

# Lincoln Consolidated Schools

**BOARD OF EDUCATION**

REGULAR MEETING

September 09, 2024

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**September 9, 2024**

**6:00 p.m.**

**Boardroom-Lincoln High School**

**CONSENT AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 PRESENTATIONS**

5.1 Employee of the Month

5.2 Summer School Presentation

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

6.1 Superintendent's Report

6.2 Human Resources Report

6.3 Student Services Report

6.4 Facilities & Maintenance Report

**7.0 BOARD REPORTS/CORRESPONDENCE**

7.1 Board Executive Committee

7.2 Board Performance Committee Report

7.3 Board Planning Committee Report

7.4 Board Finance Committee Report

7.5 Board Reports

**8.0 PUBLIC COMMENT**

8.1 Response to Prior Public Comment

8.2 Public Comment

**9.0 CONSENT AGENDA**

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting August 26, 2024

9.2 Personnel Transactions

**10.0 NEW BUSINESS**

10.1 Trane Energy Savings Bond

10.2 ECE Sub Hub

**11.0 OLD BUSINESS**

11.1 Chromebook Purchase

**12.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: September 04, 2024**

**SUBJECT: Board of Education Meeting  
September 09, 2024  
6:00 p.m.**

**AGENDA/EXPLANATORY NOTES**  
**CONSENT AGENDA**

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**2.0 ROLL CALL**

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**7.0 BOARD REPORTS/CORRESPONDENCE**

7.1 Board Executive Committee

7.2 Board Performance Committee Report

7.3 Board Planning Committee Report

7.4 Board Finance Committee Report

7.5 Board Reports

**8.0 PUBLIC COMMENT**

8.1 Response to Prior Public Comment

- Spencer Mbroh, senior student, addressed the Board about the class of 2025's desire to paint senior parking stops.

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 August 26, 2024

Enclosed are the minutes of the August 26, 2024, Regular Meeting.

9.2 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>
Gary Quann	Teacher/ Brick Elementary	10/8/2023	8/19/2024	Resignation	
Allen Kennedy	Paraprofessional/Lincoln High	9/8/2019	8/21/2024	Resignation	
Tamela Mejia	Retiree/Model Elementary	9/7/2023	6/7/2024	Not Returning 24.25	
Hannah Arnold	Teacher/Brick Elementary	8/20/2024		New Hire	BA step 3
Sara Collins	Noon Supervisor/Childs Elementary		8/15/2024	Resignation	
Melissa Varney	GSRP Teacher/Model Elementary	8/20/2024		New Hire	BA Step 3
Alexandra Plawchan	Noon Supervisor/Childs Elementary	8/22/2024		New Hire	
Katrina Durr	Paraprofessional/Bishop Elementary		8/26/2024	Transfer	LEAO Step 1 (from noon Sup)
Han Kyoung Choi	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
Jordan North	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
Leah Strachn	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
Darla Durbal	Noon Supervisor/Lincoln <sup>5</sup> High School	8/26/2024		New Hire	

Dante Lander	Teacher/Lincoln High School	8/26/2024	8/26/2024	New Hire	BA Step 3
Chrysann McGregor	Retiree (SLP)/Lincoln Middle School		9/5/2024	Retiree	
Tadeshia Lambouths	Noon Supervisor/Childs Elementary	8/28/2024		New Hire	
Laura Finkbeiner	Early Childhood Teacher/ Model Elementary	8/26/2019	9/2/2024	Resignation	
Rachel Johns	Early Childhood Teacher/ Model Elementary	9/26/2018	8/27/2024	Resignation	
Susan Johnson	Noon Supervisor/Lincoln Middle School	8/29/2024		New Hire	
William McCombie	Bus Driver/Transportation	7/29/2024	8/28/2024	Resignation	
Zachary Martiny	Teacher/Lincoln Middle School	9/3/2024		New Hire	BA Step 6
Kyle House	Spec Ed Paraprofessional/Lincoln High School	9/3/2024		New Hire	
Karen Flores	Bus Driver/Transportation	7/25/2024	8/30/2024	Termination	
Nancy Obey	Teacher (retiree)/Bishop Elementary	9/4/2024	9/4/2024	Retiree	
Banen Alibrahim	Noon Supervisor	9/4/2024		New Hire	
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Lori Ferguson	Assistant Principal/Lincoln Middle School	8/29/2024	N/A	FMLA- Intermittent	
Shannon Lange	Paraprofessional/Lincoln Middle School	8/22/2024	N/A	FMLA- Intermittent	

**RECOMMENDED MOTION: I move that we accept the Consent Agenda as presented.**

## 10.0 NEW BUSINESS

### 10.1 Trane Energy Savings Bond

The purpose and benefits of the proposed energy savings bond is designed to finance energy-efficient upgrades across our school district. The primary goal is to reduce our long-term energy consumption and operational costs while improving our environmental sustainability. Below are the key benefits:

1. **Cost Savings:** By upgrading our facilities with energy-efficient technology—such as LED lighting, solar panels, and HVAC systems—we can significantly reduce our utility costs. The bond will allow us to finance these projects upfront and pay back the bond with the savings generated from the lower energy bills. Over time, these savings will result in more available funds for educational programs.
2. **Environmental Impact:** Investing in energy efficiency aligns with our responsibility to reduce the school district's carbon footprint. The upgrades funded by this bond will not only lower energy consumption but also contribute to the larger goal of sustainability, reflecting positively on the district's commitment to a greener future.
3. **Educational Opportunities:** Implementing these energy-saving measures can serve as a learning tool for our students. By incorporating sustainability into the curriculum, we can provide hands-on learning experiences in energy efficiency, environmental science, and renewable energy.
4. **Long-Term Investment:** The energy savings bond is an investment in the future of our district. These upgrades are expected to last for many years, ensuring that the benefits extend far beyond the initial costs. The return on investment through energy savings will free up future budgets for additional educational initiatives.

The energy savings bond presents a fiscally responsible way to modernize our school infrastructure, reduce operational costs, and promote sustainability. This is an essential step in creating a more energy-efficient, financially sound, and environmentally conscious school district. This is presented for information only; Board action will be requested at a subsequent meeting.

- 10.2 ECE Sub Hub  
Emergency needs to fill open teaching positions at Model.

**RECOMMENDED MOTION: I move that we approve the contract with ECE Sub Hub for the 24/25 school year as presented.**

**11.0 OLD BUSINESS**

- 11.1 Chromebook Purchase  
Please see attached quote.

**RECOMMENDED MOTION: I move that we approve the additional Chromebook Purchase as presented.**

**12.0 ADJOURNMENT**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR**  
**MEETING**  
**August 26, 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  
Matthew Bentley, Trustee  
Jason Moore, Trustee  
Lauren Smith, Trustee

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Edgar Brown, James Harless, Aidan Sullivan, Quinn Wilkerson, Nate Bentley, Sam Bentley, Chris Samuelson and Spencer M.

**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 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**

Congratulations to Andrew Dillon, our new high school Positive Behavior and Student Engagement Coordinator, Head Varsity Football Coach and Employee of the Month. Andrew has a remarkable ability to forge strong, trusting relationships with our amazing students and brings a contagious positivity and energy to our school community. As a lifelong Railsplitter, Andrew is always ready to go the extra mile for our district, especially our kids. We extend our heartfelt gratitude to Andrew for his unwavering dedication, hard work, and caring ways. He is an extremely valuable member of our LCS family.

