

Lincoln Consolidated Schools

BOARD OF EDUCATION

REGULAR MEETING

November 11, 2024

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

November 11, 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 RCTC Presentation

5.2 Marketing & Enrollment Presentation

5.3 Facilities & Maintenance Presentation

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

6.1 Superintendent's Report

6.2 Student Services Report

6.3 Transportation 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 October 28, 2024

9.2 Personnel Transactions

10.0 NEW BUSINESS

10.1 High School Jazz Band Trip

10.2 Bishop Spain Cultural Experience

10.3 Policy Update-Fundraising, School Discipline, Fieldtrips and LAB Maintenance Account

11.0 ADJOURNMENT

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: November 7, 2024

SUBJECT: Board of Education Meeting
November 11, 2024
6:00 p.m.

AGENDA/EXPLANATORY NOTES
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 RCTC Presentation
Presented by Aaron Gaertner RCTC Culinary Instructor
 - 5.2 Marketing & Enrollment Presentation
Presented by Vicki Coury
 - 5.3 Facilities & Maintenance Presentation
Presented by Phil Bongiorno
- 6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**
 - 6.1 Superintendent's Report
 - 6.2 Student Services Report
 - 6.3 Transportation 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
 - No Prior Public Comment

8.2 Public Comment
 Board of Education Public Comment Statement

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

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

Rules for Public Comment:

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

9.0 CONSENT AGENDA

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting October 28, 2024

Enclosed are the minutes of the October 28, 2024, Regular Meeting as presented.

9.2 Personnel Transactions

ACTION ITEMS					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Magdalena Boles	Swim Instructor/Community Education	10/25/2024		New Hire	
Pamela Cole	Paraprofessional/ LMS	10/2/2000	8/26/2024	Retirement	
Susan Green	SLP/Lincoln High School	10/30/2024		New Hire	Master Step 14
Uyen Ton-Nu-Le	Paraprofessional/ Bishop	1/25/2024	10/28/2024	Resignation	
Deanna Gipson	Noon Supervisor/Childs Elementary	11/4/2024		New Hire	
Han Kyoung Choi	Noon Supervisor/Childs Elementary	09/08/2024	11/11/2024	Resignation	
Jay Brendtke	Bus Aide/Transportation	11/6/2024		New Hire	
Lucy Gerry	Spanish Teacher/ LHS	8/10/2024	11/1/2024	Resignation	
Corey Cramb	Spanish Teacher/ LHS	11/7/2024		New Hire	MA Step 14
Carmen Maldonado	Paraprofessional/Brick Elementary	11/7/2024		New Hire	LEAO Step 1

Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Ann Wegryn	Parapro/Bishop	10/22/2024	12/2/2024	FMLA (applied)	
Christie Pinnow	Teacher/ LMS	10/28/2024	1/28/2025	LOA (FMLA)	Approved
Nicole Davis	Parapro/Brick	11/5/2024	Intermittent FMLA		

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

10.0 NEW BUSINESS

10.1 High School Jazz Band Trip

Traveling provides real world experience for our students to explore other geographical areas. We will perform at Cedar Point Music in the Parks Festival. Students will be performing for adjudicators for a rating on performance standards and competing with similar jazz ensembles. The rest of the day will be at Cedar Point. Traveling allows students to navigate time management skills with the itinerary, exploring living with their peers, and conducting themselves appropriately away from school. This is presented for information only; Board action will be requested at a subsequent meeting.

10.2 Bishop Spain Cultural Experience

Bishop is requesting approval from the LCS BOE for current 5th grade students attending Bishop Elementary to participate in our Spain Cultural Experience program. The Bishop Cultural Experience strives to educate the whole child by fostering an understanding of other cultures and building their sensitivity to people who are different. It is an opportunity to give students a fuller worldview shaping their choices, increasing their independence and building their confidence throughout their lives. Spain Cultural Excursion. [Spain Cultural Excursion](#) The plan for this cultural experience includes a nine day cultural experience in which Bishop students travel to Madrid, Spain: departure window of April 29th-May 1st.

We have assembled a great team of administrators, teachers and parents to plan this trip. Our Spain Cultural Exchange Experience Committee investigated several different travel companies, and made the decision to work with Bob Rogers Travel for all of our planning, travel, financial planning, and travel insurances. This experience is fully backed by myself as the Principal of Bishop Elementary, and Mr. Robert Jansen our current Superintendent of schools, and former Bishop Principal. We have bilingual teachers available to assist with language and some of our teachers have studied abroad in Madrid.

