



# **Regular Meeting**

**September 12, 2022**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**September 12, 2022**

**6:00 p.m.**

**Boardroom-Lincoln High School**

**AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

6.1 Employee of the Month

6.2 Summer School Review

6.3 Curriculum & Instruction

6.3.1 ESSER III Meaningful Consultations

6.3.2 Public Act 482021 Section 98 B Plan

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Human Resources Report

7.3 Student Services Report

7.4 Facilities & Maintenance Report

**8.0 BOARD REPORTS/CORRESPONDENCE**

8.1 Board Executive Committee Report

8.2 Board Performance Committee Report

8.3 Board Planning Committee Report

8.4 Board Finance Committee Report

8.5 Reports and Correspondence

**9.0 PUBLIC COMMENT**

9.1 Response to Prior Public Comment

9.2 Public Comment

**10.0 NEW BUSINESS**

10.1 Student Discipline  
10.1.1 Student #1

10.2 Strategic Planning Proposal

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting  
11.1.1 Regular Meeting August 22, 2022  
11.1.2 Closed Session August 22, 2022

11.2 Global Psychological Contract

11.3 Personnel Transactions

**12.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: September 7, 2022**

**SUBJECT: Board of Education Meeting  
September 12, 2022  
6:00 p.m.**

**AGENDA/EXPLANATORY NOTES**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

We hired Luther as a para in my building during my third year at Childs. From his first interview, we knew that Luther was something special. He didn't have a lot of formal experience with students but he had a way about him and his personal story made me think he'd be a good fit for Childs. He wasn't just a good fit; he is a great fit. He draws students to him with his big heart, ready smile, and fantastic singing voice. Students know when an adult truly cares about them, and our students return that affection and respect back to him. Luther is also highly respected by the teaching staff. Everyone is so supportive of him returning to school to receive a special education endorsement and we are all praying that once he becomes a certified special education teacher, he'll be with Lincoln having an even greater impact on our students for many years to come.

Luther Mayfield is an amazing human being, and Lincoln Consolidated Schools is blessed to have him on our team.

Mary Aldridge

**6.2 Summer School Review**

Presented by Karensa Smith

**6.3 Curriculum & Instruction**

**6.3.1 ESSER III Meaningful Consultations**

Through our Strategic Planning we plan to hold community forums and will continue to gather community input to modify our current LEA Plan. The information will be shared with the Board of Education.

**6.3.2 Public Act 482021 Section 98 B Plan**

Public Act 48 of 2021 section 98b requires districts, traditional public, public school academies, and intermediate districts, who wish to receive state aid for 2022-2023 year to: Present, not later than the first board meeting in February 2023 and not later than the last board meeting of the academic year, on accomplishments of established goals.

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

- 7.1 Superintendent's Report
- 7.2 Human Resources Report
- 7.3 Student Services Report
- 7.4 Facilities & Maintenance Report

**8.0 BOARD REPORTS/CORRESPONDENCE**

- 8.1 Board Executive Committee Report
- 8.2 Board Performance Committee Report
- 8.3 Board Planning Committee Report
- 8.4 Board Finance Committee Report
- 8.5 Reports and Correspondence

**9.0 PUBLIC COMMENT**

- 9.1 Response to Prior Public Comment
  - Jim Harless, resident, stated his wife retired and the transition was much better, and he appreciated the timeliness.
- 9.2 Public Comment  
Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

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Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

**10.0 NEW BUSINESS**

10.1 Student Discipline

10.1.1 Student #1

The Board Discipline Committee met on August 24, 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.

**RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #1 as presented.**

10.2 Strategic Planning Proposal

Mr. Jansen will go over the proposals at the table at Monday’s Board of Education meeting. This is presented for information only; Board action will be requested at a subsequent meeting.

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting August 22, 2022

11.1.2 Closed Session August 22, 2022

Enclosed are the minutes of the August 22, 2022, Regular Meeting and Closed Session

**RECOMMENDED MOTION: I move that we approve the minutes of the August 22, 2022, Regular Meeting and Closed Session as presented.**

11.2 Global Psychological Contract

**Global Psychological**

This contract is a continuation of contracted psychologist services with Global Psychological. Tony Pendleton supported Lincoln Consolidated Schools throughout the 2021-2022 school year with challenging student evaluations and general support to our psychologist needs. This contract is to provide some additional support to our school psychologists and allow for Mr. Pendleton and his team to be used to support our school psychologist team. The expected cost for the 2022-2023 school year is approximately \$40,000.00

Board action is requested.

**RECOMMENDED MOTION: I move that we approve Global Psychological Contract as presented.**

11.3 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Jennifer Arnold	Paraprofessional/Lincoln High School	8/22/2022	Transfer	
Nicholas Michael	Teacher/Lincoln Middle School	8/23/2022	New Hire	MA Step 3
Vicki Echegoyen	Teacher/Lincoln Middle School	8/18/2022	New Hire	MA Step 20
Benjamin Crews	Social Worker/Brick Elementary School	8/22/2022	New Hire	MA Step 3
Katrina De Kleine	Speech, Language Pathologist/Bishop Elementary School	8/22/2022	New Hire	MA +30 Step 6
Chasity Korte	Associate Teacher/Model Elementary School	8/23/2022	Transfer	
Tisha Williams	Teacher/Lincoln High School	8/22/2022	New Hire	BA Step 4
Brandy Rice	Paraprofessional/Bishop Elementary School	8/22/2022	Transfer	
Beth Hone	Associate Teacher/Model Elementary School	8/22/2022	New Hire	
Kathya Marino	Paraprofessional/Lincoln Middle School	8/23/2022	New Hire	

William Brenner	Diving Coach/Community Recreation	8/23/2022	New Hire	
Marian Francis	Noon Supervisor/Brick Elementary School	8/26/2022	New Hire	
Amber Brendtke	Bus Aide/Transportation	8/22/2022	New Hire	
Turner Labadie	Receptionist/Lincoln Athletic Building	8/26/2022	New Hire	
Tyler Kellar	Receptionist/Lincoln Athletic Building	8/25/2022	New Hire	
Kimberly Weck	Teacher/Lincoln High School	8/25/2022	New Hire	MA Step 10
Lara Aljammali	Teacher K/1/ Bishop Elementary School	8/29/2022	New Hire	BA Step 3
Jessica Spangler	Paraprofessional/Childs Elementary School	8/23/2022	New Hire	
Samuel Someah-Kwaw	Bus Driver/Transportation	8/22/2022	New Hire	
Brandy Muscato-Johnson	Spanish Immersion Y5/K Teacher/Bishop Elementary School	8/30/2022	New Hire	BA Step 3
Laura Good	Noon Supervisor/Brick Elementary School	9/6/2022	New Hire	
Tammy Hoops	Part-Time Assistant Secretary/Student Services Department	9/7/2022	New Hire	
Tanya Taylor	Paraprofessional/Lincoln Middle School	8/29/2022	New Hire	
Donna Bentley	HR Generalist/Human Resources	9/1/2022	New Hire	
Pam Robbins	Teacher/Lincoln Middle School	8/18/2022	Retirement	
Timothy Cates	Bus Driver/Transportation	8/15/2022	Resignation	
April Krey	Headstart Paraprofessional/Model Elementary	8/20/2022	Resignation	
Eugenia Rankins	Bus Aide/Transportation	8/22/2022	Resignation	
Claire Lovins	Band Director/Lincoln Middle School	8/24/2022	Resignation	

**RECOMMENDED MOTION: I move that we approve the September 12, 2022, Personnel Transactions Summary as presented.**

**12.0 ADJOURNMENT**



**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

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Dear President Czachorski and Members of the Board of Education:

Please accept this proposal for strategic planning services. The Michigan Association of School Boards (MASB) would consider it an honor to assist the Lincoln Consolidated Schools Board of Education in the development of your next strategic plan.

More and more board members are asked to solve complex district problems, cut budgets and elevate teaching and learning; all with shrinking funds. Often times, the best decision is the most difficult one and having a strategic plan by which to guide you can make all the difference.

The key to MASB's success is paramount: we're committed to serving boards of education. Why should this matter to you?

MASB's commitment to serving boards of education, and by extension communities, means that we won't stop working until Lincoln Consolidated Schools has a strategic plan to guide the District through the next 3-5 years.

MASB is familiar with the unique needs of Lincoln Consolidated Schools and will work closely with the Board to customize a process that engages all stakeholders.

MASB's facilitators have extensive experience in strategic planning; specifically with public school districts. This translates to a process designed to address the many lessons learned over the years regarding areas like: retreat team composition, stakeholder outreach, and implementation obstacles.

Like your district, MASB is dedicated to continuous improvement and has added an implementation component to its planning process to better serve the changing needs of districts.

We hope to have the opportunity to work with you and the Lincoln Consolidated Schools community to develop a plan that ultimately prepares your students for their future. Please know that when you hire MASB, you hire an entire association of professional staff. Don't hesitate to contact me should you require additional information prior to making this important decision.