**5.2 Technology Presentation**

Presented by Solomon Zheng

- Beyond the ticket system the department is supporting the launch of Esports, keeping track of 4,000+ devices and working with the safety team to continue to improve technology's impact in safety on campus
- In the coming year the department has focused on the infrastructure and improving internal processes for the support staff.



### 5.3 Professional Learning Presentation

Presented by Karensa Smith

August of 2024

- Instructional Collaborative Team Retreat; August 6th and 7th
- Principals; Danielson Training; August 8th and 9th
- New Teacher Orientation; August 12th-13th
- Teacher Leaders, Curriculum Leaders, Administration: PLC at Work Institute; August 14th-16th
- CPR Training; August 19th
- County-wide Opening Day; August 19th
- Opening Day/Welcome Back; August 20th
- Staff PL Day 1; August 21st
  - CPI Training/Restorative Practices Refresher
- Staff PL Day 2; August 22nd
  - Curriculum support by grade level/department

District Professional Learning for the 24/25 school year

- October 7th - 3 hours Curriculum focus
- October 18th - 1 hour Compliance Modules
- January 27th - 1.5 hour Restorative Practices/Circles refresher/SEL
- February 18th - 6 hours Curriculum Focus/EdCamp
- April 22nd - 6 hours TBD based on data and needs

Meetings and Committees

- Staff meetings/Grade Level (Dept.) meetings - at least once/month
- District Collaborative Team meetings - 2x/month (equity and POG work embedded)
- Instructional Collaborative Team meetings - 2x/month;
  - Separated elementary from secondary for some meetings this year
- Mentor training - JAMS online training
- New Teacher Community of Support Meetings (ISD) - 4x/year
- Curriculum Leaders - 2x/month for learning (Learning By Doing Book study) and planning
- District/Building MICIP Meetings - 1x/month
- MTSS - 1x/month

## 6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

### 6.1 Superintendent's Report

#### 6.1.1 Washtenaw Intermediate School District Special Education Millage

- I am saddened to inform you, one of our seventh grade students, Brylan Murphy, died unexpectedly from an existing medical issue.
- Senior sunrise was held on the football field the first day of school with an excellent turnout.
- The first day of school produced happy kids and excited teachers to start a new school year.
- This school year will have lots of activities involving the 100 year celebration.
- Both the Lincoln Sinking Fund and the WISD Special Education Millage will be on the November ballot.
- On October 10<sup>th</sup> we will hold a community forum to have open dialog about the sinking fund.

### 6.2 Curriculum & Instruction Report

Curriculum

- The Book Mobile occurred again this summer. Unfortunately, there were some rainy days so our numbers were lower. We did have 106 students receive a free book from Lincoln and several staff members participated. Kudos to Nicole Davis who was present daily and drove the Lincoln van. We will make modifications based on data that we kept including discussions on getting a hotspot to help families enroll.
- These last three weeks have been busy with the principal's retreat, New Staff Orientation, and all staff welcome back professional learning. Surveys have been sent and feedback will be analyzed

to make the needed modifications. Last week, we held our three days of New Teacher Orientation. We had approximately 32 new staff members in attendance. We heard positive results and will also be making modifications based on other pieces of feedback.

- I'm excited to share that the Middle School math teachers that schedule students for regular and advanced math based on NWEA scores, said that this the highest group of 5th graders they have seen even pre-pandemic! This is a testament to the implementation of the new math strategies that the elementary teachers are learning and using with all of their students. I'm excited to see how the students will continue to grow knowing the same support will be given to the MS and HS math teachers.
- Several of our curriculum leaders worked with their departments on unit creation over the summer.

6.3 Finance Report

- The audit report was done quickly this year and the auditors were only in District for two days. The Finance Department was well prepared in advance.

**7.0 BOARD REPORTS/CORRESPONDENCE**

7.1 Board Executive Committee

The Executive Committee will meet next on September 16, 2024, at 5:30pm in the Pittman Room.

7.2 Board Performance Committee Report

The Performance Committee will meet next on September 23, 2024, at 4:30pm in the Pittman Room.

7.3 Board Planning Committee Report

The Planning Committee will meet next on September 24, 2024, at 4:30pm in the Pittman Room.

7.4 Board Finance Committee Report

The Finance Committee will meet next on September 16, 2024, at 4:00pm in the Pittman Room.

7.5 Board Reports

- The Men of Lincoln were out in full force the first day of school welcoming all the kids back to school at Bishop Elementary.

**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

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  - Spencer Mbroh, senior student, addressed the Board about the class of 2025's desire to paint senior parking stops.

**9.0 CONSENT AGENDA**

- 9.1 Minutes of Previous Meeting
  - 9.1.1 Regular Meeting August 12, 2024
  - 9.1.2 Closed Session August 12, 2024

Enclosed are the minutes of the August 12, 2024, Regular Meeting and Closed Session.
- 9.2 July 2024 Finance Report  
Enclosed are the July 2024 Financial Reports. The Superintendent recommends approval as presented.
- 9.3 July 2024 Check Register  
Enclosed is the July 1-31, 2024, check register in the amount of \$2,464,955.47. The Superintendent recommends approval as presented.
- 9.4 July 2024 Trust and Agency  
Enclosed is the July 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>
Lucy Gerry (Carrington)	Teacher/Lincoln High/Middle School	8/12/2024		New Hire	BA Step 4
Jeff Nowak	Teacher/Lincoln High School	8/19/2024		Re-hire	
Alyssa Goff	GSRP Associate Teacher/Model Elementary	8/12/2024		New Hire	LEAO Step 1
Krystl Tittyung	GSRP Associate Teacher/Model Elementary	9/4/2022	8/19/2024	Transfer	From Bishop to Model
Stephen Adams	Bus Driver/Transportation	8/19/2024		New Hire	
Rhalonda Johnson	Bus Aide/Transportation	8/19/2024		New Hire	
Kiera Harris	Bus Aide/Transportation	8/19/2024		New Hire	
Emily Levickas	Teacher/Lincoln High School	8/19/2024		New Hire	MA Step 4
Tina Price	Paraprofessional/Lincoln Middle School	8/20/2024		New Hire	LEAO Step 1
Kit Moran	Interim HS Principal/Lincoln High School	8/20/2024		Retiree	
Andrew Duncan	Teacher/Lincoln High School		8/20/2024	Resignation	
Dominique Redic	Bus Driver/Transportation	1/25/2024	8/9/2024	Resignation	
John Todaro	Teacher/Lincoln Middle School	8/21/2023	8/10/2024	Transfer	from HS to spec ed @ MS
Charles Boswell	Art Teacher/Brick Elementary School	8/8/2022	8/10/2024	Transfer	from HS to Brick
Lottie Larkins	Counselor/Lincoln Middle School	8/15/2023	8/10/2024	Transfer	

Jacquelyn King	Teacher/Model ECC	10/30/2011	8/19/2024	Transfer	From Para to GSRP Teach
Angie Cyrbok	ECSE Service Provider/Model ECC		8/19/2024	Transfer	
Andrew Dillon	Student Engagement Coordinator/Lincoln High School		8/19/2024	Transfer	
Gavin Kotlarczyk	Intern/Facilities	10/4/2023	5/16/2024	Internship Completed	
Amanda Avery	Noon Supervisor	9/23/23	8/1/2024	Resignation	
James Anthony	Bus Driver/Transportation	09/27/2023	8/19/2024	Resignation	
Lamae Satarino	Teacher Consultant/Lincoln Middle School	8/27/2004	8/9/2024	Resignation	
Dominique Redic	Bus Driver/Transportation	1/25/2024	8/9/2024	Resignation	
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Myra Hamilton	Secretary Lincoln High School	8/19/2024	11/4/2024	FMLA	

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

Ayes: 6  
 Nays: 0  
 Motion carried 6-0

**10.0 NEW BUSINESS**

- 10.1 Chromebook Purchase  
 Please see attached quote. Solomon will be at Monday’s meeting for questions.