The benefits of this program are immense; for our students, it allows them an opportunity to use the language skills they have worked so hard to gain and in working towards global citizens and building compassion and empathy for people around the world making them the peacemakers of our future. We see the benefits to our community as we strive to show them the great place that is Ypsilanti, MI and the Lincoln Consolidated School district.

We are looking to have a three year approval on this event. This is presented for information only; Board action will be requested at a subsequent meeting.

10.3 Policy Update-Fundraising, School Discipline, Fieldtrips and LAB Maintenance Account.

Miller Johnson will be at the Performance meeting on November 11, 2024, at 4:30pm to go over four new policy options with the committee. Please read the information provided in the Board packet. This is presented for information only; Board action will be requested at a subsequent meeting.

11.0 ADJOURNMENT



Board Executive Committee Meeting

MINUTES

Monday November 04, 2024

Pittman Room

5:00 p.m.

1. Call to order-Meeting was called to order at 5:30pm
2. Public Comment
3. Old Business
 - a. Performance Committee Update-No new update
 - b. Planning Committee Update-Next meeting 12/9 Adam Blaylock will attend to go over policies from Miller Johnson
 - c. Finance Committee Update-Met 11/04 discussed reports from September
 - d. 2025 Board Workshops-Jennifer Czachorski shared five topics CBA-343 and CBA 380 were the top two choices. March staffing and fall to be determined.
 - e. Update – Lab
 - i. Timeline for reporting on 5-year Equipment Replacement Plan-Finance Committee will provide oversight. Adam Snapp will work with Planning and Finance to solidify a replacement plan. Concessions-I discussion with Chartwells is currently being pursued. Performance Review-Quarterly review at Executive Committee with calendar of events and an update of what is working and what is not. Growth Plan-To the Board in December
4. New Business
 - a. Board of Education Agenda November 11, 2024-approved with changes
 - b. Centennial Committee Recognition-To be recognized either 11/25 or 12/9 at the Board of Education meeting.
 - c. Absenteeism report-Provided by Human Resources to look at District trends and fill rates. The need for an additional building sub in each building was discussed moving from 2 to 3.
5. Superintendent Updates

- Stress of the election will be behind us soon and we will remain one Lincoln.
6. Other-Matt Bentley asked about having a hi-definition camera in the PAC to record for Lincoln's Youtube channel.
 7. Adjourn-7:05pm

Upcoming Meetings:

11/18, 12/2

*Off regular scheduled date or time



Planning Committee Minutes

September 24, 2024

1. Members Present
Jennifer LaBombarbe, Lauren Smith, [Paula Robinette](#),
2. Chair LaBombarbe called the meeting to order at: 4:36 pm
3. Old Business
 - a. Bessie Hoffman - No new updates
 - b. Develop a Campus Usage Plan - Begin with Bishop - did not get to.
 - c. Status of Device Accountability Policy - **Have Solomon share the current policies being used for students (all grades) and staff.**
 - d. Bid Process Guidelines - 5003 Purchasing and 5003AR Purchasing
<https://z2policy.ctspublish.com/luskalbertson/browse/lincolnset/lincoln/z20000107>
 - e. Review the fundraiser policies and admin guidelines -
 - i. **Are fundraisers being approved by Admin?**
 - ii. **Wording needs to be updated to include online fundraising.**
 - iii. **All PTO's need to be aware of the fundraising policies**
 - iv. **All PTO's need to have their own 501(c)3**
 - v. **Online fundraising: how is this being handled?**
 - vi. **Paula was going to reach out to Adam about the above questions.**
 - f. Review policy for overnight and out of state travel -
 - i. **Paula was going to send out an update from Adam.**
4. New Business
5. Other
6. Adjournment – 5:18 pm

Next meeting October 28, 2024 @ 4:30pm



Planning Committee Minutes

October 28, 2024

1. Members Present

Jennifer LaBombarbe, Lauren Smith, [Paula Robinette](#), Bob Jansen

2. Chair LaBombarbe called the meeting to order at: 4:39 pm

3. Old Business

- a. Bessie Hoffman - No new updates
- b. Develop a Campus Usage Plan - Begin with Bishop - did not get to.
- c. Status of Device Accountability Policy - The new form was only used for the middle school but the part of it was not used because there were not enough for the 8th grade to have them in the classroom. Rework the form and have them ready for fall 25/26. This was started and was requested to be ready for the 24/25 school year. **Have the new form ready and shared with Planning by the first week of January 2025.**
 - i. **Ask for a report from Solomon that lists the number of devices, ages, carts etc.**
- d. Bid Process Guidelines - 5003 Purchasing and 5003AR Purchasing **What is the amount that the superintendent can approve up to? And where is it located?**
<https://z2policy.ctspublish.com/luskalbertson/browse/lincolnset/lincoln/z20000107>
- e. Review the fundraiser policies and admin guidelines -
 - i. **Are fundraisers being approved by Admin?**
 - ii. **All PTO's need to be aware of the fundraising policies**
 - iii. **Adam Blaylock will be joining us at our November meeting to review.**
- f. Review policy for overnight and out of state travel -
 - i. **Adam Blaylock will be joining us at our November meeting to review.**

