

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**February 8, 2021**  
**6:00 p.m.**  
**Virtual (COVID-19) Zoom Meeting**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President (participated from Ypsilanti, Michigan remotely)  
Jennifer Czachorski, Vice President (participated from Ypsilanti, Michigan remotely)  
Jennifer LaBombarbe, Secretary (participated from Ypsilanti, Michigan remotely)  
Connie Newlon, Trustee (participated from Ypsilanti, Michigan remotely)  
Laura VanZomeren Trustee (participated from Ypsilanti, Michigan remotely)  
Allie Sparks, Trustee (participated from Ypsilanti, Michigan remotely)

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Blaylock, Human Resources Director  
Adam Snapp, Finance Director  
Karensa Smith, Curriculum & Instruction Director

**OTHERS PRESENT**

Due to live stream the individual names of viewers in attendance is unknown.

**1.0 CALL TO ORDER**

President Williams called the meeting to order at 6:00 p.m. in a virtual meeting in Zoom due to COVID-19.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exaction of Rollins.

**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 Czachorski that we accept the agenda as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

I would like to nominate Kelly Huling for employee of the month. Overcoming great personal odds, Kelly is the lifeline of the middle school. While she has always been a hard worker, she has truly excelled at being the heartbeat of the middle school. I cannot express how hard our lives would be and how difficult it would be for this building to run without her.

Thank you for considering my request.

Lori Ferguson

**6.2 Extended Continuity of Learning Plan (ECOL) Update**

Presented by Karensa Smith

- As part of our ECOL plan, we have to monitor our academic progress on [the goals](#) in which we stated in the fall. As a reminder, our goals were the following (show screen):
  - All students and all subgroups (K-8) will increase their RIT growth in Reading from Fall to Winter as measured by NWEA
  - All students and all subgroups (K-8) will increase their RIT growth in Math from Fall to Winter as measured by NWEA
  - As another reminder, as part of the ECOL, districts were to continue to take assessments that they previously did pre-Covid. We have been taking the NWEA assessment for several years. The purpose of this assessment is for teachers to be able to gauge based on the students' RIT score what the student knows and is ready to learn next. This assessment can also track a student's individual growth over time. Both of these are incredibly important for a teacher to know so that they can plan instruction efficiently. This is why it is also extremely important if a student is taking the assessment from home, that the parents do not assist their child with the assessment. That will only give the teachers false data which makes it more difficult to accurately plan for effective instruction. (explain what the data is saying)

## 7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

### 7.1 Superintendent's Report

- Staff 65 and over and Model staff have been given the opportunity to receive the Covid-19 vaccination.
- We have established a mental health tab on the website to offer resources to students and staff.
- Lincoln Athletic Building-LAB is close to opening the doors to the Lincoln community.

### 7.2 Finance Report

- 7.2.1 January 2021 Food Service Report  
Report was provided in the Board packet.
- 7.2.2 January 2021 Enrollment Report  
Report was provided in the Board packet.

### 7.3 Student Services Report

- Compliance-A reminder Michigan remains on a federal corrective action plan. MDE OSE continues to update guidance place additional monitoring activities on local districts.
- Lincoln Special Education providers and paraprofessional continue to implement special education in an environment that lacks certainty and often changes. They are doing a commendable job.
- Medicaid-Lincoln continues to lead the county on Medicaid reimbursement. This is not based on the number of Medicaid eligible students attending LCS, but on LCS staff logging their services.

### 7.4 Curriculum & Instruction Report

- Currently, LCS has a Strategic Plan with 5 goal areas. MDE has created MICIP (Michigan Integrated Continuous Improvement Process) which is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funds. This process now considers the whole child - academics, behavior, attendance, and social emotional well-being and looks at the needs of the district, develops plans to meet those needs and then funds those needs based on our plans. What is exciting about our current [Strategic Plan](#) is that it aligns well with MDE's MICIP.
  - Goal 1 for example under LCS' is to improve student achievement in literacy and numeracy as measured by local and state assessments. The strategies included actively participating in regional PD networking, investing in resources to support teaching and learning opportunities during and after school and to increase social and emotional support for all students to facilitate development of the whole child. There are also several different actions for each of the strategies some of which we are working on currently.
    - Provide time to collaborate on vertical and horizontal curriculum alignment. Staff have gone through the power standards process with elementary having the focus on ELA and math. Our last step is to meet as departments/grade levels to analyze our power standards and adjust as needed before going into next year where we will engage in this process all over again with our identified power standards.