**11.0 OLD BUSINESS**

- 11.1 AD Consulting Sentinel Technology  
 Request to purchase consulting services from Sentinel technology on modernizing our cloud and local account and device management infrastructure in the Windows ecosystem.

As we continue to expand into the use of mobile devices in the District we need a more modern and robust infrastructure for managing the devices, pushing policies, and managing accounts. To do this we need a partner with expertise in this area. Sentinel Technologies is a close partner with the district and has worked with us on network projects every year.

Our plan is to completely update and redo the account management infrastructure. This will allow us to change the way we manage our windows mobile devices and give us greater visibility and flexibility when it comes to managing the fleet.

We estimate 6-8 weeks for completion and training of our team and a rolling implementation to be completed by the start of the 2025-2026 school year.

Link to proposal - total of \$37,500. Board action is requested.

It was moved by LaBombarbe and seconded by Moore that we approve the purchase of AD Consulting Sentinel Technology as presented.

Ayes: 6  
 Nays: 0  
 Motion carried 6-0

- 11.2 InformedK12 Contract  
 Renewal of Informedk12. The District has been using this for several years. It is the paperless software used for enrollment, HR, business office, transportation, curriculum, athletics, and building level. Our current agreement ends on 9/1/2024. <sup>12</sup> The cost of the renewal is \$28,877 and does not have an increase from the 23/24 cost. Board action is requested.

It was moved by LaBombarbe and seconded by Moore that we approve the InformedK12 contract for one year to expire September 1, 2025, as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

11.3 MASB 2024 Delegate Assembly

MASB's 2024 Delegate Assembly will begin **Thursday, October 24 at 7 p.m.** at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2024-2025 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Friday, October 4th. Board action is requested.

It was moved by LaBombarbe and seconded by Bentley that we appoint Jennifer LaBombarbe, Lauren Smith and Allison Sparks to represent Lincoln Consolidated Schools at the Michigan Association of School Boards (MASB) 2023 Delegate Assembly, October 24, 2024. Jennifer Czachorski will serve as an alternate.

Ayes: 6  
Nays: 0  
Motion carried 6-0

11.4 ElevateK12

ElevateK12 is a company that provides virtual certified teachers to address staffing needs. Currently, we have been unable to hire a Spanish teacher for our high school classes. ElevateK12 will provide a certified Spanish teacher who is able to interact with students in a classroom. Some of the benefits of this proposal include the following:

- High-quality LIVE Tier 1 Teaching – US certified Teacher of Record (including substitutes for our live teacher)
  - Full-service live class delivery management
  - School level classroom set up and day to day management of live online teaching classes
  - Quality control of all live classes by our academic experts
  - Training and management of your para-professional
  - All support for grading, pacing, school meetings and more
  - State aligned lessons written by our curriculum experts
  - 24x7 live customer service and support for para-professional or building substitute
  - High-quality LIVE Tier 1 Teaching - Assigned as Teacher of Record
  - One Elevate K-12 Operations Manager dedicated per school for implementation and support
  - Dedicated Academic Coach who guides and quality audits Elevate K-12's live Teacher for the school
  - ElevateK12 provides hi-end speakers, a powerful classroom microphone, and a hi-end camera
  - Elevate K-12 including the service they provide, benefits of the company and terms of service.

This will be an ongoing as needed contract. To be used in a high-need demand for our students in areas where hiring a staff member has not be possible. Board approval will allow the Human Resources Director the ability to use ElevateK12 as needed. The contract will be in the Board packet for the August 26, 2024 meeting. Board action is requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the ElevateK12 contract as presented.

Ayes: 6  
Nays: 0  
Motion carried 6-0

**12.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Moore that we adjourn the meeting at 6:55 p.m.

Ayes: 6

Nays: 0

Motion carried 6-0

President Czachorski declared the meeting adjourned.

<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>
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Allen Kennedy	Paraprofessional/Lincoln High	9/8/2019	8/21/2024	Resignation	
Tamela Mejia	Retiree/Model Elementary	9/7/2023	6/7/2024	Not Returning 24.25	
Hannah Arnold	Teacher/Brick Elementary	8/20/2024		New Hire	BA step 3
Sara Collins	Noon Supervisor/Childs Elementary		8/15/2024	Resignation	
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Han Kyoung Choi	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
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Darla Durbal	Noon Supervisor/Lincoln High School	8/26/2024		New Hire	
Dante Lander	Teacher/Lincoln High School	8/26/2024	8/26/2024	New Hire	BA Step 3
Chrysann McGregor	Retiree (SLP)/Lincoln Middle School		9/5/2024	Retiree	
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Laura Finkbeiner	Early Childhood Teacher/ Model Elementary	8/26/2019	9/2/2024	Resignation	
Rachel Johns	Early Childhood Teacher/ Model Elementary	9/26/2018	8/27/2024	Resignation	
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Zachary Martiny	Teacher/Lincoln Middle School	9/3/2024		New Hire	BA Step 6
Kyle House	Spec Ed Paraprofessional/Lincoln High School	9/3/2024		New Hire	
Karen Flores	Bus Driver/Transportation	7/25/2024	8/30/2024	Termination	
Nancy Obey	Teacher (retiree)/Bishop Elementary	9/4/2024	9/4/2024	Retiree	
Banen Alibrahim	Noon Supervisor	9/4/2024		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>
Lori Ferguson	Assistant Principal/Lincoln Middle School	8/29/2024	N/A	FMLA- Intermittent	
Shannon Lange	Paraprofessional/Lincoln Middle School	8/22/2024	N/A	FMLA- Intermittent	

August 12, 2024

# Guaranteed Energy Savings Program

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## The Key to Reallocation of Operation Dollars

*Gwen Pettit, Trane K12 Comprehensive Solutions  
Dean Weber, Trane K12 Comprehensive Solutions*







# Energy Savings Performance Contracts

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Financing Capital Projects with Existing Energy & Operating Savings

# Non-Voted Bond Options

## *Non-Voted Bond Issue*

- **Description:** The Board of Education adopts a bond authorizing resolution. The school district completes the bond sale process.
- **Advantages:** Shorter financing process. Can run from 2 to 12 months from start to finish. **No election required. Voted by the school board.** Can be implemented with a Voted-Bond subject to SEV.
- **Disadvantages:** Bond issue size is **subject to 5 %** of State Equalized Value (SEV) debt limit. Annual bond payments must be funded from the general fund, sinking fund collection, energy savings, or other identified source. A dedicated bond millage is not allowed since an election did not occur.