4. New Business

- a. Look into a new policy on classroom supplies that have been donated to the teacher.
 - i. Looking at our new fundraising policy this may cover this. **Will discuss with Adam. Then the entire staff will need to be made aware of this policy.**
- b. Policy for Student Discipline
 - i. An updated policy was shared with Planning to review. This policy is an attempt to modify our policy to include updates from Thrun Law Firm.
 - ii. **We are to review and then discuss at our next meeting.**

5. Other

6. Adjournment – 5:45 pm

Next meeting November 11, 2024 @ 4:30pm

Notes from Adam Blaylock

There are three policy items that I believe are outstanding for Lincoln. I'll briefly summarize all three below:

- **DRAFT – Student Discipline Policy/Administrative Regulation** – Attached is a draft for consideration by the Board Policy Committee and Superintendent. It's an attempt to meld the draft Thrun policy into something that's more MJ-like. I expect this will need review by Bob/Rob/others on the team to make sure it comports with whatever their needs are. You'll recall that there wasn't a ton of Board action on this, and I think the Thrun policy goes much further than what the Board actually authorized. The highlighted parts either require input or are optional per Thrun's document.
- **DRAFT – Fundraising Policy** – I made very minor revisions to the existing online fundraising policy to more clearly require Superintendent (or designee – always remember that the Superintendent can designate someone to review/approve). Please review and let me know if it needs to more clearly address those topics.
- **Personal Property Sale** – Kevin mentioned to me that you had an issue with a teacher selling some donated property. The sale of property (including personal property, like books) is governed by Board Policy 5004 and Administrative Regulation 5004. The Superintendent (or designee) may "after notifying the Board, authorize the sale or disposition of any such items in a commercially reasonable manner." 5004-AR describes the manner for the submission and the disposal of the property. Gifts and donations are governed by Policy 7003 and the same numbered AR. I'm not sure of the facts underlying the original donation, but assuming the donations were to the District and not the teacher personally, any such sale should comport with 5004. Let me know if you think I'm missing the mark on this – I'm happy to discuss if it will be helpful.

[Student Discipline Policy](#)

[Fundraising Policy](#)

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR
MEETING
October 14, 2024
6:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Jennifer Czachorski, President
Jennifer LaBombarbe, Vice President
Allie Sparks, Secretary
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Jason Moore, Trustee
Lauren Smith, Trustee

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

Edgar Brown, James Harless, and David Samuels

1.0 CALL TO ORDER

President Czachorski called the meeting to order at 6:00 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present.

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

5.5 Employee of the Month

I am honored to nominate Mr. David Samuels as the Employee of the Month.

It is hard to know where to begin when thinking about Mr. Samuels. He is starting his 55th year in education! I cannot imagine the number of students who have been impacted by Mr. Samuels. He began his career as a music teacher and after retirement became a paraprofessional at LCS.

Mr. Samuels is dedicated to our students and community. His commitment to our students and staff is truly commendable and unwavering. His impact on countless students' lives over the years is immeasurable. Some of his greatest gifts continue to be patience, trustworthiness, and dedication. These are qualities that we all strive to embody. He is the epitome of kindness.

Mr. Samuels is constantly doing extra work or getting resources for our students. I do not believe that we could ever count all of the support, coats, gloves, food or help that he has freely given to our students and community. He is always¹² the first to volunteer or offer a positive comment to

everyone he comes in contact with. His selfless nature and unwavering commitment to our school community make him a hero to me.

Mr. Samuels brings out the best in all of us that are lucky enough to work with him. He is steadfast and humble but truly deserves recognition for all that he does for LCS.

