

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR**  
**MEETING**  
**March 11, 2024**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Allie Sparks, Secretary (arrived 6:05pm)-minutes taken by Sparks  
Matt Bentley, Trustee  
Jason Moore, Trustee  
Lauren Smith, Trustee

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Edgar Brown, Jim Harless and Michelle Cox

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:03 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exception of LaBombarbe and 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 PRESENTATIONS**

**5.1 Employee of the Month**

We are thrilled to nominate Teddy Robinson-Jones as Teacher of the Month for her outstanding contributions to our school district. As the BSU Co-Advisor and High School ELA Curriculum Leader, Teddy has consistently exemplified dedication and leadership in her roles. She has been an integral part of Cohort 1 Deeper Learning, where her passion for innovative teaching methods shines through. Not only is she leading a book study for Cohort 1 participants, but she also serves as an advocate for the SEMIS work and partnership at EMU.

In addition to her involvement in various educational initiatives, Teddy has been invited to be a part of Washtenaw County's County-wide Improvement and Professional Learning team. This esteemed invitation underscores her commitment to enhancing professional learning and support systems for educators and students alike. Her involvement in helping to develop a model of high-quality, transformative continuous improvement through collaborative inquiry at the county-level is truly commendable.

Remarkably, Teddy is undertaking all these responsibilities while pursuing her Master's Degree. Her ability to balance academic pursuits with her professional duties is a testament to her resilience and passion for education. Furthermore, her deep understanding of curriculum work and the district's vision makes her an

invaluable asset to both our staff and students.

In recognition of her unwavering dedication, leadership, and passion for education, we proudly nominate Teddy for Teacher of the Month. Her commitment to fostering excellence in education inspires us all and enriches the learning experience for our entire school community.

Sincerely, Karensa Smith

5.2 Brick Elementary Presentation  
Presented by Cassandra Coker

- Partnering with Toyota to start Lego program
- Over 200 families joined for NAPPID
- Launch Celebration for N.I.S.E. Accreditation on May 2024
- STEM Career Day April 24

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

6.1 Superintendent's Report

- Considering altering start times to begin school day. Sending out survey soon to families.
- Green School status has been approved
- 6th grade orientation on Tues March 19 6-7pm in Middle School cafeteria
- March is Reading Month and Women's History Month

6.2 Human Resources Report

- Congrats to Cassandra Coker on her hiring as Brick's newest Principal.
- Thanks to Steve Menkevich our calendar 2024-25 is set.
- Childs Principal posting is open for 1 week longer than expected, 1 st week of April will start of process of interviews.
- Attending job fairs: Karensa at SVSU, Lori and Paula at EMU.

6.3 Facilities and Maintenance Report

Maintenance

- Excellent Winter season with very few HVAC related issues
- Preparing chillers for cooling season
- DTE Exterior lighting project inspection completed & passed – the district
- will realize YOY savings and will be receiving over 80k worth of rebates
- and discounts on energy costs.

Grounds

- With the mild winter we have been able to get out to start preparing for
- Spring sports much earlier in years past.
- The team is in the process of hanging materials to prevent or minimize the
- birds' nests around the PAC.

Custodial

- The monthly report cards for custodial services have been great. We are
- only seeing ~3-5 misses a month throughout the district, which is
- completely amazing!
- The team is preparing for Spring Cleaning with a focus on restrooms,
- classroom floors and entryways.
- We are trying a new technique of cleaning the pool deck which is showing
- great signs.

Bond Project

- Stadium Building
  - Painting completed at end of the week
  - Electricians will be complete next weekend
  - Toilet partitions going in at the end of the week
  - Plumbers will be back the following week to install fixtures
  - Looking to schedule final inspections the week of Spring Break

Other

- Projects
  - Scheduling the remainder of seal coating of parking lots
  - RFPs in Process
  - Security Cameras, PA systems, Gym PA, Handheld Devices
  - Preparing for Summer projects

6.4 Finance Report

- 6.4.1 February Enrollment Report  
Board report included in Board packet.
- 6.4.2 February Food Service Report  
Board report included in Board packet.

**7.0 BOARD REPORTS/CORRESPONDENCE**

7.1 Board Executive Committee

The Board Executive Committee will meet again April 1st at 5:30pm in the Pittman Room.

7.2 Board Performance Committee Report

The Planning Committee was scheduled to meet March 5th, but postponed, working to find another date.

7.3 Board Planning Committee Report

The Planning Committee will meet next on April 8<sup>th</sup> at 4:30pm in the Pittman Room.

7.4 Board Finance Committee Report

Rescheduled Finance Committee meeting will be held on March 18<sup>th</sup> at 300pm in the Pittman Room.