## *Non-Voted Energy Conservation Improvement Bond Issue*

- **Description:** The Board of Education adopts a bond authorizing resolution authorizing allowable energy savings improvements to be financed. The school district completes the bond sale process.
- **Advantages:** Shorter financing process. Can run from 2 to 12 months from start to finish. This type of bond issue is **not** subject to the 5% of SEV debt limit at the time of sale. No election required. **Voted by the school board.** Can be implemented with a Voted-Bond.
- **Disadvantages:** Annual bond payments must be funded from the general fund, sinking fund collections, **energy savings**, or other identified sources. A dedicated bond millage is not allowed since an election did not occur.



# What is Guaranteed Energy Savings Performance Contracting?

Leveraging operational savings to finance energy focused infrastructure projects

“ESPC is a financial mechanism used to pay for today’s facility upgrades with tomorrow’s energy savings – without tapping your organization’s capital budget.”

~U.S. Department of Energy

Energy.gov » U.S. Department of Energy Announces Energy Savings Performance Contracting Campaign

*New Initiative Will Advance Critical Investments in Public Buildings to Reduce Energy Costs, Create Jobs, Cut Emissions Across the Nation, and Achieve \$1 Billion in Measured and Verified Savings*

**WASHINGTON, D.C.** –The U.S. Department of Energy (DOE) is opening enrollment for the **Energy Savings Performance Contracting (ESPC) Campaign**, which will help public building owners pay for today’s building upgrades with tomorrow’s guaranteed energy savings. **The ESPC Campaign is a voluntary initiative that engages and supports state and local governments, universities and colleges, school districts, hospitals, and other market stakeholders in expanding and enhancing the use of ESPC to modernize public buildings.** Participants can access expert-led training, peer exchange opportunities, and other resources and tools to support best practice approaches for ESPC projects and state programs to drive sustainable long-term impact. Today’s announcement underscores the Biden-Harris Administration’s continued efforts to enhance the efficiency and



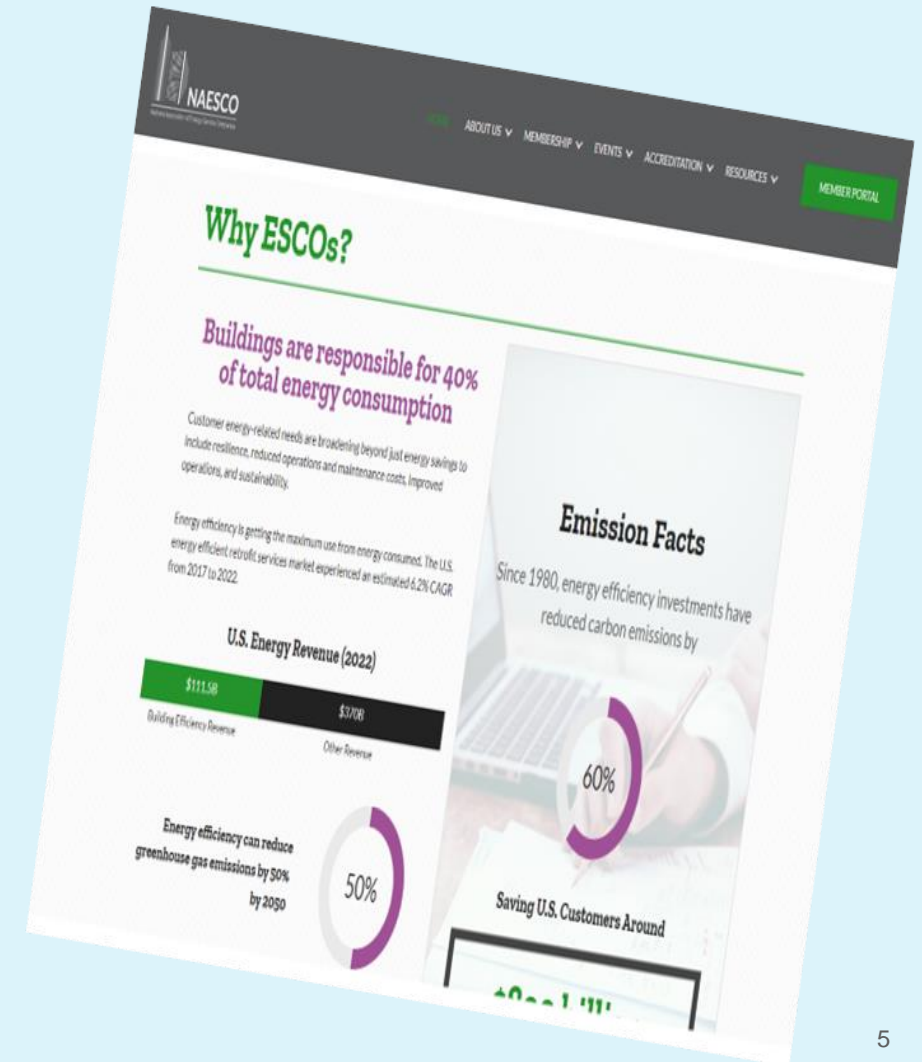
# Who Can Perform an Energy Savings Performance Contract?

## Energy Services Company

“The accredited ESCO **Guarantees** the projected energy savings and provides ongoing reports verifying the actual savings.”

~U.S. Department of Energy

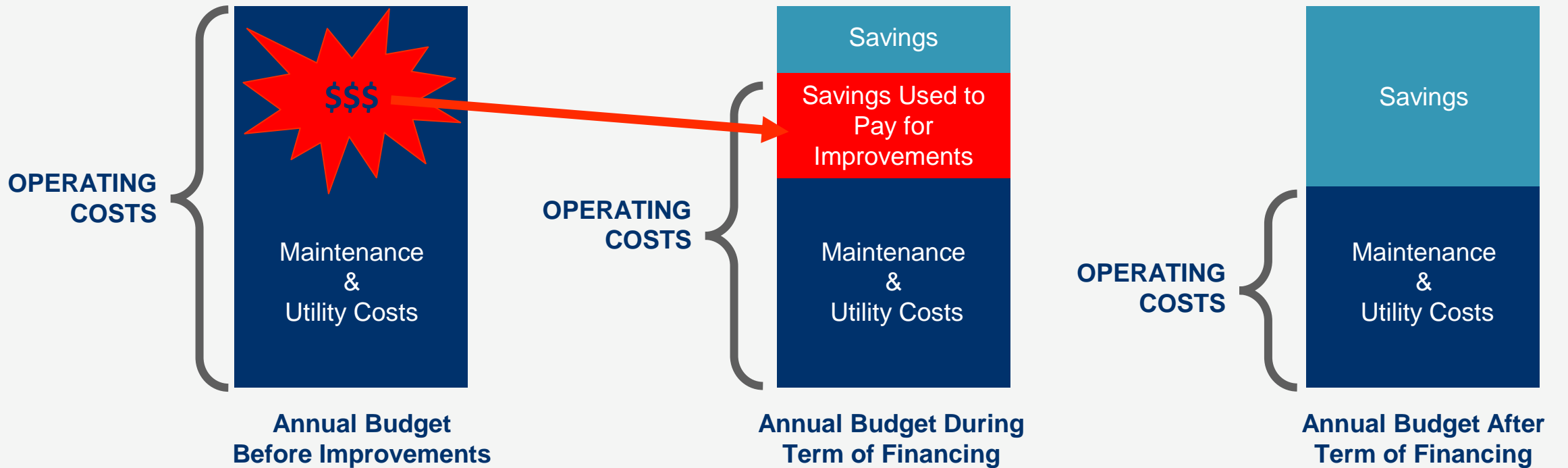
[www.naesco.com](http://www.naesco.com)





