

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR**  
**MEETING**  
**January 29, 2024**  
**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  
Matt Bentley, Trustee  
Jason Moore, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Snapp, Finance Director  
Karensa Smith, Curriculum & Instruction Assistant Superintendent  
Paula Robinette, Director of Human Resources

**OTHERS PRESENT**

Edgar Brown, Jim Harless and Charlotte Allum

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:05 pm.

**2.0 ROLL CALL**

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

**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.

*A moment of silence was observed.*

**5.0 BOARD PRESENTATIONS**

- 5.1 Employee of the Month  
Roger Moon for Employee of the Month.

He is absolutely amazing! He's dependable, thorough, expedient, and keeps the Middle School in top shape. He comes in after hours and works to ensure that the building is maintained immaculately. The Middle School has never looked so good! We are eternally grateful for all the work and extra care that Roger provides on a daily basis. He is well-liked and is always pleasant even with the dirtiest jobs at hand. Roger is quick to help anyone who needs it, and is an absolute joy of a human being.

Lori Ferguson  
Middle School, Assistant Principal

- 5.2 School Board Recognition

Lincoln Consolidated Schools Board of Education was celebrated to recognize Board Appreciation Month by accepting gifts, posters and mementoes given to them by buildings and departments.

### 5.3 Curriculum & Instruction Presentation

Presented by Karensa Smith

Elementary ELA - ARC Program

- ELA adoption committee made up of Y5-12 teacher leaders including general ed, special ed, interventionists, and Spanish Immersion
- 34 Early adopters
- What's in place for teacher success:
  - Summer training
  - 2 ARC coaches meet with teams of teachers/month; changed one coach based on staff feedback
  - District ARC coach available by email and phone
  - Teacher leader coach in each building; attends training with their teams
  - LCS Literacy Coach attends all training to help support at all levels
  - Principals and building level coach receiving monthly professional learning
  - District ARC coach meets with Asst. Supt. and Literacy Coach monthly
  - Built an ARC GC with resources and supports and continue to add as needs arise
  - Walkthroughs

Next Steps

- Continued training and support for ARC implementers including Q&A on February 20th
- February 20th ARC training for non-implementers
  - Implementation Expectations
  - Positives
  - Concerns
  - Plan moving forward
- Walkthroughs and feedback
- Training on all tiers
- Collect and analyze student work examples
- Review and discuss SchoolPace data on a consistent basis

Middle School/High School ELA - Into Literature

- ELA adoption committee made up of Y5-12 teacher leaders including general ed, special ed, interventionists, and Spanish Immersion
- Includes MS ELA teachers
- What's in place for teacher success:
  - All day in person Professional learning with IL coach
  - Virtual check ins professional learning with IL coach
  - Administrators part of the professional learning including meetings with administrators and coach after sessions
  - SI teacher is using Arriba Lectura (K-6 program) and intertwining Into Literature concepts; getting Coachly training package

Middle School Intro Literature Next Steps

- Addressed grammar concerns
- Deep dive with Writable
- Planning collaboratively with IL coach
- One-on-one coaching with all MS ELA teachers
  - Coach to observe a portion of direct instruction/facilitation of a lesson and debrief
- Assessments scope and sequence reviewed in Ed Assessment/Standard-based reports

High School Into Literature Next Steps

- Addressed HMH Ed platform and Google Classroom concern
- Addressed grammar concerns
- Planning collaboratively with IL coach
- One-on-one coaching with all HS ELA teachers
  - Coach to observe a portion of direct instruction/facilitation of a lesson and debrief

- Assessments scope and sequence reviewed in Ed Assessment/Standard-based reports

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

### 6.1 Superintendent's Report

- Happy Birthday Trustee Lauren Smith!
- We have had some challenging weather and I appreciate the support making tough decisions.
- The Lincoln High School Band had a fantastic trip to Disney.
- Bishop has starting discussion about making a transition to Looping
- We have partnered with RAHS to hold a vaping assembly at the middle and high schools on February 7, 2024.

### 6.2 Technology Report

- There are slightly less tech tickets overall from last year at this time
- The time per ticket is roughly 32 minutes on average.
- Care for Chromebooks are an issue and we are working at recommendations on how to bring greater accountability.
- VR headsets are updated with new curriculum and available for teachers to check out at LMS and LHS.
- There will be some major E-Rate projects that will (if approved) be zero cost to the district available in the next months.