Cassandra Coker

5.6 2023-24 Audit Presentation
Presented by Kevin Kelley or Akshay Kapoor

Auditor's Opinion

- The District received a "Clean" "Unmodified" audit opinion
 - This is the highest level of assurance possible for the District's financial statements
- The financial audit confirms that the statements prepared by the District fairly represent the results for the year.
- No control issues reported
- In 2024 the District adopted new accounting guidance, GASB Statement No. 100, Accounting Changes and Error Correction.
- A "Single Audit" of federal funds was performed
 - An opinion on compliance was given
 - No findings or questioned costs
 - Title I and Special Education Cluster were tested
 - Represents 50% of \$4.36 M of federal funds expended for the year

5.7 RCTC Presentation
Presented by Aaron Gaertner-Postponed until November 11, 2024

5.8 State Assessment Presentation
Presented by Karensa Smith

- The State/Local Assessments were presented to the Board of Education. Covered were NWEA Trends in Reading, Math and Science grades K-8 also State/Local Assessment Trend Data for the M-STEP

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

6.5 Superintendent's Report

- Lincoln's 100-year Celebration will be held in the PAC on October 31, 2024 at 10:00am
- STEM Night at our home football game was a huge success!
- Reminder to vote on November 5, 2024

6.6 Human Resources Report

- We have had a few unexpected resignations in the past two weeks. Our HS/MS Spanish teacher resigned last week and we just received a resignation from a teacher at Bishop today. Along with online exit surveys, I am holding in person exit interviews with them to find out why they're leaving and if there is anything we can do to address concerns, if they have them. We do have one qualified candidate for the Spanish position. I believe the plan for the HS is that they will try and hold interviews this week. The posting for the open Bishop position will go up tomorrow.
- Open Enrollment begins Friday, but it's not certain that MESSA will have all of the information they need from the Consortium to start on that date. Monica McKay, from MESSA, let us know today that she will send the information we need to post for our staff, as soon as she gets it. We've communicated with staff about some online webinars she is conducting to assist them. Once we get the go ahead from MESSA, we will also be letting staff know about an in-person visit from Monica, and a webinar that is specific to Lincoln staff.
- Our Schedule B Committee continues to meet monthly. We are hopeful that we can update the document that is in the contract, so it accurately reflects the Schedule B positions that

people are actually filling. We will also be coming to the Board at some point with changes to percentages for current positions and hopefully adding some new positions that staff would like to offer to our students. The whole process has been very collaborative between the LEA and the District.

- 6.7 Finance Report
 - 6.7.1 September Enrollment Report
Board report was included in Board packet.
 - 6.7.2 September Food Service Report
Board report was included in Board packet.

7.0 BOARD REPORTS/CORRESPONDENCE

- 7.5 Board Executive Committee
The Executive Committee will meet next on November 4, 2024, at 5:30 pm in the Pittman Room.
- 7.6 Board Performance Committee Report
The Performance Committee will meet next on November 25, 2024, at 4:30 pm in the Pittman Room.
- 7.7 Board Planning Committee Report
The Planning Committee will meet next on November 11, 2024, at 4:30 pm in the Pittman Room.
- 7.8 Board Finance Committee Report
The Finance Committee will meet next on December 2, 2024, at 4:00 pm in the Pittman Room.
- 7.9 Board Reports
 - The MASB Conference will be attended by Allie Sparks, Jennifer LaBombarbe and Lauren Smith

8.0 PUBLIC COMMENT

- 8.5 Response to Prior Public Comment
 - No Prior Public Comment
- 8.6 Public Comment
Board of Education Public Comment Statement

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of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- No Public Comment

9.0 CONSENT AGENDA

9.5 Minutes of Previous Meeting

9.5.1 Regular Meeting September 23, 2024

9.5.2 Board Workshop October 14, 2024

Enclosed are the minutes of the September 23, 2024, Regular Meeting and October 14, 2024, Board Workshop as presented.

9.6 Student Trip

9.6.1 High School Band Chicago

Traveling provides real world experience for our students to explore other geographical areas. We will perform in Chicago's Memorial Day parade on May 24th. Students will be exploring several museums such as the Museum of Science and Industry and Shedd Aquarium. Students will also explore popular landmarks like Lincoln Park Zoo, Millennium Park, the John Hancock Building, and enjoy Chicago pizza. Traveling allows students to navigate time management skills with the itinerary, exploring living with their peers, and conducting themselves appropriately away from school.

9.6.2 High School Band Camp

Bids were all done via email messages, but here are brief notes about each camp: The camp we utilized last year was small and food not satisfactory. Mrs. Schwegler called almost 30 camps within a 3 hour radius and found 1 that could accommodate our group. Lincoln Lake Baptist Camp is the chosen venue this year and hopefully years beyond. Mrs. Schwegler took a tour of the facility early this fall. The facilities are in great condition with plenty of amenities for our group including high ropes, lake, climbing wall, and sports area in addition to the other areas needed to run camp. This camp is the same price as last year's camp.

9.7 September 2024 Finance Report

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

9.8 September 2024 Check Register

Enclosed is the September 1-30, 2024, check register in the amount of \$2,446,026.88. The Superintendent recommends approval as presented.