# How Does it Work?

## Leverage Energy & Operational Savings to Upgrade Your Infrastructure”



*“It’s a simple reallocation of your operational dollars!”*  
~Dr. John VanWagoner, Traverse City Area Superintendent



# Decarbonization Measures

## Heating & Air Conditioning –

Modernization-Refrigerants, Electrification, VFD's, Thermal Storage



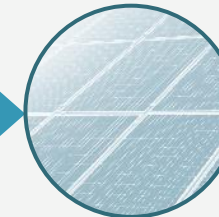
## Water Conservation –

Low Flow Toilets, Urinals, and Faucets



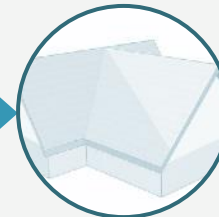
## Renewable Energy –

Solar, Wind, Geothermal, Cogen, Biomass, Charging Stations, Biogas



## Building Envelope –

Roofs, Windows, Insulation, caulking



Customized Service & Maintenance Programs



## Energy Management Systems-

Pneumatic Conversations, IAQ, Multi-System Integration, Recommissioning, Work Order System



Fuel Conversions /Rate Optimization



LED Lighting Technology /Traffic Signals  
Electrical Upgrades/Generators



Intelligent Services Technology –  
Artificial Intelligence



Ongoing Staff Development, Recycling



# Cash Flow Example

## Financial Structure

*Guaranteed*

*Positive cash flow  
year-after-year*

Year	Estimated Annual Energy Savings	Loan Payments			Difference
		Principal	Interest	Total	
1	\$125,000		\$97,000	\$97,000	\$28,000
2	\$250,000	\$135,000	\$97,000	\$232,000	\$18,000
3	\$250,000	\$140,000	\$91,600	\$231,600	\$18,400
4	\$250,000	\$145,000	\$86,000	\$231,000	\$19,000
5	\$250,000	\$150,000	\$80,200	\$230,200	\$19,800
6	\$250,000	\$155,000	\$74,200	\$229,200	\$20,800
7	\$250,000	\$160,000	\$68,000	\$228,000	\$22,000
8	\$250,000	\$165,000	\$61,600	\$226,600	\$23,400
9	\$250,000	\$175,000	\$55,000	\$230,000	\$20,000
10	\$250,000	\$180,000	\$48,000	\$228,000	\$22,000
11	\$250,000	\$190,000	\$40,800	\$230,800	\$19,200
12	\$250,000	\$195,000	\$33,200	\$228,200	\$21,800
13	\$250,000	\$205,000	\$25,400	\$230,400	\$19,600
14	\$250,000	\$210,000	\$17,200	\$227,200	\$22,800
15	\$250,000	\$220,000	\$8,800	\$228,800	\$21,200
<b>Totals</b>	<b>\$3,625,000</b>	<b>\$2,425,000</b>	<b>\$884,000</b>	<b>\$3,309,000</b>	<b>\$316,000</b>

Potential interest only in first year to match construction time-period and not experiencing a full year of energy savings.

Principal payments in amortization schedule structures to match estimated annual energy savings.



# Benefits of Guaranteed ESPC

Collaborative  
Process

No Out-of-Pocket  
Money Required

Guaranteed Energy  
Savings

Single-Source  
Accountability &  
Warranty

Addresses Utility  
Waste Spending for  
the Long-Term

Modernization of  
Equipment

Addresses Deferred  
Maintenance

Avoid Labor &  
Material Cost  
Escalation

Economies of  
Scale/Bundled  
Solutions

Enhanced Learning  
Environment

STEM & Skilled  
Trade Program

Partner for Life





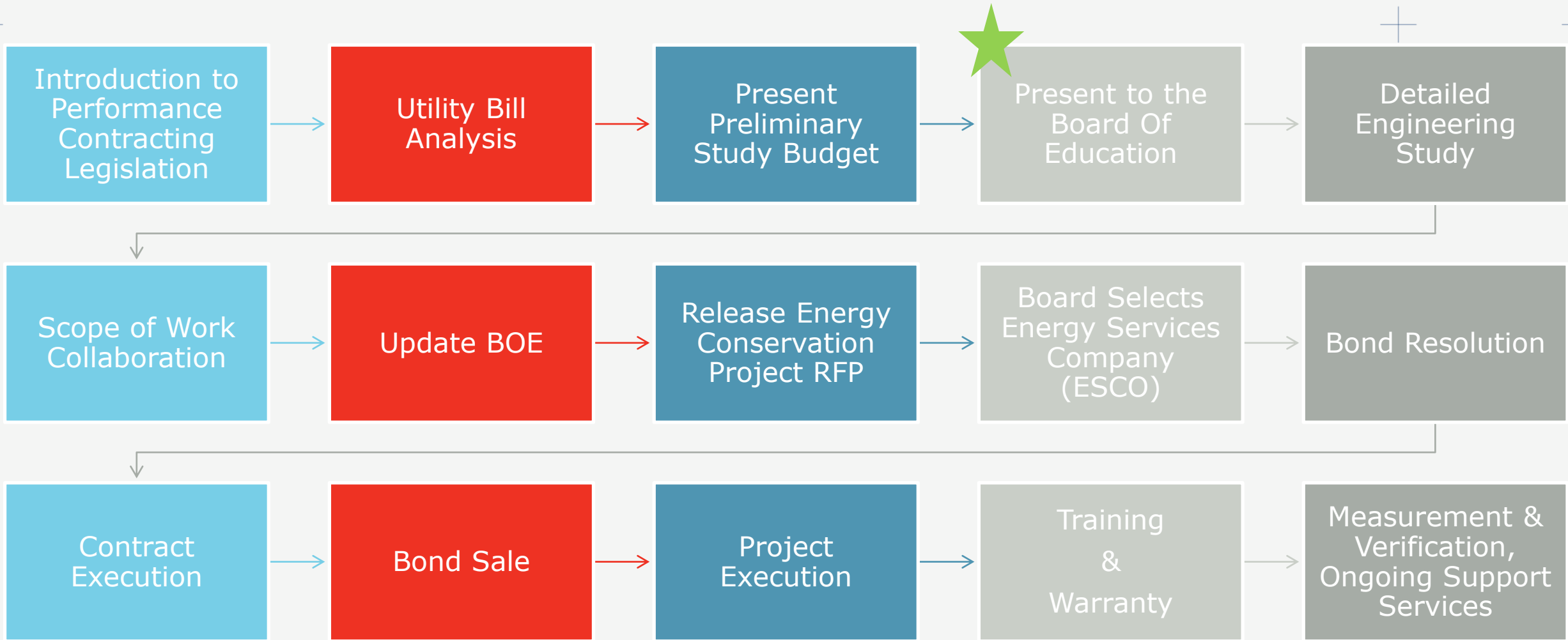
# Summary

Building Selection	Annual Utility Bill Electric + Gas + Water	Proposed Annual Savings	Potential Project Size
7 Buildings	\$1.178M	\$185K-\$255K	\$3.7M-\$5.1M