- Continue to build teacher leadership capacity through professional growth opportunities. This year, we have built capacity in all of our staff through Professional learning opportunities due to the pandemic. This learning will continue to move us into the future of LCS.
  - Review and maintain curriculum adoption cycles. I stated earlier in the year that I will be working on modifying the 5 year cycle based on need. I will be bringing that information to the Board at our next meeting.
  - Commit financial resources to provide proper and adequate staffing for students with exceptionalities. With the MICIP process, we are not only looking at staffing for students with exceptionalities, but all students based on what our data is telling us.
  - Create a data collection vehicle to identify and monitor needs. MICIP is all about analyzing the data and creating a plan based on what the data is telling us. It has a process for progress monitoring in the long term and the interim
  - Strengthen relationships with mental health resources which we are continuing to do. An example is the Mental Health Awareness Presentation that we had last week.
  - The new MICIP platform is now ready for districts to use. At our last DIT meeting, we went through the platform so everyone could see the changes in the system as well as the mindset which is shifting from aligning SIPs to the DIP to the opposite - creating a district plan and seeing how each school fits within the district's plans and initiatives. We are also revamping the members of the DIT/MICIP team in order to meet the needs of the new protocol. We will start analyzing our data and begin the new process of creating goals at our next meeting. We will add the link to the quick MICIP [3-minute video](#) as a reminder of the MICIP process to the weekly notes so you can watch it at your leisure.
- All students have returned to school in the remote setting with the blended learning model; Based on feedback we are receiving; we are continually analyzing what is working well and what improvements need to be made and adjusting as needed.
  - Based on the data that we are seeing this year with the pandemic; we are discussing how summer school can look differently in order to effectively meet the needs of our students. For the elementary level, we are going to have 2-week camps for grade spans K-1, 2-3, 4-5. Meetings are being held with secondary this week and I will be bringing proposals to the Board at our next meeting.
  - Our Title I, II, III, and IV amended budgets have been approved, so schools will be using those funds to help meet the needs of our students academically and social emotionally.

## **8.0 BOARD REPORTS/CORRESPONDENCE**

- 8.1 Board Executive Committee Report  
The Board Executive Committee met on February 1, 2021; minutes will be in the next Board packet.
- 8.2 Board Performance Committee Report  
The Performance Committee will meet next February 22, 2021.
- 8.3 Board Planning Committee Report  
The Board Planning Committee met on February 8, 2021; topics included bond update and policy review.
- 8.4 Board Finance Committee Report  
No report.
- 8.5 Reports and Correspondence
  - Linc-bots robotics club is starting to meet in preparation for their upcoming season.
  - The MDHHS has restricted the Board of Education from meeting in person until at least March 31, 2021. Future guidance is expected on this topic. The Board of Education is considering joining other districts in asking the governor to #LetThemMeet.

## **9.0 PUBLIC COMMENT**

- 9.1 Response to Prior Public Comment

- Melissa Palmquist-parent addressed the Board on January 25<sup>th</sup> regarding her email address and high school principal being on leave Mr Jansen responded to her on February 4<sup>th</sup> via a telephone conversation.
- Anthony Finley-staff addressed the Board on January 25<sup>th</sup> regarding support of the maintenance crew. Mr Jansen met with Anthony on February 4<sup>th</sup> to address his concerns.
- Laurie Price-staff addressed the Board on January 25<sup>th</sup> regarding her request to stop the privatization of the maintenance department Mr. Jansen responded and met with Laurie Price on January 29<sup>th</sup>

## 9.2 Public Comment

Attached below is new language and Public Comment Statement

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 fill out the Attendance and Public Comment Form, link can be found at [Lincoln12.org](http://Lincoln12.org). Limit individual comments to 500 characters or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

The board secretary will read the comments to the full Board of education as presented.