9.9 September 2024 Trust & Agency

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

9.10 Personnel Transactions

<u>ACTION ITEMS</u>					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Fallon Hasper	Parapro/Childs	8/21/2023	10/7/2024	Resignation	
Tadeisha Lambouths	Noon Supervisor/Childs Elementary 15	8/10/2024	9/20/2024	Termination	
Nyla Andrew	Noon Supervisor/Bishop Elementary	9/24/2024		New Hire	

Brittany Thornton	Bus Driver/Transportation	9/26/2024		New Hire	
Travis Stumbo	Paraprofessional/Brick Elementary School	9/30/2024		New Hire	LEAO Step 1
Catherine Ackerman-Kipp	Teacher/Lincoln Middle School	8/26/2008	9/30/2024	Retirement	
Roger Bius	Bus Driver/Transportation	5/21/2024	08/15/2024	Resignation	
Alicia Maans	Teacher/Lincoln Middle School	10/7/2024		New Hire	MA Step 11
Mikayla Gatchel	Swim Instructor/Community Education	10/3/2024		New Hire	
Corbin Kern	Receptionist/LAB	10/3/2024		New Hire	
Kayla Gilson	Paraprofessional/Bishop Elementary	10/7/2024		New Hire	LEAO Step 1
Heather Fergueson	Paraprofessional/Childs Elementary	10/16/2024		New Hire	LEAO Step 1
Rhalonda Johnson	Paraprofessional/LMS	10/7/2024		Transfer	from Bus Aide
Karter Hambricht	Swim Instructor/Community Education	10/9/2024		New Hire	
Ashley Hoops	Receptionist/LAB	9/13/2023	10/1/2024	Resignation	
Jakob Andrews	Receptionist/LAB	8/23/23	10/7/2024	Resignation	
Jesse Davis Jr.	Paraprofessional/Lincoln High School	10/15/2024		New Hire	LEAO Step 1
Joshua Kellar	Receptionist/LAB	10/15/2024		New Hire	
Natalie Lacy	Bus Driver/Transportation	9/6/2023	10/15/2024	Resignation	
Alyssa Cassidy	Paraprofessional/Bishop Elementary	10/21/2024		New Hire	LEAO Step 1
Tanya Bersano	Bus Driver/Transportation	10/21/2024		New Hire	
Sierra Pauley	Paraprofessional/Childs Elementary	10/21/2024		New Hire	LEAO Step 1
Robert Rowland	Mechanic/Transportation	11/19/2018	10/18/2024	Resignation	
Kayla LaBombarbe	Paraprofessional/Bishop Elementary	10/21/2024		New Hire	LEAO Step 1
Katie Campbell	Noon Supervisor/Childs Elementary	10/10/2023	10/21/2024	Resignation	didn't return for 24.25
Audrey Czachorski	Athletics/ Community Education	1/13/2022	10/22/2024	Termination	has not worked since 4/23
Carol Wright	Retiree (Sub)/Model Elementary	10/12/2020	10/22/2024	Resignation	Clean up last pay 6/23/23
Brayden Keelan	Receptionist/LAB	11/7/2022	10/22/2024	Resignation	didn't return for 24.25
Tyler Kellar	Receptionist/LAB	8/25/2022	10/22/2024	Resignation	didn't return for 24.25
Turner Labadie	Receptionist/LAB	8/26/2022	10/22/2024	Resignation	Didn't return for 24.25
Logan Wynn	Receptionist/LAB	11/7/2022	10/22/2024	Resignation	Didn't return for 24.25
Melanie Macias	Receptionist/LAB	11/4/2021	10/22/2024	Resignation	Didn't return for 24.25
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Latiece Howard	Teacher/ LMS	10/21/24		Intermittent FMLA	
Julie Hyder	Parapro/ Bishop	9/19/2024		Intermittent FMLA	Approved thru 12/16/2024
Laurie Price	Secretary/ Athletic Dept.	8/1/2024	11/1/2024	FMLA	Extended date to 11/1/24
Bethany Jayne	Teacher/ LMS	9/23/2024		Intermittent FMLA	

Patricia Erwin	Teacher/ LMS	11/26/2024	2/27/2025	FMLA	
Susan Hoelzer	Teacher/Brick	10/24/2024	Intermittent	Intermittent FMLA	Approved
Christie Pinnow	Teacher/LMS	9/3/24	10/14/24	Intermittent FMLA	Approved
Joseph Bones	Teacher/ LMS	11/5/2024	11/11/2024	FMLA	
Kathryn Prater	Bus Driver/ Transportation	10/16/2024	Intermittent FMLA		
Lydia Cappaert	Teacher/ Childs	10/14/2024	10/21/2024	FMLA	Closed. Back to work.
Debra Elliott	Parapro/Brick	9/12/24	11/21/2024	FMLA	Approved, needs RTW note

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

Ayes: 5
 Nays: 0
 Abstained: 2
 Motion carried 5-0-2

10.0 NEW BUSINESS

10.5 MESSA Insurance Options
Two Choices for Staff

- ABC1 (current insurance option)
- Balance+ (additional new option to choose)

It was moved by LaBombarbe and seconded by Bentley that we formally acknowledge and approve the addition of Balance+ insurance offerings available for eligible staff in November during Open Enrollment.