Most sincerely,

Debbie Stair, Assistant Director of Leadership Development  
O: 517.327.5904 | C: 248.770.2752 | dstair@masb.org



**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

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# **Proposal for Data-Based Strategic Planning Services**

**for**



Prepared by Debbie Stair  
Assistant Director of Leadership Development  
July 26, 2022

## ***Strategic Planning Process***

School districts today are challenged to do more than ever before with scarce resources so planning for the future is more important than ever. MASB's Data-based Strategic Planning Process will address three key questions for your district:

- ➔ **Where is the District now?**
- ➔ **Where is the District going?**
- ➔ **How will the District get there?**

Data-based Strategic Planning establishes priorities, focuses energy and resources, strengthens operations and ensures all stakeholders are working toward the achievement of common goals for the District.



## ***Why Michigan Association of School Boards?***

MASB has facilitated strategic planning processes and goal-setting processes with over 100 school districts. Our facilitators have extensive experience in strategic planning as well as backgrounds in education and/or board service. These dual competencies uniquely position MASB to customize a strategic planning process that 'fits' your district.

The following key assumptions are made when we propose when partnering with a school district to facilitate a strategic planning/renewal process:

The process must be customized to align with the district's specific needs and incorporate current plans and processes

Board of Education members must be an integral part of the process – providing input, support and commitment

The process must be transparent and inclusive of all stakeholders

Quantitative data must be used with perceptive data to guide the district in identifying priority goals/strategies

The process must include development/renewal of the vision, mission and belief statements

The strategic plan must guide allocation of all District resources

The process must include a framework to ensure implementation and evaluation

### ***Deliverables***

MASB's Data-based Strategic Planning Process includes:

A pre-planning session with the Superintendent and Board of Education

A facilitated conversation with the Board of Education and District Administrators to gain input

Up to six focus group input sessions with stakeholders. i.e. staff, parents, community members, etc.

A summary and analysis of stakeholder input (qualitative/perceptual data)

Educational data report (quantitative data) including 5-year district trend data comparing the District with five reference districts and state averages

Planning and facilitation of strategic planning retreat for approximately 40 planning team members

Planning and facilitation of implementation workshop with key staff

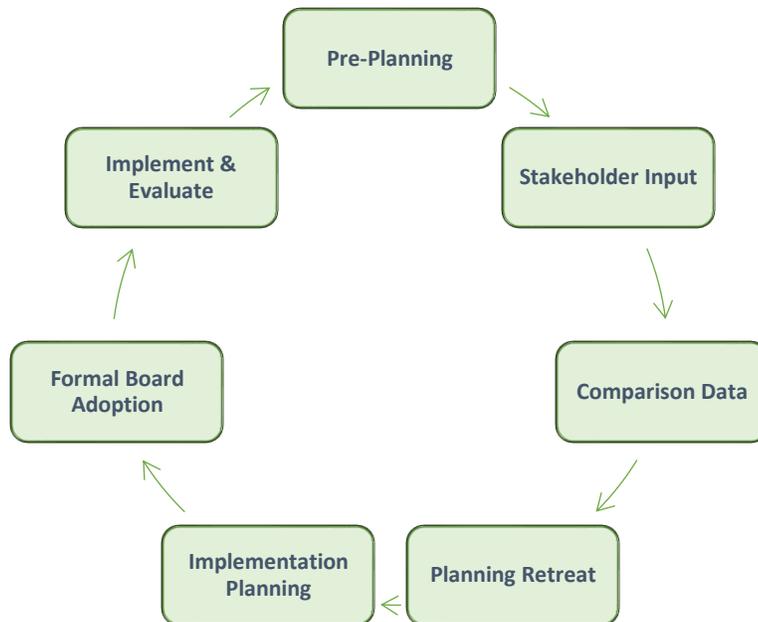
Written documentation summary of the planning process

A summary of the strategic plan

Recommendations for development of a board monitoring calendar

Templates for a press releases and communications

## *Fundamentals of the Process*



### PRE-PLANNING

The pre-planning phase begins with a brief presentation at a regularly scheduled Board of Education meeting. A work session will be scheduled with the Board and the Administration as well to review the strategic planning process and to provide opportunity for input.

### COMMUNITY AND STAFF INPUT

Staff, community, student and parent input will be gathered through focus group sessions as well as an electronic collector. The survey instrument will be administered by MASB, ensuring that all responses are anonymous.

Input questions are open-ended by design and focus on:

- Strengths of the district
- Opportunities for improvement
- Barriers to implementation
- Vision for the district

### EDUCATIONAL DATA REPORT

Trend and comparison data will be provided and explored. This includes:

- Student Enrollment and Demographics
- Student Learning
- Financial
- Personnel

The data will be compared to state averages as well as five reference districts to be chosen by the Board and Superintendent.

### STRATEGY FORMULATION

Strategy formulation occurs at the facilitated Strategic Planning Team Retreat. An 8-hour strategic planning team retreat generally includes:

- Environmental Scan
- Review current status/progress of district
- Develop/renew/review vision, mission and beliefs
- Review educational data audit summary
- Review stakeholder input summary
- Identify key strategic goal areas
- Identify 12-18 month priorities for each strategic goal
- Develop goal statements
- Communicate plan for implementation and process forward

The planning team varies but most often consists of board members, superintendent, select administrators and representatives from teachers, staff, students and community. MASB will work closely with the District to ensure the diversity of stakeholder groups is represented.

### IMPLEMENTATION/EVALUATION

MASB provides facilitation of an implementation workshop with key staff members and school improvement team leaders as well as recommendations for the implementation of the strategic plan. The implementation plan will include timelines and a Board monitoring calendar. The Superintendent and key staff will be responsible for carrying out plan implementation.

## TIMELINES

A comprehensive strategic planning process can be completed in 3-4 months. The proposed timeline will be developed to best suit the needs of the District. Beginning the strategic planning process soon will provide the greatest opportunity to impact the 2022-23 school year and beyond.

## *Cost*

The cost for the strategic planning process with MASB facilitating the total process including the completion of the input process and summary, described in this proposal is \$9500 plus expenses (i.e. mileage, meals, overnights, etc.). Fifty-percent of the total fee is due upon signing of the agreement and the remainder and expenses are due at the end of the process.

## OPTIONAL ADDITIONAL SERVICES

One year Strategic Plan renewal 3-hour work session with administration and the Board.

- \$1000

## *Questions*

For questions about this proposal or the Data-based Strategic Planning Process, please contact:

Debbie Stair  
Assistant Director of Leadership Development  
517-327-5904  
dstair@masb.org



PROPOSAL FOR:

## **STRATEGIC PLANNING**

**PRESENTED TO: LINCOLN CONSOLIDATED SCHOOL  
DISTRICT, MI**

Date: August 28, 2022

**Battelle**  
for**Kids**

Realizing the power and  
promise of 21st century  
learning for every student

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## EXECUTIVE SUMMARY

Every school system is unique, but they are connected by a shared aspiration: that all students have an educational experience preparing them to be effective lifelong learners and contributors.

Now more than ever, that experience must not only provide for the acquisition of rigorous academic content, but it must also be more intentional about fostering critical thinking, communication, collaboration, creativity, and other 21<sup>st</sup> century skills our young people need to thrive in this complex, rapidly changing world.

Many school systems across the country have engaged the broader community in developing a strategic plan anchored by a collective vision that articulates the community's aspirations for its students in its Portrait of a Graduate.

Locally developed, but globally positioned, the Portrait of a Graduate serves as a North Star for system transformation. Providing strategic direction for the redesign of the overall educational experience for students, this collective vision reinvigorates and re-engages students, teachers, and community stakeholders by answering critical questions such as:

- What are the **hopes, aspirations, and dreams** that our community has for our young people?
- What are the **skills and habits of mind** that our children need for success in this rapidly changing and complex world?
- What are the **implications for the learning experiences** we provide in our school systems?

Battelle for Kids' (BFKs') strategic planning process is built around this central construct. The following proposal describes the six-phase process to develop a strategic plan that incorporates the development of a Portrait of a Graduate, is driven by community input, and elevates teacher and student voice.



# STRATEGIC PLANNING

BFKs' approach to strategic planning is anchored in the Portrait of a Graduate – a vision of the hopes, dreams, and aspirations of the community for the success of its children, and the district's commitment for the Pre-K through 12 learning experiences it is committed to achieve. This would allow your district to align your vision – Portrait of a Graduate and develop an actionable strategic plan that would begin to address the gaps between your vision and the current state. By focusing efforts on this task, we envision creating an agreement across the district on priorities and strategies that you will pursue over the next 3 – 5 years. Since the district has already created a Portrait of a Graduate, BFK will ensure the stakeholder team understands this vision and commitment. We will not need to revisit Phase 1 & 2 however; we will begin the Strategic planning phase in Phase 3.

Prior to commencing the Strategic Planning phase in Phase 3, BFK recommends a team of key leaders from your district attend a professional learning experience called Roadmap21 where your team will be placed in a safe environment where new learning will force your team to think critically about your Portrait efforts and how best to bring it to life in your district. It will allow your team to be better informed of what the future work will look like and hedge your bets towards developing a Strategic plan that is thoughtful, authentic and allow your team to make better decisions for the future.