### 6.3 Human Resources Report

- Mrs. Robinette thanked the Board for the hard work they put into being such an amazing Board of Education. Mrs. Robinette stated she has been around for many years and can tell that the Board all are very much appreciated. Each one of you loves this district and you go out of your way to support all of us. We are fortunate to have your leadership.
- Staffing meetings have begun. HR met with the elementary staff and Vicki Coury last week to begin the process of determining staffing levels for next year. Karensa, Vicki, and Paula also met with the MS to do the same. There are more meetings scheduled this week with Model and the HS. We are looking forward to sharing more information about staffing when we meet in March.
- We are gearing up for job fairs in the spring. HR will be visiting several different college campuses to seek new candidates for next year. We are also working closely with EMU.
- Over the past several weeks, we've been able to or will be able to offer training opportunities for administrators on Title IX policies, Student Discipline, and FOIA requests.
- We have contracted with an agency that specializes in subs for Early Childhood programs. They have the necessary training that meets the specialized needs of our program. This will allow us to cover classrooms more efficiently when there are staff absences, vacancies, or unexpected issues that arise. It's not been easy finding paraprofessionals to fill the vacancies we've had and this allows us some flexibility.

### 6.4 Finance Report

- 6.4.1 December Enrollment Report  
Report was included in Board packet.
- 6.4.2 December Food Service Report  
Report was included in Board packet.

## **7.0 BOARD REPORTS/CORRESPONDENCE**

### 7.1 Board Executive Committee

The Executive Committee will meet next on February 5<sup>th</sup> at 5:30 in the Pittman Room.

### 7.2 Board Performance Committee Report

The Performance Committee will meet next on February 26<sup>th</sup> at 4:30 in the Pittman Room.

### 7.3 Board Planning Committee Report

The Planning Committee will meet next on February 12<sup>th</sup> at 5:30 in the Pittman Room.

7.4 Board Finance Committee Report  
The Finance Committee will meet next on February 5<sup>th</sup> at 4:00 in the Pittman Room.

7.5 Board Reports

- 2024 MISCA State Meet Boys Qualifier Final Results included Ryan Lehto, Owen Crawford, Karter Hambright and Avery Boles! Congratulations to Coach Sophie, Coach Jacob, and all of our swimmers on their incredible, record-breaking, swims today representing Lincoln Middle School!

## 8.0 PUBLIC COMMENT

8.1 Response to Prior Public Comment

- No Prior Public Comment

8.2 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.
- Charlotte Allum, an employee, had gifts and words of appreciation for the Board of Education in honor of Board Appreciation Month.

## 9.0 CONSENT AGENDA

9.1 Minutes of Previous Meeting

- 9.1.1 Regular Meeting December 11, 2023
- 9.1.2 Closed Session December 11, 2023
- 9.1.3 Organizational Meeting January 8, 2024

Enclosed are the minutes of the December 11, 2023, Regular Meeting and Closed Session. Also, January 8, 2024, Organizational Meeting as presented.

9.2 December 2023 Finance Report  
Enclosed are the December 2023 Financial Reports. The Superintendent recommends approval as

presented.

- 9.3 December 2023 Check Register  
 Enclosed is the December 1-31, 2023, check register in the amount of \$1,959,033.72. The Superintendent recommends approval as presented.
- 9.4 December 2023 Trust and Agency  
 Enclosed is the December 2023, Trust & Agency Report. The Superintendent recommends approval as presented.
- 9.5 Personnel Transactions

