bleacher quotes are attached. This quote is to replace bleachers in the LAB with portable bleachers (these can be tipped up and wheeled around).

The LAB originally had ten sets of bleachers, eight of which were repurposed outside to provide seating at baseball and softball that was not included in bond funds as those dollars got tight. We can move those sets inside and outside by season, but this is a great time to purchase a better answer for the indoor facility by adding the additional bleachers that can be moved easily as events demand.

The quotes are for ten bleachers, to bring the total in the LAB to 12, allowing us to remedy some of the event issues at track meets by moving additional seating to the event areas.

Recommendation from Athletic Department is the less expensive quote from The Park.

As we've talked about, we've had a disaster of an experience keeping the NordicTrack treadmills and ellipticals functioning. They had a very limited warranty and have failed repeatedly. We had a SE Michigan vendor coming into repair, and now he's telling us that he can't get parts to keep them functional. We haven't had any issues with any of the weight equipment or the mirrored workout stations, but the treadmills, bikes, and ellipticals have been a mess.

Replacement quotes for commercial grade equipment is attached. Four tiers. All include similar equipment.

Full Commercial A - \$42,262.50  
Health club grade equipment - best warranty

Full Commercial B - \$30,099.64  
Step down from the 24 hour health club equipment - Good warranty (10 years frame, 3 years everything else)

Light Commercial A - \$22,271.01  
Value brand - Lesser warranty (10 years frame, 2 years everything else)

Light Commercial B - \$20,365.28  
Very similar to Light Commercial A - Different brand

My advice is to spend the \$30k number and go with the Full Commercial B group. Looks like the best value - by all accounts with this equipment we get 8-10 years of function with minor upkeep.

We may need to talk about a second order in a year or two to keep the workout room attractive to members. We had over \$50k in membership revenue last year, and that number will slip if the room isn't fully functional.

This was presented for information only; Board action will be requested at a subsequent meeting.

10.5 Staff Appreciation

It was moved by LaBombarbe and seconded by Sparks that the Board of Education authorize a bonus of \$750 to employees paid from the general or related funds that are active and in good standing, prorated based on budgeted FTE, and all other full-time staff.

Ayes: 6 Bentley-abstained  
Nays: 0  
Motion carried 6-0

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting November 28, 2022

11.1.2 Closed Session November 28, 2022

Enclosed are the minutes of the November 28, 2022, Regular Meeting and Closed Session as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the minutes of the November 28, 2022, Regular Meeting and Closed Session as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

## 11.2 Student Trips

### 11.2.1 Middle School Washington DC Trip

This would be the 23rd Trip that I have sponsored with the 8th Grade class. We will be utilizing World Strides as our tour company. We have a long-standing relationship with the company and they provide excellent support throughout all aspects of the trip. 8th Grade Overnight Trip, Washington DC or 3 nights - 4 days. The Middle School is asking to extend the approval for the DC trip out for three years. Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the Middle School Washington DC Trip for 2023, 2024 and 2025 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 11.2.2 High School Foreign Language Trip Quebec Canada

Students spend much of their high school career learning about different cultures and different countries. They are able to "see" how people live and work in other countries through videos or virtual tours. Few are able to experience this first hand. The trip to Montreal provides the students an opportunity to be just one step away from being completely immersed in the Quebecois way of life. Some of the activities will allow the students to participate fully in re-creating life in the 18<sup>th</sup> century and learn about important historical events that helped shape the present-day nation. The students will also be able to experience many nature walks, enjoying the local foliage and natural land formations. The pinnacle of the journey is the trip down the St. Lawrence Seaway to observe whales in their natural habitat and learn about other local marine life. This experience addresses several of the content standards and benchmarks for Social Studies, Science, Language Arts, World Languages, and Visual and Applied Arts. Board action was requested.

It was moved by LaBombarbe and seconded by Moore that we approve the High School Foreign Language Trip to Quebec Canada as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

## 11.3 Parent Advisory Committee

PAC members will have either "active" voting or "at-large" non-voting status. Active members are recommended by their public school agency for appointment by the WISD Board. Each local district may have two (2) active voting members. Terms of active voting and at-large, non-voting members shall be two (2) years and will be adjusted to reflect an expiration date of July 31. For all contract language please see the attached document. Rob Williams is in the process of confirming Lincoln's representatives and at this time he is recommending Donald Poole II and Kenya Wiedemann. Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we recommend Donald Poole II and Kenya Wiedemann to represent Lincoln Consolidated Schools as "active" members of the WISD Parent Advisory Committee.

Ayes: 7

Nays: 0

Motion carried 7-0

## 11.4 Office 365 Licensing

Request for additional annual funding to purchase Microsoft A3 licensing and Data Center. We are currently using a deprecated licensing scheme that does not allow us as a district to create additional Microsoft servers, updated versions of Windows, nor Office products. Technology is requesting an additional annual allocation of \$30,000 to fund the licensing structure to update our current agreement with Microsoft.

Lincoln is currently on what's called the A1 Plus license of Office 365 licensing. At the time this was conceived Microsoft enabled schools to obtain this licensing at no cost to the district and provided the ability to use Office 365, Windows 10 Education, and some limited Active Directory services on Microsoft's cloud computing platform called Azure (i.e. Azure AD). We also had a separate Microsoft server license that allowed us to install and use Microsoft Server (2008, 2012, 2016) at will. This gave us the flexibility to create virtual servers as needed to handle various tasks: file transfers, backups, print servers, etc.