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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.

## 9.0 NEW BUSINESS

### 9.1 Michigan Association of School Boards (MASB) Board of Directors

There are five candidates running for Michigan Association of School Boards (MASB) Board of Directors. The Board of Education will vote for one candidate to represent Region 7 for a one-year term on the MASB Board of Directors their bios are enclosed. Board action is requested due to a March 3<sup>rd</sup> deadline and a Board Workshop on February 22, 2021.

It was moved by LaBombarbe and seconded by Czachorski that the Board of Education place their vote for Jack Temsey for District 7, Michigan Association of School Boards (MASB) Board of Directors.

Ayes: 6

Nays: 0

Motion carried 6-0

### 9.2 Lewis & Knopf, P.C. Contract Renewal

It is recommended that the District approve the 3-year extension for Lewis & Knopf. The 3 year extension keeps the annual increase to \$500 per year. Approval of the 2 year extension would leave the door open for a larger increase if another extension was requested. Going out to bid would likely lead to increased costs as new firms coming in would need extra time to learn the Districts processes and controls. This was presented for information only; Board action will be requested at a subsequent meeting.

9.3 Curriculum Development Committee (CDC) High School Course Proposal  
New Course Proposals for the High School - Forensics II and US History through Film

Both courses were brought to the Secondary CDC/PDC by high school teachers. The CDC/PDC reviewed the course proposals, sent them both back requesting clarification/modifications, and reviewed them again. Based on what the CDC/PDC saw in the revised proposals, they were approved.

For Forensic Science II, there is already a Forensic Science I course and there are students interested in continuing this study of science.

The US History through Film course is a social studies elective course and with limited SS electives, this course is another option in which students can choose. Due to it being taught in various modalities - including studying films, the course helps to reach students that learn in different ways. This was presented for information only; Board action will be requested at a subsequent meeting.

9.4 Superintendent Authorization

It was moved by LaBombarbe and seconded by Czachorski that the Board of Education moves to authorize the Superintendent to execute an Administrator Agreement.

Ayes: 6

Nays: 0

Motion carried 6-0

## 11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Regular January 25, 2021

11.1.2 Special Meeting February 1, 2021

11.1.3 Closed Session February 1, 2021

Enclosed are the minutes of January 25, 2021, Regular Meeting and the February 1, 2021, Special Meeting and Closed Meeting.

It was moved by LaBombarbe and seconded by Czachorski that we approve the minutes of the January 25, 2021, Regular Meeting and the February 1, 2021, Special Meeting and Closed Meeting as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.2 Reaffirming Extended Continuity of Learning Plan (ECOL) Update

It was moved by LaBombarbe and seconded by Czachorski that we reaffirm the instructional delivery method that is stated in the Extended Continuity of Learning Plan (ECOL) as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

11.3 Facilities Department RFP Recommendation

Privatize the maintenance department to reduce labor costs. Shift the cost savings within the facilities department to create a district grounds team, fill new positions within the Lincoln Athletic Building, adjust to head custodians in all building that will perform maintenance/custodial duties, create a flexible technical maintenance team to address district wide maintenance needs and projects, and address the low hourly wage rates in custodial services causing high turnover rates.

Bid divisions:

- **Maintenance Bids - 4 bids were received.**
  - Maintenance Bid – Auxilio. \$514,098 yr. 1; \$514,098 yr. 2; \$515,098 yr. 3: **Total \$1,543,294 three year total.**
  - Maintenance Bid – ABM. \$411,473 yr. 1; \$421,759 yr. 2; \$432,303 yr. 3: **Total \$1,265,535 three year total.**
  - Maintenance Bid – The DMBurr Group. \$352,800 yr. 1; \$359,856 yr. 2; \$367,056 yr. 3: **\$1,079,712 three year total.**
  - Maintenance Bid – Enviro-Clean. \$370,704.62 yr. 1; \$370,704.62 yr. 2; \$370,704.62: **\$1,112,113.86 three year total.**
  