Ayes: 7
 Nays: 0
 Motion carried: 7-0

11.0 OLD BUSINESS

11.5 2023-24 Audit
 Opinion - unmodified, no finding (as of today)
 General fund highlights:

Revenue	\$61.9 million
Expenditures	\$61.5 million
Fund balance	\$10.77 million
Fund balance percent	17.52%

Fund balance breakdown:
 Unassigned F/B % 9.19%
 Assigned

Subsequent years expenditures	1,209,036
Assigned for departmental expenditures	3,200,591

Budget highlights:

- Revenues came in \$588k better than budgeted. (off by .96%)
- Expenditure came in \$458k under budget. (off by .75%)

Food service fund:

happen

- Fund balance decreased by \$61,314 down to \$876,784
- Fund balance continues to be an issue as some capital outlay expenditures were not able to happen before year end. There will be an excess fund balance plan again.

Community services

- Fund balance increased by \$158,223

Single audit

- Title I and the IDEA Special Education Cluster were audited No findings noted at this time

Board action was requested.

It was moved by LaBombarbe and seconded by Moore that we approve the 2023-24 audit prepared by Lewis & Knopf as presented.

Ayes: 7

Nays: 0

Motion carried: 7-0

12.0 CLOSED SESSION

12.5 Negotiations

It will be necessary to enter closed session to discuss Negotiations, to return to open session.

A roll call vote will be necessary.

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

Ayes: 7 LaBombarbe, Smith, Bentley, Rollins, Czachorski, Sparks and Moore

Nays: 0

Motion carried 7-0

7:25pm enter Closed Session/8:25pm returned to Open Session

13.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Sparks that we adjourn the meeting at 8:26 p.m.

Ayes: 7

Nays: 0

Motion carried 7-0

President Czachorski declared the meeting adjourned.

ACTION ITEMS					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Magdalena Boles	Swim Instructor/Community Education	10/25/2024		New Hire	
Pamela Cole	Paraprofessional/ LMS	10/2/2000	8/26/2024	Retirement	
Susan Green	SLP/Lincoln High School	10/30/2024		New Hire	Master Step 14
Uyen Ton-Nu-Le	Paraprofessional/ Bishop	1/25/2024	10/28/2024	Resignation	
Deanna Gipson	Noon Supervisor/Childs Elementary	11/4/2024		New Hire	
Han Kyoung Choi	Noon Supervisor/Childs Elementary	09/08/2024	11/11/2024	Resignation	
Jay Brendtke	Bus Aide/Transportation	11/6/2024		New Hire	
Lucy Gerry	Spanish Teacher/ LHS	8/10/2024	11/1/2024	Resignation	
Corey Cramb	Spanish Teacher/ LHS	11/7/2024		New Hire	MA Step 14
Carmen Maldonado	Paraprofessional/Brick Elementary	11/7/2024		New Hire	LEAO Step 1
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Ann Wegryn	Parapro/Bishop	10/22/2024	12/2/2024	FMLA (applied)	
Christie Pinnow	Teacher/ LMS	10/28/2024	1/28/2025	LOA (FMLA)	Approved
Nicole Davis	Parapro/Brick	11/5/2024	Intermittent FMLA		

3010 Field and Other District-Sponsored Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State. The Superintendent shall approve all other such trips, which includes field trips sponsored by a consortium. The Superintendent may, in their discretion, submit consortium field trips to the Board. The Superintendent may develop administrative regulations consistent with this policy.

5011 – ~~ONLINE~~ FUNDRAISING

Online Fundraising. No employee shall create, post, or sponsor any ~~online~~-fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the District's name, logo, or likeness, without prior written consent from the Superintendent. If permission to create, post, or sponsor an ~~an-online~~ fundraiser is provided by the Superintendent, any property secured or purchased through such fundraising activities shall become the property of the District and not the employee. This policy applies, but is not limited to, online fundraising services such as DonorsChoose.org, Kickstarter.com, GoFundMe.com, CrowdRise.com, and similar sites.