7.5 Board Reports

- The 7th Grade Band, 8th Grade Band, Varsity Band, Concert Band, and Symphonic Band ALL received straight "1" ratings at the MSBOA Band and Orchestra Festivals.
- Our amazing theatre department production of the "The Wonder Hat". This production advanced to the State Festival where they received a "1" rating.
- Boys Varsity Basketball beat Saline to clinch the Division. They played Wayne Memorial on March 5<sup>th</sup> and sadly their season came to an end. Great job Lincoln!
- Congratulations Middle School Indoor Track athletes Amia Gardner, Brooklyn Hill, Kysa Smith and Lauren Westbrook who all exceeded their personal records at the state indoor meet.
- Varsity Swimmers Ryan Mayo, Connor Nitchie, Evan Richert, Aiden Robinson and Hannes Schauss all be competed at the state swim meet this. (meet is being held on March 9<sup>th</sup> and results were not available when this document was prepared)
- Varsity Girls basketball won first playoff game!
- Dance team won CRU championship!
- Bowling team 1 st place in division!

**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.

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.

**9.0 CONSENT AGENDA**

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting February 26, 2024

9.1.2 Closed Session February 26, 2024

Enclosed are the minutes of the February 26, 2024, Regular Meeting and Closed Session as presented.

9.2 February 2024 Finance Report

Enclosed are the February 2024 Financial Reports. The Superintendent recommends approval as presented.

9.3 February 2024 Check Register

Enclosed is the February 1-29, 2024, check register in the amount of \$2,618,289.92. The Superintendent recommends approval as presented.

9.4 February 2024 Trust and Agency

Enclosed is the February 2024, Trust & Agency Report. The Superintendent recommends approval as presented.

9.5 Personnel Transactions

<b>ACTION ITEMS</b>					
<b>Name</b>	<b>Position/Building</b>	<b>Date of Hire</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Matthew Leffler	Teacher/Bishop Elementary	2/26/2024		New Hire	Step 3 BA
Jodi Brown	Social Worker/Brick Elementary	2/29/2024		New Hire	Step 3 Masters
Payton Lewandowski	Receptionist/LAB	3/1/2024		New Hire	
<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>
Katharine McCullough	Teacher/Lincoln Middle School	3/1/24	INTERMITTENT	FMLA	
Diane Colwell	Teacher/Lincoln Middle School	2/17/2024	24.25 School Year	LOA	
Nancy Kopytko	Teacher/Lincoln Middle School	3/4/2024	INTERMITTENT	FMLA	

It was moved by Bentley and seconded Moore that we accept the Consent Agenda as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

## 10.0 NEW BUSINESS

### 10.1 Electric Vehicle- 61c1 CTE Equipment Grant

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

### 10.2 District Summer School Elementary School

Over the four-week course of study in language arts, students will work through the following programs (modifications could be made based on data and programming) which are currently used in the district: LLI Reading, Phonics First, Lexia Core 5, and Half-Pint Decodable Readers. All students enrolled in the language arts academy grades K-5 will work within these programs on skills determined by assessments completed in their buildings prior to summer school. The Lexia Core 5 program creates a personalized learning path for each student based on assessment data within the program. These reading programs use research-based and effective strategies to support and improve student reading skills. The teachers trained for the summer program can continue to use the techniques within existing curricular structures as well throughout the school year.

The Elementary Summer School Program will utilize the math intervention program from Strategic Intervention Solutions. The students will be provided with a powerful, comprehensive review of grade level concepts and skills focusing on the grade level power standards. Using motivating games, problem solving activities, and math vocabulary reinforcement students will increase their math abilities and gain confidence.

All of the aforementioned programs reinforce the skills and concepts addressed in the Common Core State Standards. We will compare the students NWEA spring and fall assessment to determine growth.

Students will also engage in STEM, social-emotional learning, social justice, and identity lessons.

#### Middle School

Over the five-week course of study in language arts, students will work through the curriculum for the Middle School as prescribed by the Lincoln Board of Education. All students enrolled in language arts grades 6-8 will work through the intervention (AARI, LLI, Pearson, Edgenuity, Michigan Virtual, etc...) program with also direct teaching at a reading level determined by assessments completed in their buildings prior to summer school. Reading programs use proven and effective strategies to support and improve student reading skills. The teachers trained for the summer program can continue to use the techniques within existing curricular structures as well throughout the school year.

The Middle School Summer Success Program will utilize an intervention program (Edgenuity, Khan, Michigan Virtual, etc...) for math. The students will be provided with a powerful, comprehensive review of grade level power standards, concepts and skills. Using motivating games, problem solving activities and math vocabulary reinforcement, students will increase their math abilities and gain confidence.

All of the aforementioned programs reinforce the skills and concepts addressed in the Common Core State Standards. We will compare the students NWEA spring and fall assessment to determine growth.