<b><u>ACTION ITEMS</u></b>					
<b>Name</b>	<b>Position/Building</b>	<b>Date of Hire</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Nathalie Ruelle	Spec Ed Teacher/Brick Elementary	12/11/2023		NEW HIRE	BA Step 5
Desiree Jarvis	Bus Aide/Transportation	12/11/2023		NEW HIRE	
Shawndell Williams	Bus Driver/Transportation	12/4/2023	12/8/2023	Resignation	
Maclaren Williams	PAC student worker	12/8/2023		NEW HIRE	
Sandra Amrhein	Noon Supervisor/Childs Elementary	9/11/2019	12/1/2023	Resignation	Clean up
Pat Jackson	Noon Supervisor/Childs Elementary	9/18/2019	12/1/2023	Resignation	Clean up
Therese Mauder	Noon Supervisor/Childs Elementary	11/17/2015	12/21/2023	Resignation	Clean up
DeTwan Thornton	Bus Driver/Transportation	9/27/2023	12/4/2023	Transfer	from Aide to Driver
Jen Watson	Noon Supervisor/Childs Elementary	9/4/2018	12/1/2023	Resignation	Clean up
Sherry Smith	Paraprofessional/Lincoln Middle School	11/11/1996	12/31/2023	Retirement	
Grant Gifford	PE Teacher/Bishop Elementary	8/21/2023	12/22/2023	Resignation	
Sheyanne Ball	Noon Supervisor/Model Elementary	10/2/2022	12/31/2023	Resignation	Clean up
Laura Good	Noon Supervisor/Model Elementary	8/29/2022	12/31/2023	Resignation	Clean up
Jessica Ludwig	Noon Supervisor/Model Elementary	11/28/2022	12/31/2023	Resignation	Clean up
Abagale Smith	ECSE Paraprofessional/Model Elementary	1/18/2024	1/18/2024	NEW HIRE	
Contance Hunt	ECSE Paraprofessional/Model Elementary	12/1/2022	1/23/2024	Transfer	from Noon Supervisor
Lauren Vandierendonck	4/5 Teacher/Bishop Elementary School	08/21/2023	1/10/2024	Resignation	
<b>Name</b>	<b>Position/Building</b>	<b>Start Leave Date</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>
William Montague	Teacher/Lincoln Middle School	12/21/2023	1/15/2023	FMLA	
Chris Grajczyk	Customer Service Specialist/Central Office	11/28/2023	12/18/2023	FMLA	
Kim Kratzer	Clerk/LAB	12/12/2023	1/8/2024	FMLA	
Terrance Johnson	Paraprofessional/Lincoln High School	1/23/2024	INTERMITTENT	FMLA	
Chasity Korte	Paraprofessional/Model Elementary	12/11/2023	12/20/2023	FMLA	
Robert Jansen	Superintendent/Central Office	approx 1/16/2024	INTERMITTENT	FMLA	
Shawn McDaniel	Paraprofessional/Bishop Elementary	1/9/2024	INTERMITTENT	FMLA	
Geraldine Buford	Bus Aide/Transportation	1/17/2024	3-6 months	FMLA	

Kathy Deskins	Paraprofessional/Childs Elementary	1/16/2024	Approx 4/30/2024	Med Leave	
Michelle Johnson	Bus Driver/Transportation	1/8/2024	INTERMITTENT	FMLA	
Danielle Cole	Teacher/Bishop Elementary School	1/22/2024	3/4/2024	FMLA	

It was moved by LaBombarbe and seconded by Sparks that we accept the Consent Agenda as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

**10.0 CLOSED SESSION**

10.1 LEAO Negotiations

It was necessary to enter closed session to discuss LEAO Negotiations, to return to open session.

A roll call vote was necessary.

Pursuant to Sections 8(c) of the Open Meetings Act, it was moved by LaBombarbe and seconded by Sparks that we enter Closed Session to discuss Negotiations, to return to open session.

Ayes: 6 Sparks, LaBombarbe, Rollins, Bentley, Czachorski and Moore  
Nays: 0  
Motion carried 6-0

Time: Entered Closed Session at 7:41pm  
Returned to Open Session at 7:58pm

**11.0 NEW BUSINESS**

11.1 LEAO Contract

It was moved buy LaBombarbe and seconded by Sparks that we approve the LEAO Contract renewal for one year beginning January 1, 2024, through December 31, 2024, as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

11.2 Student Discipline

11.2.1 Student #1

The Board Discipline Committee met on January 11, 2024, 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 Moore 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

11.3 Board of Education Committee Meeting Schedule

The Superintendent and Committee Chairs recommend approval as presented.

It was moved by LaBombarbe and seconded by Moore that we approve the Board of Education Committee Meeting Schedule for 2024 as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

#### 11.4 Bus Purchase

##### PURPOSE

The transportation department is seeking to purchase three new school buses from Midwest Transit Equipment, INC. The buses are two (2) regular education buses and one (1) Special Education bus equipped with some new safety measures that include strobing overhead 8-way light systems, LED bright lights for *the* 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 *which* will help with summer school routes. Each bus would cost *\$154,945 for Gen ED buses and \$172,701 for the Specia/ Education bus* totaling \$485,984. The goal of the transportation department is to move forward with new safety improvements for all newly purchased buses.