2006

Behavior

Student Code of Conduct

The Superintendent, in consultation with selected School District personnel, will develop and implement a legally-compliant Student Code of Conduct. The Student Code of Conduct will apply to student behavior on school premises, while en route to and from school, at School District related events, as well as to off-campus behavior, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs, or to the extent the District is legally required to consider the off-campus behavior, such as criminal sexual conduct and cyberbullying.

- Principals are delegated the authority to suspend a student from school for misconduct for a period not to exceed ten (10) school days. The Student Code of Conduct to be developed by the Superintendent is to include the due process protections that will apply in connection with such suspensions.
- The Student Code of Conduct will include a procedure for considering and disposing of recommendations by the administration for long term suspensions (in excess of 10 school days) and expulsions. The procedure will be consistent with this policy.

Long Term Suspensions and Expulsions. The Board of Education delegates to the Superintendent to suspend students for up to 59 days, and otherwise retains the authority to issue long-term suspensions and expulsions, pursuant to legally-compliant procedures set forth in the Student Code of Conduct. ~~The Board's decision on such suspensions and expulsions will be final.~~ The Board delegates authority for suspensions of more than 60 days to a committee consisting of no more than 3 Board Members, which shall be appointed by the Board President or Superintendent. The decision of the committee may be appealed to the Board of Education. The Superintendent shall promulgate administrative regulations to implement this process.

The Superintendent may develop and implement an Athletic and Extracurricular Code of Conduct. The Code will be developed on the foundational basis that participation in athletics and extracurricular activities is a privilege, not a right. The Superintendent will post the School District's Student Code of Conduct and Athletic and Extracurricular Code of Conduct on the School District's website and take other reasonable measures to assure that students and parents are aware of their existence.

2006-AR

Behavior

Suspensions and Expulsions

The Superintendent designates [Position] to review this administrative regulation annually. This administrative regulation constitutes the written process under which suspensions and expulsions will be issued and reviewed. All suspensions and expulsions must comply with the Revised School Code's requirements regarding mandatory suspensions and expulsions and restorative practices. All administrators must refer all incidents that may result in a mandatory suspension or expulsion, as required by law, to the Superintendent for review.

Suspension of Ten Days or Less.

Principals are authorized to issue discipline of up to ten days suspension. Prior to issuing discipline within the principal's authority, students will be provided the verbal notice of the alleged offense and an informal opportunity to explain what happened.

Suspensions of Less than Sixty Days.

The Superintendent is authorized to issue suspensions of less than sixty school days. Prior to issuing discipline within the Superintendent's authority, the Superintendent will provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The Superintendent may suspend the student if, following the hearing, the Superintendent determines by a preponderance of the evidence that the student committed a violation of the student code of conduct. After finding a violation of the student code of conduct, the Superintendent must consider the level of appropriate discipline for the violation. The Superintendent's decision is final. The Superintendent, in his or her sole discretion, may refer any matter that may result in a suspension of greater than 10 school days to the Board Committee.

Suspensions of Sixty Days or Greater and Expulsions.

Prior to issuing discipline properly before the Board Committee, the Superintendent, on behalf of the Board Committee, must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board Committee hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The Board Committee will not suspend or expel the student unless, following the hearing, a majority of the Board Committee finds by a preponderance of the evidence that the student committed misconduct. After the finding of misconduct, the Board Committee must consider whether the violation of the student code of conduct should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board Committee may appoint either a member of the Committee or another person to serve as the hearing officer for the hearing and to issue the Board Committee's written decision.

Appeal of Board Committee Decisions.

A student or the Superintendent may appeal a decision from the Board Committee to the Board of Education by submitting a written notice of appeal to the Superintendent within 3 days of receiving the Board Committee's written decision. The Board of Education will consider the appeal at either a special meeting or at its next regularly scheduled Board of Education meeting as determined by the Board President. The Board of Education will uphold the findings and conclusions of the Board Committee unless it determines the findings or conclusions are clearly erroneous, which means the decision is not supported by substantial or competent evidence of by reasonable inferences. The Board of Education's review will be limited to: (1) the evidence considered by the Board Committee; (2) the Board Committee's written rationale; (3) applicable policies and law; and (4) oral presentations, limited to 15 minutes each, from the student or the student's parent or representative and District administration. The Board will not conduct an evidentiary hearing or consider evidence or information not provided to the Board Committee. Unless timely appealed, the Board Committee's decision is final. If timely appealed, the Board of Education's decision is final. A student subject to suspension or expulsion following the Board Committee's decision will remain suspended or expelled pending an appeal.

Discipline for Students with Disabilities

For students with disabilities, additional procedures and protections apply. Upon a change in placement, as defined by law, the principal or designee will notify the student's parent/guardian of that decision, provide a copy of procedural safeguards, and conduct a manifestation determination review (MDR) within 10 school days.