In addition, you may choose to conduct a survey of the community that will be completed in conjunction with the Strategic Plan. Areas that could be covered in the survey include: Overall satisfaction, Finances and Facilities, Communications, Learning Expectations, & Strategic Plan Potential Areas of Focus. These combined efforts will augment any information captured through the Portrait of the Graduate process and combined with all varieties of district data will ensure a robust data analysis that will drive informed decisions and priorities as you formalize your Strategic Plan.

## Phase 3: Inquire

Once the vision for success is identified as the Portrait of a Graduate, the District Leadership Team will closely review its current state. BFK will provide **Current State Analysis Support** by mining available qualitative and quantitative data such as student achievement data, attendance data, existing focus group and survey findings (family, student, staff, and community), policies, report cards, etc. At this point in the engagement, the Portrait Design Team becomes the Strategic Planning Design Team. BFK will work with the district to determine the Strategic Planning Design Team Planning and Meeting Process. This will include support in determining the number of meetings, topics, and structure.



BFK will facilitate **Strategic Design Team Meeting #1** to gather additional input from Design Team members on the district's current state. Framed by the district's analysis of its current state and by the envisioning process through Portrait of a Graduate, BFK will work with the district leadership team to align on the gaps between current and desired future states. During

this session a system self-assessment and SWOT analysis will occur. BFK will also work with the District Leadership Team to complete a self-assessment of its system.

Additionally, BFK will work with the district to produce an **Asset Inventory**, identifying potential internal and external assets that could be leveraged to drive systems transformation.

The **Current State Analysis Report** will summarize the findings from the district’s SWOT Analysis, system self-assessment, and portrait implementation implications activity. The findings will guide the district’s next steps and preview of considerations the district should address in the Launch Phase (managing change, building capacity, translating the Strategic Plan into learning and assessment frameworks, etc.).

The team will be supported with **communications tools** (including Strategic Design Team reminders, follow-up, and thank-you emails) and ongoing **Consultation and Capacity Building** phone calls.

Milestone/ Deliverable	Description	Est. Timeline
Roadmap21	Professional learning for a select team conducted in September, October and November to create a roadmap to help implement your Portrait of a Graduate across the district	September – November 2022
Strategic Design Team Meeting #1 [Possible Onsite]	BFK will co-facilitate a meeting to collect qualitative perception data from Strategic Design Team members. This will include a SWOT Analysis, 21 <sup>st</sup> Century System Self-Assessment, Portrait Implications discussion and an Asset Inventory.	November 2022
Current State Analysis Report	Summary report of the proceedings to guide the district into its next steps.	December 2022
Communications Tools	Resources for communicating with internal and external stakeholder groups including: <ul style="list-style-type: none"> <li>• Invitations to join Strategic Design Team</li> <li>• Design Team Meeting reminders</li> <li>• Follow-up and thank-you emails</li> </ul>	Ongoing

## Phase 4: Design



The Design phase is focused on capturing input and reactions from key stakeholders to the strategic planning framework and to begin writing the plan.

As the district welcomes many voices and elicits ongoing input, people will see themselves as part of a movement toward a shared vision of the district’s Portrait of a Graduate. This phase of the strategic planning process broadens the sources of input to the plan to transform the school system.

BFK will produce a draft **Strategic Planning Framework** for the district’s review prior to community sharing. Based on the vision formed by the district’s Portrait and the findings from

the Current State Analysis Report, the Strategic Planning Framework encapsulates the district’s proposed priority areas and suggests potential metrics and evidence of success and additional resources for the District Leadership Team to consider. This tool will help translate the priority areas into the goals and strategies for the district’s Strategic Plan.

The priority areas of the Strategic Planning Framework will be vetted during **Strategic Design Team Meeting #2**. Then BFK will facilitate a virtual session with District Leadership to review feedback from the Strategic Design Team and identify goals, strategies, and metrics for each priority area. Additionally, BFK will share resources and prepare the district for writing its plan with **Strategic Plan Creation Consultation**. BFK will provide technical assistance and available resources, such as exemplar case studies from other districts, that will help District Leadership develop goals and strategies for each priority area. While the plan is being written, BFK and the District Leadership Team will have weekly hand-offs for comments and vetting.

To operationalize the Strategic Plan, BFK will also provide a year-to year action planning template to link the strategies and metrics outlined in the Strategic Plan with tactical efforts. Key district and school leadership will use the action planning template to begin drafting content with staff responsible for executing work plans to activate the Strategic Plan while the District Leadership Team ensures alignment with the overarching framework.

**Strategic Design Team Meeting #3** will provide an opportunity for the Strategic Design Team to share their reactions and feedback to the draft components of the Strategic Plan.

Continued counsel will be provided through the **Consultation and Capacity Building** phone calls throughout the writing process. The BFK team will work with the District Leadership Team to assess progress, work through any specific issues, accelerate the writing process, and check that the draft strategic plan follows the direction set by the district’s Portrait of a Graduate.

Milestone/ Deliverable	Description	Est. Timeline
Strategic Planning Framework	Outlines the district’s proposed priority areas, recommended metrics and evidence of success, and resources for developing goals and strategies.	December 2022
Strategic Design Team Meeting #2 [Possible Onsite]	A meeting with Strategic Design Team to vet the priority areas for strategic planning and to unpack strategic framework and feedback from Design Team and develop draft goals and strategies.	January 2023
BFK and Leadership Team (or subset) will trade iterations of the unfolding SP	Either BFK or Leadership Team will draft SP and the other group will vet. There will be weekly hand-offs over about a six-week period.	Weekly – February 2023

Strategic Plan Creation Consultation	Technical assistance and resources for scaling district transformation that will help District Leadership develop goals and strategies for each priority area.	Ongoing – February 2023
Strategic Design Team Meeting #3 [Possible Onsite]	A meeting with Strategic Design Team to vet draft components of the Strategic Plan.	March 2023
Strategic Plan Copy Completion	Facilitator and District Leadership Team engage in the iteration process until the plan language is finalized. The plan will then move to the graphic design team.	March 2023
Communications Tools	Resources for communicating with internal and external stakeholder groups including: <ul style="list-style-type: none"> <li>• Design Team Meeting reminders</li> <li>• Follow-up and thank-you emails</li> </ul>	Ongoing

## Phase 5: Launch



The Launch phase is the moment when the plan truly comes to life. Everyone involved in creating the strategic plan should be enlisted as an ambassador to help tell the story about its inception and how it will frame the district’s work moving forward.

This phase will feature a **Portrait to Practice Session** with district leaders, focused on how to move the plan forward, leading and managing change, and how to deconstruct the district strategic plan with systemic coherence. This learning session will help to ensure the district is well equipped to implement and fully leverage the shared assets of the district and community.

Launch also means promoting the story behind the strategic plan, leveraging social media, website and signage updates, and other brand experience transformation inspired by the plan. The district will be responsible for the launch; to assist with this, BFK will provide, through the **Launch Phase Communications Tools**, internal and external communications recommendations, and guidance on the use of social media, websites, partners, and events as channels to reach all stakeholders.

The literal launch of the plan culminates in a community celebration to unveil it, first with staff (typically in an in-service session) and then with the community, as an evening event or series of events in schools. Many districts launch at the beginning of the school year, followed by school-level celebrations as part of back to school sessions early in the year.

As with earlier phases, BFK will continue to support through **Consultation and Capacity Building** phone calls with district leadership team.

Milestone/ Deliverable	Description	Est. Timeline
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Portrait to Practice Session	<b>Virtual</b> session with District Leadership Team. Report describes both the portrait and strategic planning processes, and recommendations for next steps.	April 2023
Launch Phase Communications Tools	Resources for communicating with internal and external stakeholder groups specific to the Launch Phase Activities	March / April 2023
Final Strategic Plan	Unless otherwise requested, BFK will present a final, designed, strategic plan. This process will be complete 4-6 weeks after the completion of the strategic plan copy/language.	April / May 2023



## Phase 6: Succeed

The successful plan requires successful implementation. BFK will schedule a virtual strategic plan status check six months after the launch to review successes and challenges and further support the district leadership’s success in putting the plan into action. During this meeting District Leadership will share with the Design Team members progress to date on the goals outlined in their strategic plan.

These implementation status checks are recommended on an annual basis. Should the district wish additional support, BFK would be available.

Milestone/ Deliverable	Description	Est. Timeline
Status Check	<b>Virtual</b> session with District Leadership to discuss updates on activities to support the strategic plan	To be planned 6 months after completion

## COST OF SERVICES

Following are cost estimates for the services and solutions to support this engagement. Estimates are subject to change should the scope be modified.