#### High School

Students will be offered traditional classes that have been customized to better address the academic deficiencies identified through at-risk interventions to date. These classes will cover the essential content as outlined in the MMC and the course syllabi of LHS. Staff will develop individual plans for maximum credit recovery for each student enrolled. An online curriculum resource (Edgenuity) will be used along with face to face, differentiated instruction by the teacher.

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

- 10.3 Student Trips
- 10.3.1 Brick 4<sup>th</sup> Grade Fossil Park  
4<sup>th</sup> Grade Brick students will dig for fossils from the Devonian time period this time. 4<sup>th</sup> grade is currently studying this time period and exploring Petoskey stones. This was presented for information only; Board action will be requested at a subsequent meeting.
- 10.3.2 Childs 5<sup>th</sup> Grade Camp  
The group will leave Childs Elementary on May 15<sup>th</sup> and travel to the Howell Nature Center. The students will participate in various cross-curricular programs and activities throughout camp. This was presented for information only; Board action will be requested at a subsequent meeting.
- 10.4 2024-25 Master Calendar  
We've reached an agreement with the LEA for the 2024-25 Master Calendar. This was presented for information only. Board action will be requested at a subsequent meeting.

## 11.0 OLD BUSINESS

- 11.1 Technology Fiber Construction E-Rate Vendor  
Accept the recommendations for the fiber construction project. Fiberlink is the recommendation for the fiber construction for the connection between the WISD and internally on campus, while Turnkey Network Solutions (TKNS) is the recommendation for the fiber connection between LCS and Monroe ISD.

We are bidding this year for new fiber to be constructed in three key areas: our connection to the WISD, our internal connections, and a resilient connection to Monroe ISD. We had four vendors submit bids for this contract. I chose Fiberlink for the connection to the WISD and our internal network because of their familiarity with our infrastructure, consistency for troubleshooting our connection to the WISD, and quality work. TKNS is also a reputable vendor and their proposal on building a new connection between LCS and Monroe ISD met our needs but also did so at a reasonable price. Board action was requested.

[Here is the information](#) (All related documents)

It was moved by Bentley and seconded by Moore that we accept the bid and approve Fiberlink as the contractor to complete the Technology Fiber Construction E-Rate project as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

- 11.2 Lewis & Knopf Contract Extension  
It is recommended that the District approve the 3-year extension for Lewis & Knopf. The 3 year extension keeps the annual increase to \$1000 per year (starting at \$24,000 for the first year) with an additional \$4,000 charge each year for the separate audit of the expenditures of federal awards. 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 a higher annual charge as new firms coming in would need extra time to learn the Districts processes and controls. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve Lewis & Knopf's Contract Extension for a period of 3-years as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

- 11.3 Publicly Funded Health Insurance Contribution Act, Public Act 152 of 2011  
The publicly funded health insurance contribution will need yearly approval and will be added to the Organizational Meeting going forward. The Board resolves that it shall comply with Section 4 of the Act by paying not more than 80% of the total annual costs of all of the medical benefit plans it contributes to for our employees. This resolution shall remain in full force and effect unless and until the Board resolves that it shall comply with Section 3 of the Act. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the Publicly Funded Health Insurance Contribution Act, Public Act 152 of 2011 as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

#### 11.4 E-Rate Fiber Maintenance

This year for our E-Rate bid under Category 1 we submitted a request for fiber maintenance up to \$30,000. Fiber is delicate and is susceptible to damage and breaks. Fiber maintenance bids allow us to leverage our category 1 E-Rate discount of 80% on these repair, maintenance, and preventive costs each year. Therefore, if we choose to leverage these services we have \$30,000 worth of work we can hire at a discounted rate of 80% (\$6000). We will pick a vendor once we have the fiber construction bid submitted. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the E-Rate Fiber Maintenance as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

#### 11.5 E-Rate Core Switches

Approval for Sentinel Technologies as the vendor selected for our E-Rate Category 1 core switch bid of 4 switches and their associated components, installation, warranties, and project management. This year for our E-Rate bid under Category 1 we submitted a request for proposal on 4 core switches to replace our current outdated and end of life units. These switches are what connect Lincoln's internal network to the Internet. The total price on the project is \$40,974.00 (base bid) + alternate 1 which extends the warranty to 5 years for an additional \$9,812 leading to a total project cost of \$50,786. As this is an E-Rate category 1 project, we are covered for 80% of the project which leads to a total cost to the district for \$10,157.20. Board action was requested.

It was moved by Bentley and seconded by Moore that we approve the E-Rate Core Switches as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

## 12.0 ADJOURNMENT

It was moved by Bentley and seconded by Sparks that we adjourn the meeting at 7:03 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.