- The utility data is from June 2021-May 2024.
- The biggest saving opportunities are Childs Elementary, Bishop Elementary, Model Elementary, Maintenance Building, Lincoln HS/MS/Transportation Bldg.
- The proposed utility bill savings are based on benchmarking the Lincoln Consolidated Schools buildings compared to the geographical average energy use intensity.
- Further savings would be expected as the building retrofits would decrease the buildings energy intensity below the average intensity.



# Next Steps





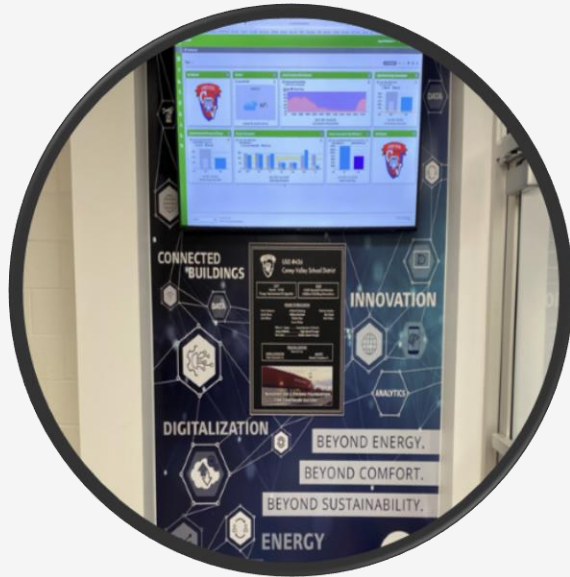
# Next Steps



# Educational Return on Your Investment



## Educational Partnerships!



### BTU CREW™

#### Bringing STEM Learning to Life

- STEM Education
- Grade 4th-12th
- Career Awareness
- Flexible Lesson Plans
- Easy to Integrate



### VIRTUAL LEARNING LIVING LAB (VL3)

#### Your District as a Virtual Living Learning Lab

- Involve students in sustainability efforts
- Educational return on your investment
- Create advanced learning environment without a heavy lift.
- Data Analytics Certification



### NATIONAL COALITION FOR CERTIFICATION (NC3)

#### Pathway to High-Demand Skilled-Trade Careers

- Highly Specialized Training
- Industry-Recognized Certifications
- Bridge Between K12 and High-Demand Careers
- Apprenticeships

# Michigan Case Studies

School District	Project Size	Yearly Operational Savings	Scope Of Work
 <p>Alpena Public Schools</p>	\$7,100,000	\$299,712	LED Lighting, Energy Management, Building Envelope, Water Conservation, Controls Upgrade, <b>Boiler Plants (8)</b> , HVAC Upgrades, Bus Starters, VFDs
 <p>Dearborn Public Schools</p>	\$11,555,556	\$499,016	<b>LED Lighting</b> , Building Envelope, Water Conservation, Energy Management System, Controls Upgrade, Steam Traps, Various HVAC Upgrades, Boiler Plant, Parking Lot Repairs, Service Agreement
 <p>Ypsilanti Community Schools</p>	\$2,000,000+	\$78,913+	Building Envelope, Water Conservation, Energy Management System, <b>Controls Upgrade</b> , HVAC Upgrades, VFDs, Service Agreement, Multi Phases-Chiller Plant
 <p>Crestwood Public Schools</p>	\$2,600,000	\$91,751	LED Lighting, Building Envelope, Water Conservation, Controls Commissioning, HVAC Upgrades, Garage Doors, <b>STEM &amp; NC3 Skilled Trade</b>
 <p>Trenton Public Schools</p>	\$6,372,576	\$233,933	LED Lighting & Controls, <b>Energy Management System</b> , Water Conservation, BAS Controls, Bathrooms, Upgrades, Chiller, RTU's, Sanitary Drain, Locker Rooms, Auditorium Upgrades, Service Agreement

# Questions?





# Client Service Agreement 2024-25

Date: 8/29/24

Client: Lincoln Consolidated Schools

Address: 8850 Whittaker Rd

City, State Zip: Ypsilanti, MI 48197

Contact Name: Kerry Shelton

Contact Number: 734-484-7043 / 734-320-2333

Billing Contact: Kerry Shelton / Libby Woods

Billing Phone: 734-484-7070

Billing Email: shelton@lincolnk12.org  
woods@lincolnk12.org

**ECE Subhub**  
**1796 S Lapper Rd**  
**Lake Orion, MI 48360**  
**Beth Pierson**  
**248-821-6337**  
**Amy Maxwell**  
**248-690-9807**  
**amaxwell@hfilc.com**

This Client Services Agreement ("Agreement") is entered into on this day, the 29<sup>th</sup> day of August, 2024 by and between Lincoln Consolidated Schools (hereinafter "Client") and ECE Subhub (hereinafter "Company").

## RECITALS

Company is a teacher staffing placement company that provides substitute teachers, assistant teachers, and aides to classrooms of childcare programs, preschools, GSRP, and Head Start Programs.

Company agrees to provide non-exclusive staffing, recruiting, and placement services. Client agrees to accept those services in accordance with the Terms and Conditions set forth herein this Agreement.

## AGREEMENT

In consideration of the mutual covenants and agreements contained in this Agreement, the parties hereto agree as follows:

### 1. Company's Duties and Responsibilities

- a. Company will recruit, screen, interview, and assign its employees (hereinafter "Assigned Employees") to perform the type of work described by Client in its Statement of Work; and
- b. Company will pay Assigned Employees' wages and provide them with the benefits that the Company provides its employees; and
- c. Company will pay, withhold, and transmit payroll taxes; provide unemployment insurance; workers' compensation benefits; and handle unemployment and workers' compensation claims



involving Assigned Employees.

- d. Company will provide Client accurate time records of Assigned Employees each billing period to review for accuracy; and
- e. Company will be responsible for the cost of any fingerprinting of Assigned Employees; and
- f. Company will provide consultation on business operations, staffing, etc. at request of client. Periodically, an ECE Subhub representative will drop in to check on staff and client relationships, these may or may not be scheduled.