Strategic Planning	
<b>Prepare</b>	<ul style="list-style-type: none"> <li>The Phase has been removed, as Lincoln Consolidated School District has already created a Portrait of a Graduate</li> </ul>
<b>Envision</b>	<ul style="list-style-type: none"> <li>The Phase has been removed, as Lincoln Consolidated School District has already created a Portrait of a Graduate</li> </ul>
<b>Inquire</b>	<ul style="list-style-type: none"> <li>Current State Analysis Support &amp; Report</li> <li>Strategic Design Team Meeting 1</li> </ul>
<b>Design</b>	<ul style="list-style-type: none"> <li>Strategic Planning Framework</li> <li>Strategic Design Team Meetings 2 &amp; 3</li> <li>Strategic Plan Creation Counsel &amp; District Leadership Consultation on Writing</li> <li>Strategic Plan Completion</li> </ul>
<b>Launch</b>	<ul style="list-style-type: none"> <li>Portrait to Practice Session and Summary Report</li> </ul>
<b>Succeed</b>	<ul style="list-style-type: none"> <li>Status Check</li> </ul>

Total - Member Pricing	Onsite (where indicated)
<i>Roadmap21 (Per team)</i>	<i>\$14,500</i>
<i>Continuation of Strategic Planning (Phases 3-6)</i>	<i>\$46,000</i>
<b><i>Total (Member)</i></b>	<b><i>\$61,500</i></b>

## TRAVEL RESTRICTIONS NOTICE

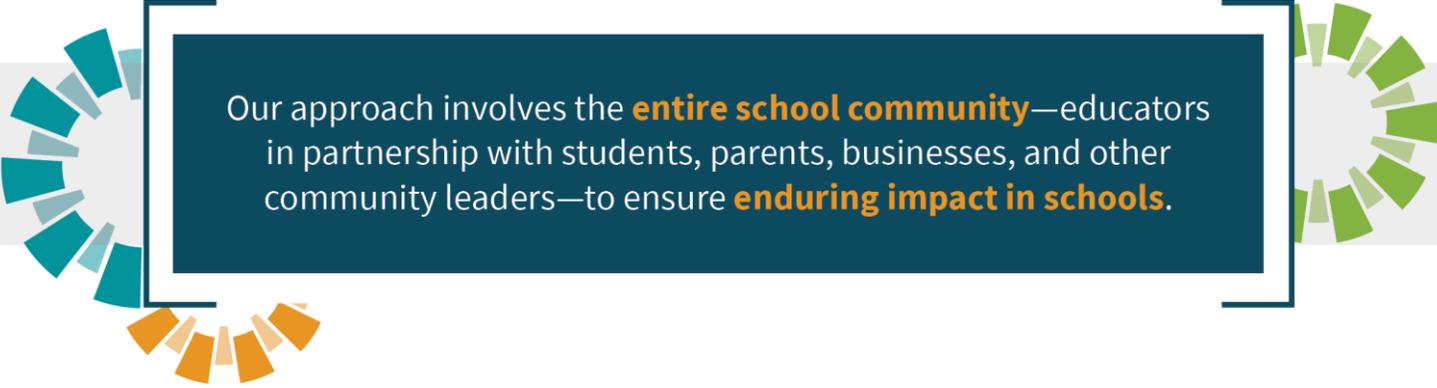
Battelle for Kids continues to closely monitor the COVID-19 pandemic and will continue to make decisions regarding staff travel based on the recommendations and guidelines from the Centers for Disease Control and Prevention (CDC), and other city, state, and federal agencies. BFK will continue to keep you updated regarding any relevant changes to our policies regarding staff travel that may affect this engagement.

## ABOUT BATTELLE FOR KIDS

Battelle for Kids (BFK) is a national not-for-profit organization committed to collaborating with school systems and communities to **realize the power and promise of 21st century learning for every student.**

Our team of experienced educators alongside communications, technology, and business professionals innovates and partners with school systems to offer an educational experience that prepares all students to become lifelong learners and contributors in an ever-changing world.

We advance our mission by strengthening the **coherence, capacity, and connections** school systems and communities need to redefine learner success and accelerate the design and implementation of 21st century learning systems for all students. A systems approach ensures equitable access to rigorous 21st century learning systems for every student, regardless of where they live, what school they attend, or to which classroom they are assigned.



Our approach involves the **entire school community**—educators in partnership with students, parents, businesses, and other community leaders—to ensure **enduring impact in schools.**

# MEETING WITH US

*“An hour of planning  
save you hours*

## What to Expect From Us

This outline assumes superintendents and their school improvement team will meet for two half-day sessions. For example, the process could start in late summer with a living SAP process in place in early spring, or start in the spring with the SAP being ready for fall. There can be a short follow-up training the next year to discuss how is it going, as well as monitoring the continuation of information gathering and analysis.



### Day 1

#### **Kick-Off Meeting:**

- Focusing our SAP Work – What is our “real work?” Who needs to be involved and at what level?
- Engaging in information gathering.
- Understanding the role of data and information in SAP – Got Data Now?

Send participants out to gather information based on the questions and data available to coach and mentor throughout the process

Also, challenge participants to identify areas of focus and what barriers exist. How do we overcome those barriers and what opportunities exist for the future? Our team is available to coach and mentor throughout the process.

### Day 2

#### **Check-in Meeting:**

Using what was learned, develop a SAP document with timelines and next steps (research indicates no more than three goals based on what was learned from the information gathering process). Continue information gathering and data/information analysis to measure plan progress.

One of our team members will work with each superintendent (and their team where applicable) to finalize their SAP process and be available to coach and mentor throughout this process.

# 3 Steps to Increase District Achievement

## Strategic Planning is for More Than Just the Business World



Did you know that effective strategic planning has shown to lead to increased student performance?

MASA's three-step **Strategic Action Planning (SAP)** process will help your district achieve its goals, improve student outcomes, and become a more efficient and effective district.



1

### Fact-Finding

Participants will create a list of interview questions about the district's achievement goals and interview 5-7 key leaders. An MASA team member is available to coach and mentor throughout the fact finding process, and will be available throughout the three step process.



2

### Data Collection & Identification of Pockets of Excellence

Based on interviews, participants will identify the district's barriers to achievement and be challenged to find the Pockets of Excellence around each barrier and determine – who and how did the person(s) overcome this barrier? Can we replicate?



3

### Plan Writing

Using what was learned, develop a Strategic Action Plan with 1-3 goals, timelines, and next steps. Fact Finding and data collection may continue throughout the plan writing process until the plan is finalized with the help of your MASA coach.



MASA Staff guides you through the entire planning process.

MASA mentors and coaches work with district superintendents and their teams throughout the process, including writing their SAP. This takes place over a six month period. Samples of the SAP process can be found at [gomasa.org/sap](http://gomasa.org/sap).



For questions, please contact  
**Dr. Tina Kerr** at [tkerr@gomasa.org](mailto:tkerr@gomasa.org).



**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**August 22, 2022**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Allis Sparks, Secretary (arrived at 6:06pm)  
Thomas Rollins, Treasurer  
Yoline Williams, Trustee  
Matthew Bentley, Trustee  
Jason Moore, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Blaylock, Human Resources Director  
Karensa Smith, Assistant Superintendent Curriculum and Instruction

**OTHERS PRESENT**

Edgar Brown, Jim Harless, Laurie Price, Paula Robinette, Mary Aldridge and K. Procter.

**1.0 CALL TO ORDER**

Trustee Williams called the meeting to order at 6:01 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exception of Czachorski and LaBombarbe.

**3.0 ESTABLISHMENT OF QUORUM**

A quorum was established.

**4.0 PLEDGE TO FLAG**

The Pledge of Allegiance was recited by Board and audience members.

**5.0 ACCEPTANCE OF AGENDA**

It was moved by Rollins and seconded by Moore that we accept the agenda as presented.

Ayes:5

Nays: 0

Motion carried 5-0

**6.0 PRESENTATIONS**

**6.1 Technology Presentation**

Presented by Solomon Zheng

Device overview

- About 2500 Chromebooks
- About 1000 iPads
- About 60 copiers and printers
- Over 350 cameras
- In addition to older desktops, computer labs, switches, access points, staff devices, projectors, and interactive boards
- 4000 devices managed and supported by team

Current Projects

- Update district networking infrastructure
- Update LMS and LHS access points
- Improve access point density at elementary

- Migrating cameras from existing system to new(er)
- Chromebooks refresh every three years and must be retired at 5 years
- iPads should be refreshed at least every five years.
- Staff Windows devices should be at least every three years
- Network focus is on strengthening infrastructure and expanding access
- Security camera coverage and reliability

## 6.2 Professional Development Presentation

Presented by Karensa Smith

August 15-17, 2022

- [New Teacher Orientation](#)

August 22-25, 2022

- [Professional Learning for all staff](#)