- **Grounds Bids – 5 bids were received.**
  - Grounds Bid – Auxilio. \$155,402 yr. 1; \$155,402 yr. 2; \$155,402 yr. 3: **Total \$466,206 three year total.**
  - Grounds Bid – ABM. \$218,279 yr. 1; \$224,044 yr. 2; \$229,645 yr. 3: **Total \$672,268 three year total.**
  - Grounds Bid – Davey Tree Expert Company. \$298,000 yr. 1; \$325,000 yr. 2; \$325,000 yr. 3: **Total \$948,000 three year total.**
  - Grounds Bid – The DMBurr Group. \$199,512 yr. 1; \$203,508 yr. 2; \$207,588 yr. 3: **Total \$610,608 three year total.**
  - Grounds Bid – Enviro-Clean. \$164,729.56 yr. 1; \$164,729.56 yr. 2; \$164,729.56 yr. 3: **Total \$494,188.68 three year total.**

**Notes:**

Enviro-Clean provided the district an alternate bid that included a \$381,850.75 three-year savings if the plan is approved to move forward with both grounds and maintenance.

**Recommendation:**

It is recommended that the district select the alternate option provided by Enviro-Clean using the cost reductions to increase the flexibility and productivity of the maintenance department, add a grounds team, allow the flexibility to use a custodial/events team to address the needs of the Lincoln Athletic Building during the winter months, then shift to a grounds team during the spring/summer months, and to use the remaining cost savings to increase the hourly wages of the custodial contract to be more in line with current market conditions addressing retention issues.

The committee recommends the Superintendent and Board of Education to move forward with the alternate proposal given by Enviro-Clean for a 2 year contract with a potential 3<sup>rd</sup> year addition after a service review 6 months prior to the 2<sup>nd</sup> year contract expiration. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve Facilities Department RFP Recommendation awarded to Enviro-Clean for a 2-year contract with a potential 3<sup>rd</sup> year addition after a service review 6 months prior to the 2<sup>nd</sup> year contract expiration.

Ayes: 6

Nays: 0

Motion carried 6-0

- 11.4 January 2021 Finance Report  
Enclosed are the January 2021, Financial Reports. The Superintendent recommends approval as presented.

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

Ayes: 6

Nays: 0

Motion carried 6-0

- 11.5 January 2021 Check Register  
Enclosed is the January 1-31, 2021, check register in the amount of \$3,194,073.16. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the January 1-31, 2021, check register in the amount of \$3,194,073.16 as presented.

Ayes: 6  
 Nays: 0  
 Motion carried 6-0

11.6 January 2021 Trust and Agency

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

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

Ayes: 6  
 Nays: 0  
 Motion carried 6-0

11.7 Personnel Transactions

<b>ACTION ITEMS</b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
JoLynnette Watts	Teacher/Model Elementary School	1/29/2021	Retired	
Corinne Schat	Teacher/Brick Elementary School	1/31/21	Retired	
Sid Murphy	Paraprofessional/Childs Elementary	1/11/2021	Transfer	
<b>Name</b>	<b>Position/Building</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
Robert Rowland	Mechanic/Transportation	3/30/2021	FMLA	Approved
Tara Lank	Teacher/Lincoln Middle School	4/16/2021	FMLA	Approved
Sidianna Murphy	Paraprofessional/Childs Elementary		FMLA	Approved
Margaret Mitchell	Paraprofessional/Lincoln High School		FMLA	Approved
Anthony Finley	Community Assistant/Lincoln High School		FMLA	Approved
Gretchen Ardner	Paraprofessional/Lincoln High School	7/2021	Leave of Absence	Approved

It was moved by LaBombarbe and seconded by Czachorski that we approve the February 8, 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 Czachorski that we adjourn the meeting at 7:05 p.m.

Ayes: 6  
 Nays: 0  
 Motion carried 6-0