Since then the server license agreement has expired and A1 Plus is no longer supported. Microsoft warned us in a call that the free tier that we are on may turn off in the near future, preventing staff in the district from access our MS Office suite. In addition, technology does not have the ability to choose what version of microsoft windows we can install but are dependent upon what we already have created (i.e. Windows 10 Education). Our current situation is such that we are working on unpredictable licensing platform without flexibility to adjust and meet our needs.

By moving to the A3 licensing structure we are adopting the "subscription" model in that it will be an annual cost but will also give us access to the latest versions Microsoft has to offer for Windows, Office, and Azure (cloud). In addition we will have access to a whole new suite of Windows device and fleet management that we have never had. This will allow for better oversight and control of our devices in the long run and provide technology with the tools to better provision and manage our fleet.

With the licensing being annual we can choose to renew or not renew each year. Microsoft does offer "standalone" licensing but we would be effectively paying less overall but also receiving less. The cost of the individual pieces would definitely be more expensive and thus by going to a standalone license we would focus on server, windows, office, and selective management tools.

Here are the two proposals for the Board's consideration. Technology's recommendation is to move to A3. Despite the greater cost it will be a more stable platform to build upon as we continue to increase our reliance upon technology in the district.

[Proposal 1: A3 Annual Subscription ~ \\$30,000](#)

[Proposal 2: 5 year limited license ~ \\$17,000](#)

Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve [proposal 1: A3 Annual Subscription in the amount of \\$30,000 to purchase Office 365 Licensing as presented.](#)

Ayes: 7

Nays: 0

Motion carried 7-0

#### 11.5 Enviro-Clean Contract

In January of 2021 the committee recommended to the Superintendent and Board of Education to move forward with the proposal from Enviro-Clean for a two-year contract with a service review 6 months prior to the 2nd year contract expiration on June 30, 2023. After a review in service, it is recommended that the board of education have the Superintendent and/or designee(s) negotiate an extension to the contract and provide its recommendation to the Board of Education for approval.

The District negotiated an extension of the EnviroClean contract to June 30, 2023 in the Spring of 2021. The extension provided the District the authority to extend the contract for one additional year with a service review on or before December 31, 2022. EnviroClean has prepared two proposals: 1) One year extension, and 2) Three year extension. The price proposals are included in the Board Packet.

The District also prioritized a more formal Custodial Services Agreement than the extensions executed in 2019 and 2021. The District negotiated a successor Custodial Services Agreement which serves as an "Amended and Restated Custodial Services Agreement" which identifies the terms and conditions of the relationship and is attached for review of the Board. Board action was requestd.

It was moved by LaBombarbe and seconded by Bentley that to extend the Enviro-Clean Contract by 3 years based on the proposal presented in conjunction with execution of the Amended and Restated Contract in the form presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.6 Superintendent 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. We thank Mr. Jansen for his service, and dedication to Lincoln Consolidated Schools. 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 2022-2023 school year as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.7 November 2022 Finance

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

It was moved by LaBombarbe and seconded by Sparks that we approve the November 2022, Finance Report as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.8 November 2022 Check Register

Enclosed is the November 1-30, 2022, check register in the amount of \$2,300,668.45. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the November 1-30, 2022, check register in the amount of \$2,300,668.45 as presented

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.9 November 2022 Trust and Agency

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

It was moved by LaBombarbe and seconded by Sparks that we approve the November 2022, Trust & Agency Report as presented.

Ayes: 7  
 Nays: 0  
 Motion carried 7-0

11.10 Personnel Transactions

<b>ACTION ITEMS</b>					
<b>Name</b>	<b>Position/Building</b>		<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Jessica Ludwig	Noon Supervisor/Model Elementary School		12/12/2022	New Hire	
Cheryl Hein-Erickson	Noon Supervisor/Model Elementary School		11/28/2022	New Hire	

Cynthia Lagerman	Bus Aide/Transportation		11/28/2022	New Hire	
Rachel Towler	Noon Supervisor/Bishop Elementary School		12/1/2022	New Hire	
Constance Hunt	Noon Supervisor/Bishop Elementary School		12/2/2022	New Hire	
Raneice White	Bus Aide/Transportation		12/6/2022	New Hire	
Alvin Smith III	Bus Aide/Transportation		12/6/2022	New Hire	
Justin Millett	Bus Driver/Transportation		12/1/2022	Transfer	
Richard Bancroft	Bus Driver/Transportation		11/11/2022	Transfer	
Name	Position/Building	Date of Hire	Effective Date	Status	
Alyssa Watts	Noon Supervisor/Bishop	4/18/2022	11/14/2022	Resignation	
Martin Fields	Bus Aide/Transportation	10/3/2022	12/1/2022	Termination	
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Emma White	Spec Ed Teacher/Brick	12/1/22	1/9/2023	FMLA	Approved
Steven Mientkiewicz	Teacher/Middle School	12/5/2022	1/9/2023	FMLA	Approved
Amy Baxter	Literacy Coach/Curriculum Dept	12/8/2022	12/22/2022	FMLA	Approved

It was moved by LaBombarbe and seconded by Moore that we approve the December 12, 2022, Personnel Transactions Summary as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

## 12.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Moore that we adjourn the meeting at 9:13 p.m.

Ayes: 7

Nays: 0

Motion carried 7-0