### Early Release Days

- All ER days will focus on Equity. It will support taking our learning over the last few years and discussing how beliefs that we hold impact student achievement as well as implementing our learning in our instructional practices. Our presenters, Dr. Terry Flennaugh, Associate Professor at MSU and Dr. Paul Gorski, Founder of the Equity Literacy Institute and EdChange, will intertwine learning and implementation, vice versa, while also integrating our guaranteed and viable curriculum work
- The presenters will be virtual (Dr. Gorski) and in person (Dr. Flennaugh) while the staff will be engaged in the work together in one space
  - HS = 12:15 pm-2:15 pm
  - MS/Childs = 1:05 pm - 3:05 pm
  - Bishop/Brick will be 2:00 pm - 4:00 pm
- September 16th
  - Dr. Paul Gorski meets with every level for first hour of the ERPD to discuss how our biases can affect common assessments and lesson planning
  - Dr. Flennaugh will meet with every level the second hour and give us tools to think about when creating common assessments and lesson planning
- October 14th - Teacher Work Day for Elementary, HS/MS - 2 hours PL
  - 2 hour block of collaborative team time for secondary
  - Dr. Flennaugh to circulate to offer support
- November 11th
  - Dr. Paul Gorski with HS and Bishop/Brick
  - Dr. Flennaugh at MS/Childs; tie in his visits from October
- December 9th
  - Dr. Paul Gorski with HS and Bishop/Brick
  - Dr. Flennaugh at MS/Childs
- January 23rd - HS/MS Teacher Records Day; Elementary 4 hours PL
  - Molding Math Mindsets professional learning
- February 10th- Teacher Work Day for Elementary, HS/MS - 2 hours PL
  - 2 hour block of collaborative team time for secondary
  - Dr. Flennaugh to circulate to offer support
- March 10th
  - Dr. Flennaugh at HS and Bishop/Brick
  - Dr. Gorski with MS/Childs
- April 21st
  - Dr. Flennaugh at HS and Bishop/Brick
  - Dr. Gorski with MS/Childs

- May 5th
  - Dr. Flennaugh at HS and Bishop/Brick
  - Dr. Gorski with MS/Childs
  - Staff presentations on learning/implementation for the year

**Other Professional Learning Opportunities and district meetings**

Grade Level/Departmental Collaborative Team Meetings; SE staff will be with Student Services

Director

- District collaborative team meetings will focus on the work of a guaranteed and viable curriculum. This year, we will continue deconstructing standards and create success criteria, begin creating/implementing a scope and sequence/pacing guides, and creating/implementing quality common formative and summative assessments while setting the conditions for formative use all with and SEL/Equity lens
  - HS = 2:22 pm - 3:22 pm
  - MS = 3:12 pm - 4:12 pm
  - Elementary = 4:09 pm - 5:09 pm
- September 21st
- October 19th
- November 30th
- December 14th
- January 25th
- February 22nd
- March 22nd
- April 26th
- May 24th

Staff/Grade level Meetings

- At least monthly

Mentor Training

- monthly/quarterly

Actively Learn PD for HS ELA/SS -

- as needed

Essential Practices for Middle School ELA Dept.

- As needed

Newsela Training for ELA and Social Studies

- As needed

Amplify Science PD with Mary Starr for MS Science Dept.-

- August 22nd - 3 hour collaborative team meeting
- One on one coaching throughout the school year

Amplify Science PD with Mary Starr for HS Science Dept.-

- One on one coaching throughout the school year

STEM training with Andrea Pisani for Brick

- August 22nd - 6 hour kick off
- 30 hours of coaching for the Brick staff
- 40 hours of coaching for new STEM specialist

Math best practices for elementary

- Professional learning and coaching throughout the school year

Curriculum Leaders' Meeting

- Monthly for training
- Monthly for planning meetings

District MICIP Meetings

- monthly

MTSS Meetings

- Multi-year support from the MTSS Technical Assistance Center

- MTSS = Comprehensive framework of research-based strategies designed to meet the needs and assets of the whole child
- Effective Innovation = Defined set of practices that have been made usable and proved to produce successful student outcomes
- District Implementation Team = the main team assisting with this process and meet several times throughout the year
- Monthly for the full district team

## 7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

### 7.1 Superintendent's Report

- Thanked the Board of Education for their support.
- All staff return on August 23, 2022
- The next steps for the Strategic Plan will be announced soon.

### 7.2 Curriculum & Instruction Report

#### Curriculum

- The Book Mobile was a success. We had a total number of 137 students receive a free book from Lincoln and several staff members participate. Kudos to Nicole Davis who was present daily and drove the Lincoln van. We will make modifications based on data that we kept.
- Last week, we held our three days of New Teacher Orientation. We had approximately 30 new staff members in attendance. The Induction Team did a great job planning and implementing their vision. We heard [positive results](#) and will also be making modifications based on other pieces of feedback.
- We have made changes to the Virtual Academy in terms of staffing and have hired a Virtual Academy Coordinator to complete the day to day tasks. Currently, we have 155 students enrolled.
- As a reminder, we are continuing to use our two grants as a district - SEL grant and Equity grant. We have staff members on both grant committees that will be learning and sharing information with our entire staff to help move our district forward
- Professional Learning with our Ad Council team the second week of August entailed lots of team building and discussions around the PLC Conference that was attended and the changes we are making as a district due to new learning.
- As stated, 12 Curriculum/Teacher Leaders and 3 administrators (Gretchen Guck, Danielle Cole, Cari Berecz, Jenny Sloan, Mike Hotchkiss, Kim Atkins, Jennifer Pocock, Andrea Adams, Teddy Robinson-Jones, Kyla Gurganus, Leslie Schwegler, Laura Angel, Abby Smith, Shane Malmquist, and myself) attended the PLC At Work Institute in Grand Rapids for 3 days this summer sponsored by Solution Tree. This group will be instrumental in moving the process of a PLC forward in our district with a focus on All Means All. This focus is instrumental and has come into play in various ways - equity, putting systems into place, planning processes and procedures, staffing, scheduling our courses, etc...

#### Grants

- All of our budgets for Title I, II, III (EL), and IV have been submitted and are awaiting official approval.

### 7.3 Finance Report

- The audit is finish and will be presented at a later dat.

## 8.0 BOARD REPORTS/CORRESPONDENCE

### 8.1 Board Executive Committee Report

- The Executive Committee will meet next on August 29, 2022, in the Pittman Room.

- 8.2 Board Performance Committee Report
  - The next Performance Committee is scheduled for September 26, 2022, in the Pittman Room.
- 8.3 Board Planning Committee Report
  - The next Planning Committee is scheduled for September 12, 2022.
- 8.4 Board Finance Committee Report
  - The next regularly scheduled Finance Committee is scheduled for October 10, 2022 at 4:30 in the Pittman Room.
- 8.5 Reports and Correspondence
  - Allie Sparks attended MASB Summer Seminar where the focus was building trust and relationships

## 9.0 PUBLIC COMMENT

- 9.1 Response to Prior Public Comment
  - Rick Knowls, former employee now resident, thanked the Board of Education for the opportunity to work at Lincoln for many years.
- 9.2 Public Comment

### Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

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### Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
  2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
  3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment
  4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- Jim Harless, resident, stated his wife retired and the transition was much better, and he appreciated the timeliness.

## 10.0 CLOSED SESSION

### 10.1 Negotiations

It was necessary to enter closed session to discuss the 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 Bentley and seconded by Rollins that we enter closed session to discuss the Negotiations, to return to open session.

Ayes: 5 Bentley, Moore, Sparks, Rollins and Williams  
Nays: 0  
Motion carried 5-0

## 11.0 NEW BUSINESS

### 11.1 Superintendent Contract

It was moved by Bentley and seconded by Sparks that we authorize President Czachorski or her delegee, to negotiate with Mr. Jansen, to continue as Superintendent of Lincoln Consolidated Schools.

Ayes:5  
Nays: 0  
Motion carried 5-0

### 11.2 Global Psychological Contract

#### **Global Psychological**

This contract is a continuation of contracted psychologist services with Global Psychological. Tony Pendleton supported Lincoln Consolidated Schools throughout the 2021-2022 school year with challenging student evaluations and general support to our psychologist needs. This contract is to provide some additional support to our school psychologists and allow for Mr. Pendleton and his team to be used to support our school psychologist team. The expected cost for the 2022-2023 school year is approximately \$40,000.00

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

### 11.3 LCTU (Lincoln Consolidated Transportation Union) Contract **LCTU Contract**

This is a three-year contract expiring June 30, 2025, which will make our bus driver pay competitive with surrounding areas, including some private vendors. District administration will provide bargaining updates during the closed session.

It was moved by Bentley and seconded by Moore that we accept the three-year contract with the Lincoln Consolidated Transportation Union (LCTU) from July 1, 2022, to June 30, 2025 as presented by the Superintendent.

Ayes:5  
Nays: 0  
Motion carried 5-0

### 11.4 LAA (Lincoln Administrators Association) Contract **LAA Contract**

This is a two-year contract expiring June 30, 2024. District administration will provide bargaining updates during the closed session.

It was moved by Bentley and seconded by Sparks that we accept the two-year contract with the Lincoln Administrators' Association from July 1, 2022, to June 30, 2024, as presented by the Superintendent.

Ayes:5  
Nays: 0  
Motion carried 5-0

## 12.0 OLD BUSINESS

12.1 Minutes of Previous Meeting

12.1.1 Regular Meeting August 8, 2022

12.1.2 Closed Session August 8, 2022

Enclosed are the minutes of the August 8, 2022, Regular Meeting and Closed Session

It was moved by Bentley and seconded by Sparks that we approve the minutes of the August 8, 2022, Regular Meeting and Closed Session as presented.