## 2. Client's Duties and Responsibilities

- a. Client will provide, via ECE Subhub website, the type of staffing services requested, the date(s)/ duration of the requested services, the location of the requested services, the duties and responsibilities of the requested services, the daily work hours of the requested services, and any other expectations Client has for the requested services; and
- b. Client will properly supervise Assigned Employees performing work and be responsible for its business operations, products, services, and intellectual property; and
- c. Client will properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to:
  - i. transport children in any motorized vehicle; or
  - ii. administer any medications; or
  - iii. be left alone to dismiss children to families they are not familiar with at pick up or drop off; or
  - iv. be placed in a situation that violates the Michigan Childcare Licensing Rules; or
  - v. leave Level 1 Assigned Employees alone in the classroom or in Lead Teacher roles: or
  - vi. care for special needs children without appropriate instructions, which includes a modification plan or copy of IEP, IFSP or behavior plan, concrete strategies, and on-site training.
- d. Client will provide Assigned Employees with a safe work site and provide appropriate information, orientation, training, and safety equipment with respect to any hazardous conditions to which they may be exposed at the work site; and
- e. Client will provide Assigned Employee a lunch break if scheduled shift is longer than 4 hours. In compliance with Department of Labor Regulations, breaks that are 20 minutes or less must be paid. Breaks that are more than 20 minutes can be unpaid, provided Assigned Employee is relieved of his/her duties. Breaks for Subhub employees should mirror your





employee breaks as far as duration and compensation. If Assigned Employee is not clocked in, they must be relieved of all duties and free to leave the premises during their break; and

- f. Client will not change Assigned Employees' job duties without Company's express prior written approval, including classroom assignment; and
- g. Client will approve time records of Assigned Employees each billing period to review for accuracy and pay for Assigned Employee's services in accordance with Paragraph 3 below; and
- h. Client will exclude Assigned Employees from Client's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits.

**3. Payment Terms, Bill Rates, and Fees**

- a. The Company will charge the Client the following hourly rates for the requested services:

**Licensing Fingerprinting**

Level One	\$28/hr.
Level Two	\$30/hr.
Level Three	\$33/hr.
Level Four	\$35/hr.
Director	\$46/hr.

**Additional Fingerprinting**

Level One	\$29/hr.
Level Two	\$31/hr.
Level Three	\$34/hr.
Level Four	\$36/hr.
Director	\$45/hr.

\*\*See Appendix A for more information on Levels

**Premium Client\*\*\***

<b>Level One</b>	<b>\$30/hr.</b>
<b>Level Two</b>	<b>\$32/hr.</b>
<b>Level Three</b>	<b>\$35/hr.</b>
<b>Level Four</b>	<b>\$37/hr.</b>
<b>Director</b>	<b>\$48/hr.</b>

\*\*\*A premium client will have the following benefits:

- a. opportunity to contact new hires prior to other clients for first priority.
- b. additional leadership training
- c. request for return staff the following program year.

I would like to be premium client \_\_\_\_\_ Yes \_\_\_\_\_ No

- b. Assigned Employees are presumed to be non-exempt from laws requiring premium pay for overtime work. Company will charge Client as follows for all hours worked in excess of 40 hours in a workweek:

Standard Bill Rate x 2 = Overtime Rate

- c. Client must advise Company of any changes or cancellations to Assigned Employees' booked



hours no less than 24 hours prior to shift start time to avoid penalty of being charged for 4 hours. All requests must be on time and not ration counts. For all program closures without a 3-hour notice to both the Company and the employee, the Client will be charged for 4 hours. In Michigan, we can't predict the weather, or know what decisions may be made at a higher level that may affect operations for the day. Cancelling multiple shifts with Subhub will result in later priority in placement.

- d. In the event of inclement weather and closures, client must notify Company and Assigned Employee in advance to avoid being charged for the day. If Company is not notified and Assigned Employee reports to site to find it closed, Client will be billed for 4 hours.
- e. A minimum of 4 hours shall be charged by Company for any services requested on a given day where the Assigned Employee works fewer than 4 hours.
- f. Company will invoice Client for services provided under this Agreement on a bi-weekly basis (in accordance with pay periods). Payment is due on the 14<sup>th</sup> day following receipt of invoice. Invoices will be supported by the pertinent time sheets, or other agreed system as specified in contract, for documenting time worked by the Assigned Employee(s). Client's signature or other agreed method of approval for work time submitted for Assigned Employees certifies the documented hours are correct and authorizes Company to bill Client for those hours. These changes are required on Wednesday by noon every other week. If a portion of any invoice is disputed, Client will pay the undisputed portion. Any amounts that are disputed shall be disputed in good faith and Client shall provide Company with an explanation as to why the amount is in dispute within five business days so the parties may readily settle the dispute.
- g. Failure to remit timely payment shall give rise to a \$150 late fee on day 15. If full payment and late fee is not made by the completion of the 21<sup>st</sup> day following receipt of invoice, placements will be put on hold until payment is received in full, including late fee and additional invoices that may not be due yet, unless otherwise agreed upon per your contract. If all payments are not made by day 21, it may result in termination of this contract. Amounts that are disputed in good faith shall not be considered delinquent until the dispute is resolved; however full payment is required by the 5<sup>th</sup> day following settlement of the dispute. Client is responsible for all attorney fees and costs in collecting past due invoices.

#### **4. Confidential Information**

Both parties may receive information that is proprietary to or confidential to the other party. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to Company as a result of Assigned Employees' access to such information. This provision shall survive the termination of the Agreement.



## **5. Cooperation**

The parties agree to cooperate fully and provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Employees. Clients are expected to report all job duty concerns to ECE Subhub and may not counsel Subhub employees without notifying and contacting Subhub and obtaining prior written authorization from the Company.

## **6. Indemnification and Limitation of Liability**

Each party to this Agreement agrees that they will hold harmless, indemnify and defend the other party, its shareholders, directors, officers, agents and employees against any and all claims, causes of action, injuries and damages including but not limited to, personal injury and property damage, arising out of, based upon or relating to that party's breach of the Agreement, negligence and/or violation of law. This provision shall include all costs and disbursements, including court costs and reasonable attorneys' fees, and shall survive the termination of the Agreement.

## **7. Insurance**

Company agrees to provide, at its expense, for the duration of the Agreement commercial general liability and workers compensation insurance covering services rendered by the Company and Assigned Employees. The Company will maintain general liability insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 product-completed operations, \$1,000,000 personal and advertising injury, \$1 million each occurrence and \$100,000 fire damage. The policy will be on an "occurrence" basis.

## **8. Compliance with Law**

For the duration of this Agreement, the parties agree to comply with all applicable federal, state, and local laws pertaining to the requested services and neither party shall discriminate against Assigned Employees on the basis of sex (including pregnancy), age, race, color, national origin, religion, veteran status, genetic information, disability, height, weight, or any other classification protected by federal, state, or local laws, regulations, or ordinances.

## **9. No Staff Hire-Aways Fee**

Client will not directly or indirectly, through its employees or others, solicit, employ, or engage any of Company's Assigned Employees as an independent contractor or employee of Client during the term of this Agreement, and for a period of one year (365 days) thereafter without the prior written consent of Company. Any Client violating this paragraph will pay to the ECE Subhub a recruiting fee in the amount of \$7,500.00. Email [info@ecesubhub.com](mailto:info@ecesubhub.com) to formally request hiring staff. The client will not interview or consider ECE Subhub staff for employment



via this policy without first notifying and obtaining the consent of ECE Subhub. This provision shall survive the termination of the Agreement.