##### ANALYSIS

*Purchasing* these new 2024 buses will put the rest of the 2011 buses out of use and have the entire fleet of newer buses. This will help with breakdowns and *the* 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, *saving* the district money and time *In* training.

##### RECOMMENDATION

It is my recommendation to purchase these new buses and continue to improve the overall age of our bus fleet. It is recommended *that*:

1. The Superintendent approves the purchase of the three (3) new school buses from Midwest Transit Equipment, Inc. at a total cost of \$485,984. This was presented for information only; Board action will be requested at a subsequent meeting.

#### 11.5 Student Trip

##### 11.5.1 Middle School Choir Cedar Point

Middle and High Schools Choir annual reward tri to Cedar Point. Information is included in your Board packet, please review. This was presented for information only; Board action will be requested at a subsequent meeting.

##### 11.5.2 Robotics

The Robotics Team will be attending the Berrien Springs District Competition February 29-March 2, 2024. This is an overnight trip. Information is included in your Board packet, please review. This was presented for information only; Board action will be requested at a subsequent meeting.

### 12.0 OLD BUSINESS

#### 12.1 New Curriculum Courses

New Course Proposals for the High School - Engineering Design and Development, Mandarin Chinese I, Philosophy and Lincoln Peers Connecting

All of the courses were brought to the Curriculum Leaders by high school teachers. The Curriculum Leaders reviewed the course proposals, sent them both back requesting clarification/modifications, and reviewed them again. Based on what the Curriculum Leaders observed in the revised proposals, they were approved.

Engineering Design and Development (EDD) is the capstone course in the PLTW high school engineering program. It is an open-ended engineering research course in which students work in teams to design and develop an original solution to a well-defined and justified open-ended problem by applying an engineering design process. Since the projects on which students work can vary with student interest and the curriculum focuses on problem solving, EDD is appropriate for students who are interested in any technical career path. EDD should be taken as the final capstone PLTW course since it requires application of the knowledge and skills introduced during the PLTW foundation courses.

Mandarin Chinese I - students will begin acquiring the language and discovering the cultures of Mandarin speakers. Students will develop listening, speaking, reading, and writing skills through comprehensible input and authentic resources. Upon successful completion of this course, students would be eligible for Mandarin Chinese II.

Philosophy - The course introduces students to the foundational theories and methods of philosophical analysis, emphasizing critical examination of some fundamental principles and problems of philosophy, with examples from the major areas of philosophy: metaphysics, epistemology, religion, semantics and ethics.

Lincoln Peers Connecting -The main purpose of this course is to have typically developing peers participate with students with ASD throughout the school day in both academic and nonacademic settings, modeling age-appropriate academic and social behavior and promoting improved outcomes in the areas of independence and socialization.  
Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the New Curriculum Courses Proposals for the High School - Engineering Design and Development, Mandarin Chinese I, Philosophy and Lincoln Peers Connecting as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

#### 12.2 Miller Johnson Policy Updates

The attached memo contains recommended updates/modifications to all MJ School Policy Services policy manuals and administrative regulations manuals. Proposed revisions are presented by section, with a specific update number for ease of reference, along with a narrative providing the basis for the contemplated modification.

The volume of legislative changes this year are larger than in recent memory. With the legislature adjourning *sine die* on Tuesday, November 14, 2023, many impactful changes will take effect on **February 13, 2024**. We recommend MJ School Policy Services clients review and plan to implement policy and administrative regulation updates before February 13, 2024. This may require the Board of Education to waive a first reading of the Bylaws and Policies, pursuant to Board Policy 1003. Similarly, the Superintendent should provide notice to the Board of Education of revised administrative regulations no later than January 12, 2024, to ensure they are effective before February 13, 2024.

It was moved by LaBombarbe and seconded by Moore that we approve the Miller Johnson Policy and Administrative Regulation Updates as presented by the Superintendent and Planning Committee.

Ayes: 6  
Nays: 0  
Motion carried 6-0

### 13.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Sparks that we adjourn the meeting at 8:06 p.m.

Ayes: 6  
Nays: 0  
Motion carried 6-0

President Czachorski declared the meeting adjourned.

#### What is a consent agenda?

A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

**Why would an organization want to use a consent agenda?** Consent agendas are popular with many organizations because they help streamline meetings and allow the focus to be on substantive issues.

**What does it mean if we adopt a consent agenda?**

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items. • If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

**APPROVED BY:**

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

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**Date**