Ayes:5

Nays: 0

Motion carried 5-0

12.2 MASB 2022 Delegate Assembly

MASB's 2022 Delegate Assembly will begin **Thursday, October 20, 2022, at 7:00 p.m. at the Grand Traverse Resort in Acme (please note different day/time than usual)**. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education. Lincoln Consolidated Schools gets three voting delegates and three voting alternates selected by the Board of Education. All delegates must be at the Delegate Assembly to vote. Board action was requested.

It was moved by Bentley and seconded by Sparks that we appoint Jennifer Czachorski, Jennifer LaBombarbe & Allie Sparks to represent Lincoln Consolidated Schools at the Michigan Association of School Boards (MASB) 2022 Delegate Assembly, October 20, 2022. Matt Bentley will serve as an alternate.

Ayes:5

Nays: 0

Motion carried 5-0

12.3 School Psychologist Contract

Please review attached document. The District is working with a contract vendor who is able to provide a full time school psychologist for the 2022-2023 school year. With many contracted special education services, the services are provided remotely. However, this vendor and school psychologist will provide services in person for the entire school year. School psychology is an extremely difficult position to fill locally, and this contract will assist with evaluations and other District needs. After the 2022-2023 school year, the District and the psychologist may choose to direct hire through the staffing company for a not-yet-negotiated fee. The expected spend on the contract for the 2022-2023 school year is between \$125,000-\$135,000, but the District will begin realizing savings from 2.0 FTE of budgeted positions. Board action was requested.

RECOMMENDED MOTION: I move It was moved by Bentley and seconded by Moore that we approve School Psychologist Contract as presented.

Ayes:5

Nays: 0

Motion carried 5-0

12.4 Substitute Rate Increase

It has become well documented that the substitute shortage is having a negative impact on teacher stress and mental health. The NEA cites the substitute teacher shortage as just one factor impacting educator's desire to stay in the profession. NPR's Scott Simon similarly discusses the "critical shortage of substitute teachers to cover their classes."

**Recommendation:**

Increase teacher substitute pay rates to the following rates:

- Daily Substitute Teacher - \$120/day
- Building Substitute Teacher & Retired Lincoln Teacher Daily Rate - \$150/day
- Long Term Substitute Teacher - \$200/day
- Paraprofessional Rate - \$15.00/hour

Total Expected Cost Increase with No Behavior Changes: \$61,230.94

Board action was requested.

It was moved by Bentley and seconded by Sparks that we approve the Substitute Pay Increase as presented.

Ayes:5  
 Nays: 0  
 Motion carried 5-0

12.5 July 2022 Finance

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

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

Ayes:5  
 Nays: 0  
 Motion carried 5-0

12.6 July 2022 Check Register

Enclosed is the July 1-31, 2022, check register in the amount of \$1,888,405.65. The Superintendent recommends approval as presented.

It was moved by Bentley and seconded by Sparks that we approve the July 1-31, 2022, check register in the amount of \$1,888,405.65 as presented

Ayes:5  
 Nays: 0  
 Motion carried 5-0

12.7 July 2022 Trust and Agency

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

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

Ayes:5  
 Nays: 0  
 Motion carried 5-0

12.8 Personnel Transactions

<b><u>ACTION ITEMS</u></b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Lori Kaspala	Administrative Assitant/Human Resource Department	7/11/2022	Transfer	
Kenyotda Jones	Bus Driver/Transportation	8/8/2022	New Hire	
Charles Boswell	Art Teacher/Lincoln High School	8/15/2022	New Hire	BA Step 3
Sarah Depriest	English Teacher/Lincoln High School	8/15/2022	New Hire	BA Step 3
Vicky Lynch	Special Education Teacher/Childs Elementary School	8/15/2022	New Hire	MA Step 3
Makayla Roeder	Special Education Teacher/Bishop Elementary School	8/15/2022	New Hire	BA Step 2
Konnie Palmer	Building Secretary/Bishop Elementary School	8/4/2022	Transfer	
Jessica James	Virtual Academy Coordinator/LCVA	8/15/2022	New Hire	MA Step 10
Kristina Brashear	Teacher/Brick Elementary School	8/15/2022	New Hire	BA Step 9
Andrew Duncan	SS Teacher/Lincoln High School	8/15/2022	New Hire	BA Step 3

Meghann Orrison	Building Secretary/Childs Elementary School	8/15/2022	New Hire	
Jeannine Vuillemot	Teacher/Brick Elementary School	8/15/2022	New Hire	MA Step 4
Dawn Gwisdala	Bus Driver/Transportation	8/15/2022	New Hire	
Sarah Hickman	Teacher/Brick Elementary School	8/15/2022	New Hire	BA Step 3
Olivia Kagan	Teacher/Bishop Elementary School	8/16/2022	New Hire	MA Step 3
Daniel Cantrell	Bus Aide/Transportation	8/17/2022	New Hire	
Michael Mayes	Social Studies/Lincoln High School	8/23/2022	Transfer	
Karen Cohen	Paraprofessional/Childs Elementary	10/1/2021	Retirement	
Patricia Smith	Special Education Teacher/Bishop Elementary School	8/1/2022	Resignation	
Lauren Warner	Teacher/Bishop Elementary School	8/1/2022	Resignation	
Pamela Miller	Interventionist/Lincoln Middle School	8/10/2022	Resignation	
Marilyn Andrews	Spanish Immersion Teacher/Lincoln Middle School	8/10/2022	Resignation	
Mercedes Bens	Teacher/Bishop Elementary School	8/8/2022	Resignation	
Cabria Culp	Noon Supervisor/Model Elementary School	8/8/2022	Resignation	
Lindsay Fowler	Interventionist/Bishop Elementary School	8/3/2022	Resignation	
Luke Moore	Counselor/Lincoln High School	7/28/2022	Resignation	
Amanda Lowe	Bus Driver/Transportation	7/28/2022	Resignation	

It was moved by Bentley and seconded by Sparks that we approve the August 22, 2022, Personnel Transactions Summary as presented.

Ayes:5  
 Nays: 0  
 Motion carried 5-0

**13.0 ADJOURNMENT**

It was moved by Bentley and seconded by Sparks that we adjourn the meeting at 7:18 p.m.

Ayes: 5  
 Nays: 0  
 Motion carried 5-0

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## **CONSULTING AND SERVICES AGREEMENT**

This Consulting and Services Agreement (“Agreement”) is entered onto the Commencement Date set forth in Section 1 below, by and between Global Psychological, PLC, a Michigan professional limited liability company and Lincoln Consolidated School District.

### **RECITALS**

- A. Global Psychological engages in the business of providing education and consulting services to nonprofit and for-profit education and social service agencies.
- B. Client is a Michigan public school academy that offers educational programs to students in Michigan.
- C. Client wishes to engage Global Psychological to provide certain services with respect to Client’s special education program (“the Program”), and Global Psychological wishes to provide such services, all in the terms set forth below.

### **AGREEMENT**

In consideration of the promises and covenants contains herein, the parties agree as follows:

#### **1. COMMENCEMENT DATE AND TERM**

This agreement shall commence August 1, 2022 (“the Commencement Date”) and shall continue until June 30, 2023.

#### **2. SERVICES TO BE PROVIDED BY GLOBAL PSYCHOLOGICAL**

During the Term of this Agreement, Global Psychological shall provide the services set forth on Schedule 1 attached hereto (the "Services Schedule") in connection with the Program to students assigned by the Client to the Program and Global Psychological shall provide personnel, including School Social Worker, Social Worker, Speech Therapist, School Psychologist, and the other personnel (the Global Psychological Personnel), as may be reasonably necessary to provide the Services. The final determination as to what Global Psychological Personnel provide the Services to the Client shall be in the sole discretion of Global Psychological. Client acknowledges that Global Psychological Personnel may change from time to time based on those Global Psychological Personnel providing services to Global Psychological from time to time, due to sickness or illness of Global Psychological Personnel or other reasons. Any requests for changes to contract, or services outside of those outlined in Schedule 1 by Client will be given consideration, and if reasonable both in timeframe and compensation, a written amendment will be added to this agreement and signed by authorized representatives by both parties.

#### **3. CALENDAR**

Services will not be provided on Client holidays or breaks. If Client mandates Global Psychological Personnel to attend any Client held professional development; Client agrees to 1) compensate Global Psychological for staff attendance, and 2) to provide Global Psychological with a calendar of which days staff will be required to attend for the year no later than September 1, 2022. Client must provide a copy of school calendar to Global Psychological prior to the commencement of this Agreement and at least twenty (20) days prior to the commencement of each school year during any additional years of this Agreement. In addition, Client shall provide at least two (2) business



days' notice of other school closures that will impede regular services; otherwise, Client will be billed for missed sessions (excluding Snow Days and Building Emergencies).