The MDR team will determine whether the student's conduct was a manifestation of a student's disability. If the conduct was a manifestation, the student will be returned immediately to their prior placement and conduct a functional behavior assessment and implement a behavior intervention plan, or if a behavior

intervention plan was already developed, review and modify the behavior intervention plan to address the conduct. Otherwise, the responsible administrator may proceed with the suspension or expulsion by adhering with this administrative regulation's due process requirements.

The **Director of Student Services** may remove a student with a disability into an interim alternative educational setting, even if the conduct was a manifestation of their disability, as permitted by law. As appropriate, any student removed into an interim alternative educational setting must have a functional behavior assessment and behavior intervention plan developed or other behavioral modifications for the student to prevent the behavior from recurring.

Reinstatement Following Expulsion

Students expelled by the District may petition for reinstatement from a mandatory expulsion consistent with Sections 1311 and 1311a of the Revised School Code. For non-mandatory expulsions, students may petition for reinstatement 150 school days after the date of the expulsion for reinstatement no sooner than 180 school days after the date of the permanent expulsion.

The parent/guardian (or the student, if emancipated or at least 18 years old) must prepare and submit the reinstatement petition. The Superintendent will provide a reinstatement petition form, upon request. The Board may request that the parent/guardian or the student attach additional relevant information to the reinstatement petition.

The Board will appoint a reinstatement committee, consisting of two board members, one administrator, one teacher, and one parent/guardian of a current District student to consider a reinstatement petition no more than 10 school days after receiving a reinstatement petition. Alternatively, the Board may annually appoint a standing reinstatement committee. The Superintendent must prepare and submit information to the reinstatement committee about the circumstances surrounding the student's expulsion and any factors supporting and not supporting reinstatement.

The reinstatement committee must convene not later than 10 school days following receipt of a petition for reinstatement. For nonmandatory expulsions, the reinstatement committee will consider the petition and any information submitted.

For mandatory expulsions, the reinstatement committee will convene to: (1) review the reinstatement petition and supporting documentation submitted by the parent/guardian or the student; (2) review the information submitted by the Superintendent; and (3) submit to the Board a written recommendation whether the Board should unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement to the student based on consideration of all of the following factors:

1. the extent to which reinstatement would create a risk of harm to other students or District personnel;
2. the extent to which reinstatement would create a risk of District liability or individual liability for the Board or District personnel;
3. the student's age and maturity;
4. the student's school record before the incident that caused the expulsion;
5. the student's attitude concerning the incident that caused the expulsion;
6. the student's behavior since the expulsion and the student's prospects for remediation; and
7. if the petition was filed by a parent/guardian, the degree of cooperation that the parent/guardian has provided the student and the degree of cooperation the parent/guardian can be expected to provide the student if the student is reinstated.

Before making its recommendation, the reinstatement committee may request that the student and the parent/guardian appear in person to answer questions. If the committee recommends that the student be conditionally reinstated, the committee must include in its written recommendation to the Board a list of recommended conditions.

For both mandatory and non-mandatory expulsions, at or before its next regularly scheduled meeting following receipt of the reinstatement committee's recommendation, the Board will consider the recommendation and make a final decision to reinstate the student, conditionally reinstate the student, or deny reinstatement. The Board may require a student, and if the petition was filed by a parent/guardian, the parent/guardian, to agree in writing to specific conditions to reinstatement. The District is not obligated to provide or to pay for any reinstatement condition imposed by the Board. Upon request of the District, parents/guardians (or the student, if emancipated or at least 18 years old) will provide verification that the conditions were satisfied. Failure to satisfy the conditions may result in further disciplinary action, including expulsion. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final.

Student Discipline – Misconduct at Another School

The District may deny enrollment to a student who engaged in misconduct in another public or nonpublic school and who seeks to enroll in the District either: (1) before the previous school imposes disciplinary consequences for the misconduct; or (2) while the student is suspended or expelled from the previous public or nonpublic school. The Superintendent or designee must refer the student to the Board Committee if, under the student code of conduct, the student's misconduct in the previous public or nonpublic school would result in a long-term suspension or expulsion from that institution and, in the Superintendent's or designee's opinion, the student's enrollment in the District would jeopardize the safety or welfare of the District or substantially disrupt District operations. The Board Committee will hold a pre-enrollment hearing following the Superintendent's or designee's referral to consider whether the student may enroll and, if so, any conditions on enrollment. The Board Committee will follow the due process procedures described in this Administrative Regulation. The Board Committee will consider any information submitted by the parent/guardian or student and the Superintendent in either support of or opposition to the student's enrollment. This administrative regulation does not apply to students who have been subject to a mandatory expulsion.