#### **10. Financial Audit**

Upon reasonable written notice, either party may, at its own expense, inspect the other party's financial records relating to this Agreement, and the audited party shall cooperate with such audit. Auditors who are not employees of the auditing party may be engaged for this purpose only with the consent of the audited party.

#### **11. Nature of Relationship**

The services that Company will render to Client under this Agreement will be as an independent contractor. Nothing contained in this Agreement will be construed to create the relationship of principal and agent, or employer and employee, between the parties. Should a client be placed on a conditional license with LARA, they will notify ECE Subhub within 10 days.

#### **12. Choice of Law**

The laws of the State of Michigan shall govern all interpretations of this Agreement, without regard to any conflict of law analysis, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be the County of Oakland in the State of Michigan.

#### **13. Term of Agreement**

This Agreement will be in effect upon execution by Company and Client and will be renewed annually. Either party may terminate the Agreement upon 10 days written notice to the other party for any reason, with or without cause, except that the terminating party will provide the other party an opportunity to cure any breach or otherwise resolve the dispute or disagreement that caused the terminating party to deliver notice.

#### **14. Miscellaneous**

- a. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.
- b. No provision of this Agreement may be amended or waived unless agreed to in writing signed by authorized representatives of the parties.
- c. Each provision of this Agreement will be considered severable, such that if any one provision or clause is found to be invalid or unenforceable under the applicable laws, the remainder of the Agreement will be severable and remain in full force and effect.
- d. This Agreement and any attached exhibits contain the entire understanding between the parties and supersede all prior inconsistent agreements and understandings relating to the subject



matter of the Agreement.

- e. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and authorized assigns.
- f. The failure of a party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such party thereafter to enforce each and every provision of this Agreement.
- g. Client will not transfer or assign this Agreement without Company's prior written consent.
- h. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.
- i. Neither party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.
- j. This Agreement may be executed in multiple counterparts, each of which will be considered an original and all of which taken together will constitute one and the same Agreement. Moreover, this Agreement may be executed and delivered via electronic mail.
- k. The headings of the paragraphs of this Agreement are inserted solely for the convenience of reference. They will in no way define, limit, extend, or aid in the construction of the scope, extent, or intent of this Agreement.
- l. The rule of construction that ambiguities in an agreement are to be construed against the drafter will not be invoked or applied in any dispute regarding the meaning of any provision of this Agreement.
- m. Client is responsible for connecting all long-term Assigned Employees' fingerprints to their center's LARA Childcare background; long-term is defined as two weeks or longer.
- n. As a private employer, Company does not conduct physical exams or drug screening for new or current Assigned Employees.
- o. If you have an ECE Subhub substitute working in a GSRP classroom, and you are allocating the expense to GSRP, be sure to separate the amount the substitute receives and the service fee. To report the difference between the substitute payment and the service fee, take the hourly rate ECE Subhub charges and allocate \$10 of that hourly rate toward the service fee. The remaining amount is the substitute payment.



**Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.**

**ECE SubHub (Company)**

\_\_\_\_\_ **(Client)**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Its: Owner** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



## Appendix A: Definition of Staff Levels

### Level 1 Staff:

- Are new to the field and will need guidance and support from Client's staff.
- May have many years of experience, but no formal education in ECE. These staff members are caregivers.
- **Level 1 Staff CAN:**
  - support your teachers; and
  - help lead activities; and
  - conduct small groups with proper direction and guidance; and
  - be left alone for such things as bathroom breaks, or other activities taking 15 minutes or less.
- **Level 1 Staff CANNOT:**
  - be left alone or expected to act in the role of a Lead caregiver, as defined by childcare licensing; or
  - be expected to communicate children's needs and wants; or
  - handle daily communication with families other than exchanging greetings; or
  - be expected to plan or complete assessments for children.

### Level 2 Staff:

- have a CDA or AA in ECE, or a directly related field, as those outlined in the technical assistance manual by childcare licensing; and
- have varying years of experience; and
- are associate teachers.
- **Level 2 Staff CAN:**
  - help with lesson planning and child assessments in long-term placements once trained by the Client; and
  - be left alone, or as a Lead Teacher, for a day or two; and
  - serve as a Lead Teacher to cover sick/vacation days up to one week (5 days).
- **Level 2 Staff CANNOT:**
  - take on the role of a Lead Teacher for longer than a week.

### Level 3 Staff:

- have a BA in ECE, or a closely related field, as those designated by childcare licensing; or
- have a BA in another field, but also have a CDA or 18 ECE credits in addition to a BA.



#### Level 4 Staff:

- have a master's degree or Ph.D. in Education, Child Development, Family Studies, or Social Work.
- **Level 3 & 4 Staff Can:**
  - take on the role of a lead teacher with a minimum of three (3) days on-site training to the Client's policies; and
  - be left alone within the ratio limit defined by the State of Michigan childcare licensing; and
  - conduct child assessments and conferences once trained to do so by the Client's administration; and
  - create lesson plans and parent communications when provided child-free (planning time) time to do so.
- **Level 3 & 4 Staff Cannot:**
  - supervise any other staff in the Client's building; or
  - evaluate any other employees in the Client's organization.

#### Director:

- A Director with ECE Subhub will be at least Level 3 (see above) and have all other childcare licensing requirements to fulfill the role.
- This job placement requires a separate agreement that will be made at a one-on-one meeting between Company and Client, which will discuss, at a minimum:
  - parameters of role; and
  - decision making responsibilities of the staff member as they fill in for a director; and
  - length of the assignment, which is to be no less than one (1) week and no more than twelve (12) weeks, consecutively.

#### All Company staff are prohibited from:

- opening or closing a building without a staff member who is employed by Client, present; or
- giving medication of any kind to a child in the program; or
- riding or driving in a vehicle owned by, or contracted, by the Client.





Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

**SOLOMON ZHENG,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PBPC326	8/21/2024	CHROMEBOOKS	2041421	<b>\$123,619.60</b>

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Google Chrome Education Upgrade</a> Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: REMC Software 2024 (REMC SOFT 2024)	120	5988499	\$30.00	\$3,600.00
<a href="#">Lenovo 300e Yoga Chromebook Gen 4 - 11.6" - MediaTek Kompanio 520 - 4 GB RA</a> Mfg. Part#: 82W20003US Contract: REMC Computers 2024 (REMC COMP 2024)	120	7382967	\$292.29	\$35,074.80
<a href="#">Lenovo 3Y Depot (School Year Term)</a> Mfg. Part#: 5WS0N75691 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	320	4473863	\$32.89	\$10,524.80
<a href="#">Lenovo 3Y Accidental Damage Protection (School Year Term)</a> Mfg. Part#: 5PS0F04089 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	320	5514204	\$65.55	\$20,976.00
<a href="#">Lenovo 100e Chromebook Gen 4 - 11.6" - Intel N-series - N100 - 4 GB RAM - 3</a> Mfg. Part#: 83G80000US Contract: REMC Computers 2024 (REMC COMP 2024)	200	7786456	\$267.22	\$53,444.00

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<b>SUBTOTAL</b>	\$123,619.60
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**SHIPPING** \$0.00  
**SALES TAX** \$0.00  
**GRAND TOTAL** **\$123,619.60**

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