#### **4. RECORDS**

Global Psychological agrees that all student files, documents, and records kept and maintained by Global Psychological in the course of providing the services contracted in accordance with Schedule 1 of this agreement and during the Term of this Agreement shall be the property of Client, provided that as set forth below, Global Psychological shall have the right to inspect, copy and maintain a copy of all such files, documents, and records. Global Psychological agrees that upon expiration or termination of this Agreement for any reason, Global Psychological shall deliver any Client property retained by Global Psychological. Global Psychological shall not disclose pupil records to any unauthorized person or entity without the consent required by the Family Education and Privacy Act (20 U.S.C. § 1232g) and any other applicable laws unless the disclosure is otherwise permitted by law.

Furthermore, Global Psychological will only provide record keeping and reporting for those services which are set forth in Schedule 1 of this Agreement.

#### **5. RESPONSIBILITIES OF CLIENT**

- (a) IEPs. During the term of this Agreement, Client shall provide Global Psychological with such student records, including Individualized Education Programs (“IEPs”), as may be reasonably necessary for the proper provision of the Services. Client understands that in the event of their inability to provide full records for any special education student within a reasonable amount of time will require Global Psychological to conduct whatever testing will be necessary at the Clients expense to provide the proper paperwork for such student.
- (b) Compliance with Laws. During the Term of this Agreement, Client shall comply in all respects with all applicable federal and state statutes, laws, regulations, ordinances, and rules relating to its business in general and the provision of special education services in particular.
- (c) Materials/Supplies/Condition of Classroom. Client shall ensure that the classroom (or classrooms) used by Global Psychological have all reasonably necessary supplies and materials for Global Psychological to perform its Services under this Agreement and agrees to reimburse Global Psychological for any supplies purchased in the course of providing services. In addition, Client shall maintain the classroom (or classrooms) in a clean and safe condition at all times. In the event that Global Psychological believes that the terms of this Section 5(c) are not being complied with by Client, Global Psychological shall notify Client and Client and Global Psychological shall work in good faith to resolve such matters in a manner acceptable to Global Psychological and Client.
- (d) Authority. Client represents and warrants that the individual executing this Agreement on behalf of Client has the proper authority to execute this Agreement on behalf of Client and that upon execution of this Agreement by Client, this Agreement shall be binding and enforceable on Client in accordance with its terms.

#### **6. ADDITIONAL RESPONSIBILTIES OF GLOBAL PSYCHOLOGICAL**

- (a) Qualifications, Credentials, Licenses. All Global Psychological Personnel will be qualified in all material respects to provide the Services they provide on behalf of Global Psychological



hereunder. All personnel provided by Global Psychological under this Agreement may hold a state appropriate certification or license appropriate for providing the requested Service. Global Psychological shall provide Client with a packet of all Global Psychological personnel credentials that will serve students enrolled in the Program. Global Psychological will use good faith efforts to notify Client within 10 business days of any change of Global Psychological personnel that are providing services directly to students under this Agreement, provided that Client acknowledges that in certain circumstances a change in Global Psychological Personnel may occur without prior notice from Global Psychological to Client. An officer of Global Psychological shall certify to Client the Global Psychological Personnel providing instruction hereunder are trained and accept responsibility as mandated child abuse reporters pursuant to Indiana law, which certification shall accompany the list described in Section 6(a).

- (b) Compliance with Laws. During the term of this Agreement, Global Psychological shall comply in all respects with all applicable federal and state statutes, laws, regulations, ordinances, and rules relating to the provision of special education services.

**7. COMPENSATION, TIMEKEEPING, AND METHOD OF PAYMENT** In consideration for the Global Psychological Services, Client shall compensate Global Psychological at the rates set forth in Appendix A (“the Fee Schedule”). A statement will be sent at the end of each month to the client. All Global Psychological hourly staff will be billed as actual time. Breaks will be deducted after 5.75 hours, ONLY IF A BREAK WAS GIVEN. Other Global Psychological services will be billed according to Appendix A. Billing will be submitted on a bi-weekly basis, and Client will have 7 days from submission to review, and if necessary, request any changes. No changes to invoicing will be made afterwards. Payment for invoices is on a NET 30 basis. If paid after the 30 days, 2% fee every 30 days will be charged on each invoice.

**8. INDEMNIFICATION**

- (a) Indemnification by Global Psychological. Global Psychological shall defend, indemnify, and hold harmless Client and its officers, directors, agents, and employees from all liabilities and claims for damages for death, illness or injury to persons or damage to property (including without limitation, consequential damages) arising from the fulfillment of Global Psychological’s obligations hereunder and resulting from the negligence or willful misconduct of Global Psychological or its agents, employees, or subcontractors.
- (b) Indemnification by Client. Client shall defend, indemnify and hold harmless Global Psychological and its offices, directors, agents and employees from all liabilities and claims for death, illness, or injury arising to persons or damage to property (including without limitation, consequential damages) arising from Client’s operation of its business and resulting from the negligence or willful misconduct of Client or its agents, employees or subcontractors (other than Global Psychological), or from Client's failure to perform its obligations under this Agreement.
- (c) Investigations. Without in any way limiting the foregoing, each party shall bear responsibility for receiving, replying to, and/or complying with any audit exceptions or compliance investigations made by any state or federal agencies that are the result of acts, omissions or conduct of such party or its respective employees or agents. In the event Global Psychological is given less than one (1) weeks’ notice, Global Psychological will be held harmless for any penalties, financial or otherwise.



- (d) Survival. These provisions shall expressly survive the expiration or termination for any reason of this Agreement.

## **9. TERMINATION**

- (a) With/without Cause. Either party may terminate this Agreement, without cause, upon at least 45 business days' prior written notice.
- (b) Effect of Termination. Upon expiration or termination for any reason of this Agreement, Global Psychological will, within twenty (20) business days of termination, present a final invoice for all Global Psychological services provided through the effective date of termination, which shall be due and payable in full within twenty (20) calendar days of delivery to Client.
- (c) Survival. The obligations of the parties under this Section shall expressly survive the expiration or termination for any reason of this Agreement.

## **10. INDEPENDENT CONTRACTORS**

The parties hereto acknowledge and agree that the relationship created between Global Psychological and Client as a result of this Agreement is strictly that of independent contractors. Nothing contained herein shall be construed as creating a partnership or joint venture relationship between the parties. Each party hereto shall be responsible for all compensation, salaries, taxes, withholdings, contribution, benefits, and worker's compensation insurance with respect to all personnel employed or contracted by such party. The provisions of this Section shall survive the expiration or termination for any reason of this Agreement.

## **11. NO HIRE AGREEMENT**

- (a) No Hiring by Global Psychological. Global Psychological recognizes that Client's employees are unique and valuable resources of Client who have knowledge of and access to confidential information and trade secrets of Client, and who have been trained by Client, and that the Services to be provided hereunder are feasible only if Global Psychological has access to and interaction with the Client's employees under the terms of this Agreement. Accordingly, Global Psychological agrees that during the term of this Agreement and for a period of six (6) months following the expiration or termination of this Agreement for any reason (the "No Hire Period"), Global Psychological shall not, without the advance written consent of Client (which Client may grant or deny in its sole and absolute discretion), hire, employ, or contract with any employees of Client or directly recruit or solicit any employee, or group of employees, of Client to become employed by, or to contract with Global Psychological or any other person or entity. Notwithstanding the foregoing, nothing in this Section 11(a) shall be construed to prevent Global Psychological or an affiliate of Global Psychological from engaging in general recruiting activities such as placing bona fide advertisements or other solicitations of general circulation in ordinary course of business.
- (b) No Hiring by Client. Client recognizes that Global Psychological's employees and independent contractors are unique and valuable resources of Client who have knowledge of and access to confidential information and trade secrets of Global Psychological, and who have been trained by Global Psychological, and that the Services to be provided hereunder are feasible only if Global Psychological has access to and interaction with Client and its agents and representatives under the terms of this Agreement. Accordingly, Client agrees that during the No Hire Period, Client or any affiliate of Client who will place staffing with Client shall not, without the advance



written consent of Global Psychological (which Global Psychological may grant or deny in its sole and absolute discretion), hire, employ, or contract with any employees of Global Psychological or directly recruit or solicit any employee, or group of employees, or independent contractors of Global Psychological to become employed by, or to contract with Client or any other person or entity. Notwithstanding the foregoing, nothing in this Section 11(b) shall be construed to prevent Client from engaging in general recruiting activities such as placing bona fide advertisements or other solicitations of general circulation in ordinary course.

- (c) Equitable Relief and Indemnification. Each party acknowledges that and agrees that due to the unique nature of the Global Psychological Personnel and the employees of Client, respectively, and the competitively valuable nature of the trade secrets and confidential information of the other party to which its employees and contractors have access and knowledge, any breach of a party's obligations under this Section 11 may allow the breaching party or third parties to unfairly compete with the non-breaching party, resulting in irreparable harm to the non-breaching party that cannot be adequately compensated. Therefore, upon the finding by a court of any such breach, the non-breaching party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law. In addition, upon the finding by a court of any breach of any party's obligation under this Section, the non-breaching party shall be entitled to be indemnified by the breaching party from any loss or harm, including without limitation, attorney's fees, in connection with any breach or enforcement of the breaching party's obligations under this Section. Each party will notify the other party in writing immediately upon any breach of this Section of which it is aware.
- (d) Survival. The obligations of the parties under this Section shall expressly survive the expiration or termination for any reason of this Agreement.

## **12. CONFIDENTIALITY**

- (a) Global Psychological Proprietary Information. Client acknowledges and agrees that Global Psychological owns all right, title and interest in and to the Global Psychological materials and Global Psychological systems used in the performance of the Services hereunder, including, without limitation, all trade secrets, policies, procedures, know-how, protocols, policies, operating manuals, specifications, software, forms, education materials, financial information, as well as, additions and modification thereto developed and/or used by Global Psychological in the furtherance of Global Psychological operations and in performance of Global Psychological obligations under this Agreement (collectively the "Global Psychological Proprietary Information"). Client shall maintain the confidentiality of all such Global Psychological Proprietary information and shall not divulge such information to any third parties during the term of this Agreement and after its termination except (i) as may be necessary for the discharge of its obligation under this Agreement, and (ii) as required by law. Client shall take reasonable precautions against disclosure of any Global Psychological Proprietary Information to unauthorized persons by any of its officers, directors, employees, or agents. Client shall not directly or indirectly, without the express prior written permission of Global Psychological, use the Global Psychological Proprietary Information for any purpose except as provided herein and, upon termination of this Agreement for any reason, Client shall cease all use of any of the Global Psychological Proprietary Information and upon request shall return to Global Psychological all manifestations and copies thereof in Client's possession or control. The Client shall keep and



maintain a copy of all local, state, or federal mandated special education forms and Global Psychological shall also maintain a copy of same.

- (b) Client Proprietary Information. Global Psychological acknowledges and agrees that in the course of performance of its obligations, under this Agreement, Global Psychological will have access to certain information proprietary to Client, which may include but not be limited to trade secrets, policies, procedures, operating manuals, specifications, software, business or strategic plans, budgets, salary information, contractual arrangements or negotiations, financial information, and employee information (collectively the “Client Proprietary Information”). All of such Client Proprietary Information shall be and remain the property of Client at all times, and Global Psychological shall have no right, title, or interest therein. Global Psychological shall maintain the confidentiality of all Client Proprietary information and shall not divulge such information to any third parties except (i) as may be necessary for the discharge of its obligation under this Agreement, and (ii) as required by law. Global Psychological shall take reasonable precautions against disclosure of any Client Proprietary Information to unauthorized persons by any of its officers, directors, employees, or agents. Upon termination of this Agreement for any reason, Global Psychological shall cease all use of any of the Client Proprietary Information and upon request shall return to Client all manifestations and copies thereof in Global Psychological’s possession or control.
- (c) Equitable Relief and Indemnification. Each of the parties acknowledges and agrees that due to the unique nature of its proprietary information there can be no adequate remedy of law for any breach of its obligations hereunder, and that any such breach may allow the breaching party or third parties to unfairly compete with the non-breaching party resulting in irreparable harm to the non-breaching party that cannot be adequately compensated. Therefore, upon the finding by a court of any such breach, the non-breaching party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law and to be indemnified by the breaching party from any loss or harm, including without limitations, attorney’s fees, in connection with the finding by a court of any breach or enforcement of the breaching party’s obligations hereunder of the unauthorized use or release of any such proprietary information. Each party will notify the other party in writing immediately upon the occurrence of any unauthorized release or other breach of which it is aware.
- (d) Survival. The obligations of the parties under this Section shall expressly survive the expiration or termination for any reason of this Agreement.

### **13. MISCELLANEOUS**

- (a) No Third-Party Beneficiaries. The parties intend that the benefits of this Agreement shall inure only to Global Psychological and Client and not to any third person.
- (b) Entire Agreement. This Agreement together with all appendices constitute the entire agreement between the parties. This Agreement supersedes all other prior agreements or understandings, whether written or oral.
- (c) Default. In the event that Client should be in default under the terms of this Agreement, Client shall be responsible for all loss, cost or damages incurred by Global Psychological as a result of such default by Client.



- (d) Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. No party may assign this Agreement of the rights, interests of obligations without the written consent of the other party.
- (e) Headings. The section headings contained in this Agreement are inserted for convenience only shall not effect in any way the meaning or interpretation of this Agreement.
- (f) Notices. All notices required or permitted to be given hereunder by either party to the other shall be in writing and shall be deemed delivered upon registered or certified mail, postage prepaid, return-receipt requested, addressed to the parties at the following addresses or to such other addresses as the parties may specify in writing:

**Global Psychological  
34505 W 12 Mile Rd  
Suite 210  
Farmington Hills, MI 48331**

Attention:

**Anthony Pendleton  
Phone: (248) 254-3445  
Mobile: (313) 717-6098  
Fax: (248) 254-3447  
E-Mail: [a.pendleton@globalpsychology.com](mailto:a.pendleton@globalpsychology.com)**

If to Client: **Lincoln Consolidated School District  
7425 Willis Road  
Ypsilanti, Michigan 48197**

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

- (g) Amendment. This Agreement may be amended at any time by agreement of the parties, provided that any amendment shall be in writing and executed by both parties.
- (h) Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions will nevertheless continue in full force and effect, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.
- (i) Additional Terms. The Parties agree that the additional terms attached hereto as Appendix D are incorporated herein and made a part hereof.





IN WITNESS WHEREOF, the parties have executed and accept this Agreement on the date first above written.

**Lincoln Consolidated School District**

**Global Psychological**

By: \_\_\_\_\_ (signature)

By: \_\_\_\_\_ (signature)

\_\_\_\_\_ (title)

\_\_\_\_\_ (title)

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)





## Appendix A

### Fee Schedule

Services	Bill Rate
School Psychologist	\$90/hr.

<b>LINCOLN CONSOLIDATED SCHOOLS</b>
<b>PERSONNEL TRANSACTIONS SUMMARY</b>

<b>ACTION ITEMS</b>				
Name	Position/Building	Effective Date	Status	Major/Step
Jennifer Arnold	Paraprofessional/Lincoln High School	8/22/2022	Transfer	
Nicholas Michael	Teacher/Lincoln Middle School	8/23/2022	New Hire	MA Step 3
Vicki Echegoyen	Teacher/Lincoln Middle School	8/18/2022	New Hire	MA Step 20
Benjamin Crews	Social Worker/Brick Elementary School	8/22/2022	New Hire	MA Step 3
Katrina De Kleine	Speech, Language Pathologist/Bishop Elementary School	8/22/2022	New Hire	MA +30 Step 6
Chasity Korte	Associate Teacher/Model Elementary School	8/23/2022	Transfer	
Tisha Williams	Teacher/Lincoln High School	8/22/2022	New Hire	BA Step 4
Brandy Rice	Paraprofessional/Bishop Elementary School	8/22/2022	Transfer	
Beth Hone	Associate Teacher/Model Elementary School	8/22/2022	New Hire	
Kathya Marino	Paraprofessional/Lincoln Middle School	8/23/2022	New Hire	
William Brenner	Diving Coach/Community Recreation	8/23/2022	New Hire	
Marian Francis	Noon Supervisor/Brick Elementary School	8/26/2022	New Hire	
Amber Brendtke	Bus Aide/Transportation	8/22/2022	New Hire	
Turner Labadie	Receptionist/Lincoln Athletic Building	8/26/2022	New Hire	
Tyler Kellar	Receptionist/Lincoln Athletic Building	8/25/2022	New Hire	
Kimberly Weck	Teacher/Lincoln High School	8/25/2022	New Hire	MA Step 10
Lara Aljammali	Teacher K/1/ Bishop Elementary School	8/29/2022	New Hire	BA Step 3
Jessica Spangler	Paraprofessional/Childs Elementary School	8/23/2022	New Hire	
Samuel Someah-Kwaw	Bus Driver/Transportation	8/22/2022	New Hire	
Brandy Muscato-Johnson	Spanish Immersion Y5/K Teacher/Bishop Elementary Sch	8/30/2022	New Hire	BA Step 3
Laura Good	Noon Supervisor/Brick Elementary School	9/6/2022	New Hire	
Tammy Hoops	Part-Time Assistant Secretary/Student Services Departmen	9/7/2022	New Hire	
Tanya Taylor	Paraprofessional/Lincoln Middle School	8/29/2022	New Hire	
Donna Bentley	HR Generalist/Human Resources	9/1/2022	New Hire	
Pam Robbins	Teacher/Lincoln Middle School	8/18/2022	Retirement	
Timothy Cates	Bus Driver/Transportation	8/15/2022	Resignation	
April Krey	Headstart Paraprofessional/Model Elementary	8/20/2022	Resignation	
Eugenia Rankins	Bus Aide/Transportation	8/22/2022	Resignation	
Claire Lovins	Band Director/Lincoln Middle School	8/24/2022	Resignation	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved