



# **Regular Meeting**

**September 14, 2020**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION MEETING**  
**September 14, 2020**  
**6:00 p.m.**  
**(Virtual Meeting-Google Meets)**

**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 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**
  - 6.1 Superintendent's Report
  - 6.2 Human Resources Report
  - 6.3 Student Services Report
  - 6.4 Facilities & Maintenance Report
- 7.0 PUBLIC COMMENT**
- 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 NEW BUSINESS**
  - 9.1 Student Reinstatement Hearing
    - 9.1.1 Student "A"
  - 9.2 EduStaff Sub Staffing
  - 9.3 InformedK12 Contract
  - 9.4 CIPA Compliance Statement
  - 9.5 Extended Continuity of Learning Plan (ECOL) Update

**10.0 OLD BUSINESS**

- 10.1 Minutes of Previous Meeting
  - 10.1.1 Regular Meeting August 24, 2020

- 10.2 Personnel Transactions

**11.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: September 9, 2020**

**SUBJECT: Board of Education Meeting  
September 14, 2020  
6:00 p.m.  
Media Center-High School  
(Virtual Meeting-Google Meets)**

**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 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**
  - 6.1 Superintendent's Report
  - 6.2 Human Resources Report
  - 6.3 Student Services Report
  - 6.4 Facilities & Maintenance Report
- 7.0 PUBLIC COMMENT**
- 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 NEW BUSINESS**
  - 9.1 Student Reinstatement Hearing
    - 9.1.1 Student "A"

The Board Reinstatement Committee met on August 28, 2020, to conduct a reinstatement hearing for Student "A" and their recommendation is included in your packet. The Superintendent recommends approval as presented.

**RECOMMENDED MOTION: I move that we approve the recommendation of the Board Reinstatement Committee relative to Student "A" as presented.**

- 9.2 **EduStaff Sub Staffing**  
Given substantial changes related to COVID19, the Human Resources Office has determined our traditional method of providing substitute teachers is unworkable for the 2020-2021 school year. Enclosed in the Board Packet is a short memorandum summarizing the rationale for implementing a "building substitute" model which would allocate the existing EduStaff budget to a different model of providing substitute teachers. This is presented for information only; Board action will be requested at a subsequent meeting.
- 9.3 **InformedK12 Contract**  
The Human Resources Office and Business Office have collaborated to implement new systems using a software system called InformedK12. Enclosed in the Board Packet is a short memorandum summarizing the proposal to shift from the "pilot" model to the unlimited form model. Since this spring, we have moved our onboarding, status change, and leave of absence request process entirely online, and plan to use InformedK12 to improve both staff-facing and community-facing experience as we shift to the unlimited form model. This is presented for information only; Board action will be requested at a subsequent meeting.
- 9.4 **CIPA Compliance Statement**  
We are required to confirm the district's compliance with CIPA (Children Internet Protection Act) at a public meeting on an annual basis. Supporting documentation is enclosed in your packets. This is presented for information only; Board action will be requested at a subsequent meeting.
- 9.5 **Extended Continuity of Learning Plan (ECOL) Update**  
District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, not later than October 1, 2020 for approval. ISDs and PSAs will transmit the approved plan to the state superintendent of public instruction and the state treasurer. This is presented for information only; Board action will be requested at a subsequent meeting.

**10.0 OLD BUSINESS**

- 10.1 **Minutes of Previous Meeting**
  - 10.1.1 **Regular Meeting August 24, 2020**  
Enclosed are the minutes of the August 24, 2020, Regular Meeting.

**RECOMMENDED MOTION: I move that we approve the minutes of the August 24, 2020, Regular Meeting as presented.**

10.2 **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>
Francisco Olivares	Math Teacher/Lincoln High School	8/27/2020	New Hire	BA Step 1
April Barnier	Science Teacher/Lincoln High School	9/1/2020	New Hire	MA Step 1
Paul Wellman	ELA Teacher/Lincoln High School	9/1/2020	New Hire	MA Step 4
Matt VanHam	Teacher Band/Technology/Lincoln Middle School	9/2/2020	New Hire	BA Step 2
Cassie Oswald	4 & 5 Grade Teacher/Bishop Elementary	9/2/2020	New Hire	BA Step 2
Rachel Gowman	Special Education/LCS Virtual Academy	9/3/2020	Resignation	

Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Denna Pena	Special Education/Lincoln Middle School	9/25/2020	Continuous	Approved
Monica Maury	ECSE/Model Elementary	11/30/2020	Continuous	Approved
Mary Boivin	Special Education/Lincoln High School	1/1/2021	Continuous	Approved
Bobbi Boles	Title/Brick Elementary		Intermittent	Approved
Kelly Huling	Secretary/Lincoln Middle School		Intermittent	Approved
Denise Burton	Paraprofessional/Childs Elementary		Intermittent	Approved

**RECOMMENDED MOTION:** I move that we approve the August 24, 2020, Personnel Transactions Summary as presented.

**11.0 ADJOURNMENT**



## **Board Executive Committee Meeting Minutes**

**Monday, August 17, 2020**

**Virtual Platform**

**5:30pm**

**Attendees:** Yoline Williams, Jennifer Czachorski, Jennifer Labombarbe, Adam Blaylock, Adam Snapp, Karensa Smith, Nate Balderman, Nik Jackson, Richard Carpenter, Ty Smith

- I. Call to Order at 5:34pm
- II. Acceptance of Agenda – accepted without changes
- III. Public Comment - none
- IV. Board of Education meeting agenda for August 24, 2020 – discussion, review and established final agenda.
- V. Education Plan Update – “a day in the life” being reviewed at each level and for each building. Devices are being deployed to students that need them. Education and supports for families that need support for virtual learning are also available and being communicated. There will be option for drive-by support.
- VI. Budget update – There is an upcoming Revenue Estimating Conference (8/24/2020) at state level. Following this meeting, additional information / updates will be provided to full board of education.
- VII. Board of Education meetings in phase 4 and phase 5 of pandemic – Executive Order includes virtual meetings through 9-8-2020. During the 9-8-2020 meeting, Executive Committee will review plans for meetings moving forward based upon any updates from the Governor. There will be no changes to bylaws regarding meeting attendance at this time.
- VIII. Substitutes – Adam Blaylock is working with Robert Jansen on a plan for building level substitutes. There is also work being done around prep time in virtual

environment. Presentation to the Executive Committee and to full board of education when completed.

IX. Other

A. Mr. Jansen may be presenting proposal to the Executive Committee regarding potential restructure plan for cabinet that will support the needs of district and staff differently and better. Committee supported the presentation of proposal when completed.

B. Gratitude expressed to the entire team that worked on return to school plan. There clearly has been a tremendous amount of work, collaboration and consideration of what is best for all. This is extremely value added work and it is recognized and appreciated.

X. Adjourned at 6:50pm

**Next Meeting:** Monday, September 8, 2020 at 5:30pm

## Lincoln Consolidated Schools

# Memorandum

**To:** Board of Education  
**From:** Adam Blaylock, Director of Human Resources  
**CC:** Robert Jansen, Superintendent  
**Date:** September 9, 2020  
**Re:** EduStaff Substitute Teacher Support for 2020-2021

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This memorandum will summarize my recommendations for Substitute Teacher Support for 2020-2021. In short, there are three areas where I anticipate we can find additional support:

1. Building Substitutes through EduStaff
2. Redeployment of qualified paraprofessionals
3. Supplemental coverage by existing teaching staff

### Building Substitutes through EduStaff

On November 25, 2019, my office presented recommendations to the Board of Education regarding the use of substitutes. As part of that recommendation, I analyzed the potential costs and offered next steps on implementation of an increased rate of pay for substitute teachers through EduStaff. Changes in the way we do business related to COVID-19 also means the District must modify its planning for substitute teachers for 2020-2021. As a result, my recommendation is to go to a pure building EduStaff substitute model for the 2020-2021 school year.

The advantages of a building substitute model for 2020-2021 are the following:

1. Consistent staff who are available as resources in each building
2. Increased understanding of the District's rules and requirements compared to other substitute models
3. Existing relationships with students and staff
4. Reduced cost compared to having staff cover "prep" periods

### Cost Analysis

The District has budgeted \$249,000 for EduStaff substitutes for the 2020-2021 school year and another \$76,000 in teacher-for-teacher substitutes that result in a loss preparation period. In order to find an appropriate number of substitutes, I anticipate needing to pay building substitutes more than the \$100 per day (with \$100 bonus for every 10 days) that our current EduStaff structure permits. I

recommend a pay rate of \$125. EduStaff charges an additional 18% on top of the pay rate as its service fee.

Assuming 170 days of work and a pay rate of \$125, the District will exhaust nearly its entire budget with 11 building substitutes. With fewer days, the District may be able to pursue one additional building substitute. The budgeted amount does not allow for additional substitutes. The District would need to be thoughtful about adding additional long-term substitutes for leaves of absences.

### **Recommendation**

Implement a “building substitute” model through EduStaff with a pay rate of \$125 per pay. Assignments and total number of substitutes will be based upon building need and identification of appropriate substitute teachers.

The Human Resources Department is developing tiered training to allow those substitutes to meet classroom expectations in a virtual model. We will continue to explore utilizing other staff members for this kind work, as appropriate. Given the unique circumstances related to COVID, a building substitute model is the best model which will allow the District to regularly supplement instruction when staff are absent.

## Lincoln Consolidated Schools

# Memorandum

**To:** Board of Education  
**From:** Adam Blaylock, Director of Human Resources  
**CC:** Robert Jansen, Superintendent, Adam Snapp, Director of Finance  
**Date:** September 9, 2020  
**Re:** Proposal for Use of InformedK12

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This memorandum will serve as a proposal to enter into a one-year contract with InformedK12 to provide electronic forms for internal use and with our community. The annual cost to the District will be \$26,700, with a total one-time activation fee of \$7,200.

### **Statement of Need:**

The Business Office and Human Resources Offices began collaborating in advance of COVID-19 to update internal process and procedures. Our offices agreed that there was a need to modernize our usage of paper forms that required the use of inter-office mail.

COVID-19 accelerated our timeline to move forward with the process. Between delays in mail delivery and a reduce number of staff on campus, movement to more electronic process became paramount. In the spring, with the approval of the Superintendent we entered into an agreement with InformedK12 to assist in the development of up to 10 electronic forms.

The feedback we have received from this implementation has been overwhelmingly positive. We have used InformedK12 to move to an entirely electronic onboarding process, internal Change of Status process, providing Tentative Assignments to our teachers and Reasonable Assurance of Continued Employment to our non-teaching staff.

What our team discovered is that there are dozens of additional uses which would increase efficiency and improve the experience for our staff, and our families.

### **Alternative Vendors:**

There are no known alternative vendors that provide similar services. InformedK12 is an education focused workflow entity. Our organization learned about InformedK12 through our peers – both our Business Office and Human Resources Office received independent recommendations to use InformedK12 from our Washtenaw County peers. Saline Area Schools and Northville School District were referral sources, and we understand Ann Arbor Public Schools is considering InformedK12 for these services as well.

**Cost:**

The current cost for 10 electronic forms is \$14,580. The annual cost to have unlimited form use is \$26,700. The District has already committed to a \$5,820 implementation fee. There is an additional one-time activation fee to shift to the unlimited plan of \$1,380.

Total cost increase for 2020-2021 is \$13,500. However, because of existing costs of the pilot program, it will take the total cost above the Board of Education approval threshold.

At this time, all costs associated with InformedK12 can be paid for with COVID-19 related grant funding. We will need to revisit funding in future years.

**Terms of Contract:**

The contract is for a one-year term with annual renewals. The District can terminate the contract by providing notice 45 days in advance of the renewal date.



# Introducing Informed K12

Eliminate paperwork. Get informed.

## Form Examples March 2020 to date

### Saline Area Schools

1. Online Course Requests
2. New Employee Onboarding Packets
3. Permission Slips to work with students
4. New Student Onboarding Packet
5. W4
6. Transfer Request Forms
7. Michigan Profile for healthy youth parental notification form
8. Sex Education Advisory Board Application
9. School of Choice Application
10. Cell Phone Allowance Request Form
11. New Course Application Form
12. Cash Transfer
13. Bank Recommendations
14. Check Batch Documents
15. Revenue Collection
16. Student Activity Deposit Ticket
17. Non-Resident Application
18. Covid-19 Workplace Health Screening
19. Summer Academy Online Course Options
20. Continuity of Learning Plan Signature Page

### Northville Public Schools

1. Independent Study ProposalWJUSD Certificated Timesheet
2. Compensation Request for Completed Additional Work
3. Request for Additional Work 2020-21
4. Conference Request Form 2020-21
5. Collaborative Work Proposal 2020-21
6. Field Trip Request Form 2020-21
7. Substitute Request - Principals Only
8. Athletics/Academics Health Screening Summer 2020
9. Employee Health Self-Screening
10. Elementary Student Parent Health Self-Screening
11. Secondary Student Parent Health Self-Screening
12. Technology User Change Form
13. Technology Access Form for new users
14. Substitute Teaching Reimbursement
15. Check Request Form 2020-21

## HR Forms

Personnel Requisition  
 Personnel Action Form  
 New Hire Onboarding Packets  
 Interview Packets  
 Intent to Return Letters  
**Reasonable Assurance Letters**  
 Staff Emergency Contact Update  
 Direct Deposit  
 Leave Requests  
 Open Enrollment/Benefits  
 Credential Verification  
 Evaluations  
 Transfer Requests  
 Exit Interviews  
 Applications  
 Volunteer Forms  
 Address/Name Change Form  
 Separation Form  
 Resignation and Retirement  
 Extra Duty  
 Variable Service Agreements  
 Stipends

## Business

Time sheets  
 Travel & Conference Request  
 Budget Transfer  
 Mileage Reimbursement  
 Reimbursements (General)  
 Bus Pass Application  
 Purchase Card Form  
 Purchase Order  
 Purchase Requisition  
 Vendor Application/Contract  
 Grant Application  
 Pay Voucher  
 Facilities Use Request  
 Risk Management/Workers Comp Forms  
 Accident Reports  
 Maintenance Service Request  
 Technology Check-out Forms  
 Acceptable use policies  
 Key Requests  
 Transportation Request  
 Professional Development Units  
 Application Donation Form  
 Student Association Forms<sup>16</sup>

## Student Services

Course Approval Application  
 Intra- and Inter- District Transfer Request  
 Behavior Agreement  
 Incident Reports  
 Registration and Enrollment  
 Back-to-School Packets  
 Application for Credit/Units  
 Field Trip Requests  
 Suspension Forms  
 Special Education Transportation Requests  
 New Student Registration  
 Proof of Residency Form  
  
**Emerging needs due to COVID-19:**  
 Tele-Therapy Consent  
 SEIS IEPs for Digital Signature  
 IEP Consent and Signature Pages  
 30 Day Interim Placement Requests  
 Amendment Form  
 504 Plan Consent Forms  
 Assessment Plan  
 Extended SY/Summer Application

Special Education	Education Services	Student Services
<ul style="list-style-type: none"> <li>-IEP/504 Signature Pages</li> <li>-IEP/504 Notice of Meeting</li> <li>-IEP/504 Amendments</li> <li>-Transportation</li> <li>-Tele-Therapy Consent</li> <li>-SEIS IEPs for E-Signature</li> <li>-IEP Consent and Signature</li> <li>-30 Day Interim Placement</li> <li>-Amendment Form</li> <li>-504 Plan Consent Form</li> <li>-Assessment Plan</li> <li>-Extended SY Application</li> </ul>	<ul style="list-style-type: none"> <li>-Inter District Transfer</li> <li>-Intra District Transfer</li> <li>-Summer School Application</li> <li>-Remote learning agreement</li> <li>-Special program applications</li> <li>-Transcript Request</li> <li>-Course Placement / Drop</li> <li>-Senior Grad / Non Grad</li> <li>-Request to Waive Graduation Requirements</li> <li>-Alt / Traditional Grading Option</li> <li>-Credit/No Credit (PE)</li> <li>-Incident Report Form</li> <li>-Student Intent to Returns</li> <li>-Independent study forms</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> <li>-Residency Affidavit –McKinney Vento Intake Form</li> <li>-Student Work Permit</li> <li>-Afterschool Applications</li> <li>-Field Trip</li> <li>-Discipline Forms</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"> <p><b>Early Childhood &amp; Head Start</b></p> </div> <ul style="list-style-type: none"> <li>-Application for Care</li> <li>-Enrollment Packet</li> <li>-Parent Income Declaration</li> <li>-Residency Declaration</li> <li>-Employment Verification</li> <li>-Child Information Sheet</li> <li>-Caregiver Authorization</li> <li>-Essential Workers’ Eligibility</li> </ul>





# Building on success

## **Starting with Change Management**

- Focus on change management and training
- Have a visible, large enough footprint across all sites and departments
- Create vital momentum for large scale impact

## **Automation at Scale**

- Move even faster by building quickly on initial success
- Begin creating and converting your own processes

## **Beyond Administration: School sites and Strategic Data**

- Who else can we empower next and what else could we be doing?



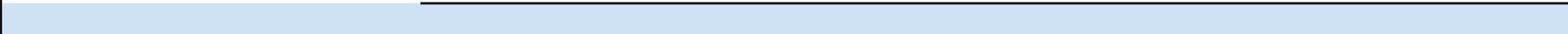
**10 PROCESS PILOT**

Ideal for getting started and automating 10 high-impact processes within your district.

**ALL DISTRICT DEPARTMENTS LICENSE**

Lets all district departments implement their processes. Unlimited signatures and accounts for district office impacted by Covid-19.

Annual Fee	<b>\$14,580</b>	<b>\$26,700</b>
Implementation Fee	\$5,820	\$7,200
<b>TOTAL</b>	<b>\$20,400</b>	<b>\$33,900</b>



Processes (Forms)	10	Unlimited - every district department
Dedicated Implementation and Form Set up	120 Days	1 Year
Dedicated 1:1 Outreach	30 Days	90 Days
Users	Unlimited	Unlimited
Departments	2	Unlimited



**LINCOLN CONSOLIDATED SCHOOLS  
EDUCATIONAL TECHNOLOGY PLAN  
CHILDREN INTERNET PROTECTION ACT (CIPA)  
COMPLIANCE DOCUMENT**

Required by the FCC for your board agenda/public meeting:

Lincoln Consolidated Schools is committed to compliance with Board policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

To the extent practical, steps shall be taken to promote the safety and security of users of the District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It is the responsibility of all members of the staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with Board policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Age-appropriate training will be provided for students who use the District Internet facilities. The training provided will be designed to promote the Districts commitment to:

- a. The standards and acceptable use of Internet services as set forth in the District Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.

At the beginning of each school year, students and staff are made aware of the district’s Acceptable Use Policy, and must sign an internet use agreement before they are allowed access to the Internet

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / SPECIAL MEETING**  
**August 24, 2020**  
**7:00 p.m.**  
**Virtual (COVID-10) Meeting Google Meets**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President  
Jennifer Czachorski, Vice President  
Jennifer LaBombarbe, Secretary  
Thomas Rollins, Treasurer  
Connie Newlon, Trustee  
Allie Sparks, Trustee  
Laura VanZomeren, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Blaylock, Human Resources Director  
Adam Snapp, Finance Director  
Karensa Smith, Curriculum & Instruction Director

**OTHERS PRESENT**

Due to live stream the individual names of viewers in attendance is unknown.

**1.0 CALL TO ORDER**

President Williams called the meeting to order at 6:01 p.m. in a virtual meeting in Google Meets due to COVID-19.

**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 ACCEPTANCE OF AGENDA**

A friendly amendment was made by LaBombarbe to remove 11.0 Closed Session and 11.1 Negotiations from the agenda.

It was moved by LaBombarbe and seconded by Newlon that we accept the agenda as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

**6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

**6.1 Superintendent's Report**

- Mr. Jansen welcomed new teachers and stated orientation went very well.
- Mr. Jansen thanked staff for working hard and getting through this difficult time together.
- There will be monthly reports for the Board to approve as part of the Extended Continuity of Learning Plan Update (ECOL).

**6.2 Curriculum and Instruction Report 21**

- Professional Learning

- 8/24 was the first day of professional learning for the staff; some issues this morning with access, log in, confusion about how to get in the GC, but seemed to work all of these out
- Week of PD will be on the following:
  - Staff PPE Expectations and Required Michigan Virtual Modules (HIPAA, FERPA, Bloodborne Pathogens, etc...)
  - Teacher working expectations in terms of instructing students; Similar expectations for Early Childhood, Elementary, Middle School, High School, and the Virtual Academy
  - Creating their own Google Classroom
  - Practice using the video and pdf editing tools
  - Interrupting the Status Quo in our Education System
  - Power Standards
  - Best Practices for Online Pedagogy
  - Socially Just Assessment and Training
  - NWEA given remotely
  - Formative Assessments for HS
  - Using the various curriculum resources in a virtual setting
  - Synchronous Instruction vs. Asynchronous Instruction
- Device pick up begins this week; embedded within the document is a QR code that links right to a powerpoint presentation entitled “LCS Family Technology Orientation”. This presentation walks our families/students through tech steps needed for the fall - how to turn on the device, sign into GC, navigate the GC, Google Meet, etc...Families can use the QR code app to access the powerpoint or you can take a picture of the QR with your phone to access the powerpoint
- First weeks of school for students
  - Week of August 31st - check in from teachers/homebase/advisory with SEL support, access to devices, locating all of our students, communicating with students and families, team building, relationship building, culture/climate, tech support for students and families
  - Week of September 8th - “regular” schedule begins from the beginning of the day to the end; all students will have a school day during the hours that they have in past years, but broken into some synchronous times and asynchronous time
  - Blended Model vs. Virtual Academy; these two weeks will look the same for both models in terms of what these weeks will look like
    - A video presentation went out to the community to give the distinctions between the two which I hope was helpful in families making their decision
    - VA is using LLS for K-8 and Edmentum for 9-12; training for both platforms is being offered to staff; meetings are being held with Ms. Winborn and staff
- Goals for his year
  - Changing from a district of schools to a school district; put systems in place across the board to ensure a guaranteed and viable curriculum
    - Power standards, deconstructing the standards, start creating learning targets, success criteria, and common assessments
  - Revisiting the curriculum cycle; analyzing curriculum resources that will best meet the needs of our students
  - MICIP process begins - Michigan Integrated Continuous Improvement Process where we are looking at the whole child
  - Reviewing our grants, items placed in our grants, how will we go about figuring the effectiveness of
- Hybrid Schedule
  - Our daily schedules were created with the hybrid concept in mind so tweaks will have to be made, but hopefully not a complete overhaul
  - M,T (cohort A) and Th,F (cohort B) would be the days students are in the building; Wednesday is deep cleaning between groups and time for students to engage in asynchronous learning, collaboration, assessments, office hours, etc...while teachers engage in student/parent check ins, office hours, collaboration, planning, PLC meetings, professional learning, other meetings

## Grants

- We will be working on the CARES Act grant which is due in September; this is the grant funds in response to COVID-19
- Audit begins this week and Title will most likely be a part of it
- Waiting on word from our field consultant regarding the Title I, II, III (EL and Immigrant), IV, and Section 41 that has been submitted

### 6.3 Finance Report

- 6.3.1 Current Enrollment Report  
Report was provided in Board packet

## 7.0 PUBLIC COMMENT

- Melissa Palmquist, district resident, submitted a letter to the Board of Education stating her displeasure about the middle school yearbooks and the 8<sup>th</sup> grade class not receiving metals.

## 8.0 BOARD REPORTS/CORRESPONDENCE

### 8.1 Board Executive Committee Report

The Executive Committee met on August 17, 2020 and will meet next on September 8, 2020 virtually.

### 8.2 Board Performance Committee Report

Board Performance Committee is scheduled to meet next on September 21, 2020 in person unless there is a need to still be virtual.

### 8.3 Board Planning Committee Report

Board Planning Committee will meet next on September 14, 2020 in person unless there is a need to still be virtual.

### 8.4 Board Finance Committee Report

The Board Finance Committee is scheduled to meet October 5, 2020.

### 8.5 Reports and Correspondence

No reports.

## 9.0 NEW BUSINESS

### 9.1 Web Video Cameras

Due to the nature of online instruction this fall, Technology would like to purchase video camera/microphone devices for teaching staff to use in both online instruction and in-classroom instruction. These devices allow for teaching staff to independently broadcast and record online instruction for students not being tethered to a laptop device. These also produce higher quality broadcasts than a typical laptop webcam. These are REMC pre-bid approved pricing, and we have about a dozen already implemented throughout the district.

Desktop Video Camera and Microphone. QTY: 326 @ \$79.78 each, TOTAL = \$26,008.28 (This will be funded through one of the federal grants the District is eligible for and purchased through REMC pre-approved bid pricing). Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve Web Video Cameras through REMC in the amount of \$26,008.28 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 9.2 iPads for Model

As we converted to a 1 for 1 district, we are now seeking board approval to purchase a 1 for 1 device for the district's early learners in Model. This adheres to the standardization of providing a device for every student in the district. These devices include ~~23~~case, warranty and mobile device management licenses.

iPads for Model ELC. QTY: 165 @ \$395.45 each, TOTAL = \$59,317.50 (This will be funded through one of the federal grants the District is eligible for). Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the iPads for Model through Apple Inc in the amount of \$59,317.50 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 9.3 Chromebooks

Seeking board approval to purchase additional Chromebooks for distribution. This will ensure the district has enough devices to cover any damaged or non-returned devices for the fall 2020 school year. This includes insurance, and management licenses keys.

Chromebooks. QTY: 200 @ \$284.64 each, TOTAL = \$56,928.00 (This will be funded through one of the federal grants the District is eligible for). Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve the purchase of Chromebooks through COW.G in the amount of \$56,928.00 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 9.4 Mobile HotSpot Devices

Seeking board approval to purchase an initial 400 Internet hotspots with up to 800 (if needed), to provide to families in need during the fall online learning period. This is an attempt to addressing a potential equity gap by ensuring families that cannot afford Internet at home for their student's online instruction. Received 2 quotes from Verizon and Sprint/T-Mobile, and one discussion for pricing with AT&T. \*T-Mobile/Sprint is offering devices at \$80 each but with an \$80 rebate each, so device cost = \$0, however they require a 1 year full contract. AT&T is offering no cost for devices, but they require a full 2 year contract. Verizon is offering a 1 year contract but only pay for use at a minimum of 6 months per device.

Recommendation: Verizon (better reception and coverage in LCS rural areas and does not require a full year paid in full contract only a minimum of 6 months). Also received confirmation from Verizon that they can fulfill 400 devices immediately. If we need to increase that number to the full 800, there may be some delays as their stock becomes exhausted.

Internet Hotspots. QTY: 400 up to 800 approved (This will be funded partially through Title I and the United Way grants, any additional amounts will be covered by one of the other federal grants the District is eligible for). Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve the Mobile HotSpot Devices awarded to Verizon as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

## 10.0 OLD BUSINESS

### 10.1 Minutes of Previous Meeting

#### 10.1.1 Regular Meeting August 10, 2020

Enclosed are the minutes of the August 10, 2020, Regular Meeting.

I was moved by LaBombarbe and seconded by Czachorski that we approve the minutes of the August 10, 2020, Regular Meeting as presented.

Ayes: 7

Nays: 0

Motion carried 7-0 24

- 10.2 July Finance Report  
Enclosed are the July 2020, Financial Reports. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the July 2020, Finance Report as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 10.3 July 2020 Check Register  
Enclosed is the July 1-31, 2020, check register in the amount of \$1,645,733.89. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the July 1-31, 2020, check register in the amount of \$1,645,733.89 as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 10.4 July 2020 Trust and Agency Report  
Enclosed is the July 2020, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the July 2020, Trust & Agency Report as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

- 10.5 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>
Marilyn Andrews	Teacher/Lincoln Middle School	08/24/2020	New Hire	
Andrew Dillon	Teacher Health & PE/Lincoln High School	8/24/2020	New Hire	
Ryan Speese	Social Worker/Lincoln High School/Lincoln Middle School	8/24/2020	New Hire	
Janessa Young	Social Worker/Model Elementary	8/24/2020	New Hire	
Reginald Harling	Special Education Teacher/Lincoln High School	8/24/2020	New Hire	
Taylor Hudson	Kindergarten Teacher/Childs Elementary	8/17/2020	Resignation	

It was moved by LaBombarbe and seconded by Czachorski that we approve the August 24, 2020, Personnel Transactions Summary as presented.

Ayes: 5  
Nays: 2 (Sparks and Rollins)  
Motion carried 5-2

Roll call vote was taken

**11.0 ADJOURNMENT**

It was moved by LaBombarbe and seconded by Rollins that we adjourn the meeting at 7:00 p.m.

Ayes: 7  
Nays: 0  
Motion carried 7-0

**LINCOLN CONSOLIDATED SCHOOLS  
PERSONNEL TRANSACTIONS SUMMARY**

<b>ACTION ITEMS</b>				
Name	Position/Building	Effective Date	Status	Major/Step
Francisco Olivares	Math Teacher/Lincoln High School	8/27/2020	New Hire	BA Step 1
April Barnier	Science Teacher/Lincoln High School	9/1/2020	New Hire	MA Step 1
Paul Wellman	ELA Teacher/Lincoln High School	9/1/2020	New Hire	MA Step 4
Matt VanHam	Teacher Band/Technology/Lincoln Middle School	9/2/2020	New Hire	BA Step 2
Cassie Oswald	4 & 5 Grade Teacher/Bishop Elementary	9/2/2020	New Hire	BA Step 2
Rachel Gowman	Special Education/LCS Virtual Academy	9/3/2020	Resignation	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Denna Pena	Special Education/Lincoln Middle School	9/25/2020	Continuous	Approved
Monica Maury	ECSE/Model Elementary	11/30/2020	Continuous	Approved
Mary Boivin	Special Education/Lincoln High School	1/1/2021	Continuous	Approved
Bobbi Boles	Title/Brick Elementary		Intermittent	Approved
Kelly Huling	Secretary/Lincoln Middle School		Intermittent	Approved
Denise Burton	Paraprofessional/Childs Elementary		Intermittent	Approved



**LINCOLN**  
CONSOLIDATED SCHOOLS

**Regular Meeting**

**September 14, 2020**

**Non-Agenda**  
**Items**  
**Electronic Packet**



*Mary Aldridge, Principal*

### ***Significant Events***

***September 9, 2020***

#### **FIRST TWO WEEKS (August 24<sup>th</sup>- September 4<sup>th</sup>)**

- These two weeks were a testament to the hard work of so many people:
  - Technology Team – Nik Jackson, Clark Rodeffer, and their team of folks distributed dozens and dozens of devices (both Chromebooks and iPads) to the students who either needed to swap out their devices from last spring, iPads for kindergarten students, devices for new students, and devices for staff members. These guys were clutch! 😊
  - Building secretaries – I can't speak to all building secretaries, but Lori, Pam, and Anna Marie were amazing as they coordinated the purchase, assembly, and distribution of all the pizza box school supplies that were given to all elementary students. They answered hundreds of calls from parents who needed to reach teachers, get technology support, get schedule information, enroll their students, and get information about the differences between blended and virtual learning, Plus these lovely ladies had the job of wrangling three ADHD administrators!
  - Teachers – When teachers came back on August 24<sup>th</sup>, I am positive they had no idea of the enormity of the task before them. The professional development plan was challenging and time intensive (yet necessary). The level of training they were expected to attend, process, and then turn around and implement was daunting. It was probably the hardest challenge that many teachers had ever faced in their careers. I have never done so much cheerleading, counseling, and listening in my career.
  - Central Office – Bob Jansen, Vicki Coury, and Adam Blaylock were responsive and great about giving their time and energy as they worked with administrators to problem solve MANY issues critical to opening school.
- Last week, during orientation week, we made contact with the vast majority of our students in Google Meets. Teachers were so excited whenever they had a meeting with all their students in attendance. Paras, teachers, Lori, and I were able to connect with our families out on the parent loop when they picked up their pizza boxes. (Although one student was so disappointed when she found out that she was not getting a REAL pizza! 😊)

We should be SO proud of our Lincoln team!



**Nicole Holden, Principal**  
**Significant Events**  
**September 9, 2020**

**Events**

Orientation was held for 9<sup>th</sup> graders again this year, and for the first time, this was a virtual event. The event was coordinated by Mrs Jackson and Ms Jurk, and led by our LINK Crew students. I was able to attend the break out groups as a drop-in visitor, and I was incredibly impressed with our student leaders and the program! All students participated in activities designed to build connections. It was a wonderful way for students to begin to create community for the 20-21 school year. I was so inspired that I used the narrative of what I observed in Leader Training in a message to staff. I'll include part of it here for your review: I just watched our Link Leaders getting ready to greet the 9th graders at our first ever Virtual Freshman Orientation. It was incredible!

Let me describe the opening lines:

Ms Jackson: Okay, leaders, look at yourself in the camera. Now point at yourself in the camera. Now, say out loud to yourself, "It's you they want to see"

Link Leaders: *pointing at themselves in the camera* "It's you they want to see"

Ms Jackson: Now point to yourself again and say out loud to yourself, "How I show up matters"

Link Leaders: *pointing at themselves*, "How I show up matters"

The group then took turns going big and practicing showing off their authentic, excited selves in 3 person teams in front of the whole group.

It was incredible to witness! Now those student leaders are going to meet our freshmen, show them a welcome video and help them be ready for school next week by going through several group activities that they have been practicing these last few weeks.

I am sharing this story because I want to highlight a theme that I heard frequently as we conducted virtual teacher interviews this summer. The question was "tell us about your approach to classroom management". Almost every candidate described the need for strong relationships. Each did so in a way that gave a bit of insight into their authentic selves and how they might build those relationships. As we gear up for our synchronous learning sessions, write plans for the year, try to figure out how to navigate all these new tools,.....please take a breath. Pause. Look in the mirror. Point at yourself. Say out loud: "It's you they want to see". (Repeat it as many times as needed to really own it). Now point again and say "How I show up matters" (It really does!)

From that place, decide which lessons/activities you want to do first, and next, and how you want to build your classroom community.

School supplies: We are identifying needed materials by student and organizing a pick up plan. Teachers have posted the recommended materials in each Google Classroom, and students are being asked to fill out a form in their Homeroom class to let us know which materials they need for the school to provide. We hope to have everything ready for pick up by the end of next week.

Yearbooks: Graduates will be able to pick up yearbooks this week Thursday and Friday from 8-3 at the East Main office. All other yearbooks will be available for pick up during next week's supply distribution.

Picture Day: We are exploring options for student photos, and will have more information later this month.

Student Council will begin meeting Friday 9/11 during our lunch/activity hour. The first item of business is to plan virtual campaigns and elections for class officers and student council representatives.

Homeroom classes are participating in a schoolwide exploration of values this week. We are building on last year's theme of identity, and we look forward to helping students understand what matters to them, and how to be in community with people who have values that are different from their own.

SAT/PSAT: We are expected to administer the SAT and PSAT this fall in person. This [letter](#) was sent to students so that we can coordinate the safe administration of these assessments.

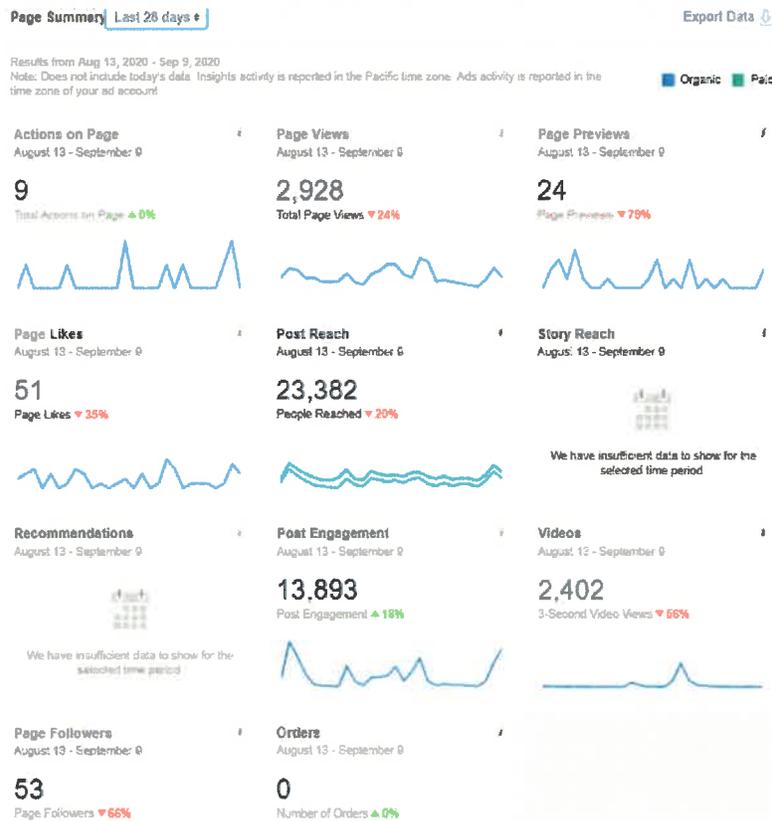
**Parent LINC Meeting**

Parent LINC has scheduled their first meeting for 9/23/20 at 7:00pm. Their meeting links and schedule will be posted on the HS website under ParentLINC.



**Vicki Coury**  
**Communications & Information Services**  
 Significant Events  
 September 14, 2020

- New student enrollments for fall 2020 are continuing. We are actively following up on outstanding paperwork to finalize.
- Staff has been working to ensure all LCS Virtual Academy staff and students are set up and enrolled in their classes. This process has been cumbersome, but we've been able to get everyone set up quickly.
- This year we have fully implemented electronic emergency card and annual updates via Registration Gateway Updates. Parents can update their contact information and annual permissions like photo and directory release completely online. There have been a few hiccups with the roll out, but we are working on processes to ensure full compliance by families.



Account home  
 Lincoln Raisplitter @06262020 Page updated daily

**28 day summary** with change over previous period

Tweet impressions	Profile visits	Followers
2,908 ▼ 61.8%	58 ▲ 63.4%	1,376 ▼ 0



***Business Office  
Significant Events  
September 9, 2020***

**Grants Update** - Guidance has come out regarding the allowability of these funds. We are reviewing these guidelines, but more questions keep coming up on what is truly considered an allowable cost. While it has been indicated by Treasury that anything spent that is under \$500 per student will be considered an eligible cost (indicated by Treasury as an “administrative convenience”), there are still questions.

During the business managers meeting today it seemed that each District had their own way as to how they were going to spend and track these CRF expenditures. While it does appear that salary and benefits can be used, the guidance is not specific, or maybe even contradicting.

With the expenditures that we believe we can charge to the grant, the estimated amount would already be close to \$700,000 of budgeted costs, leaving almost \$750,000 left for PPE, supplies, cleaning, or other return-to-learn activities. The business office will provide updates when additional information is available.

**Section 103(2) Coronavirus Relief Fund (CRF)** - this amount was received and equated to \$12.32 per student. These funds came in the July State Aid and can only be used for the period of July 1, 2020 - December 31, 2020.

**Section 11p CRF** - this amount was received and equated to \$350 per student. These funds came in the August State Aid and can only be used for the period of July 1, 2020 - December 31, 2020.

**Audit Update** - The auditors have been offsite for about a week now with no issues brought up so far. I do expect that additional questions will be coming. We are comfortable with the numbers and will share them at the next finance committee meeting.

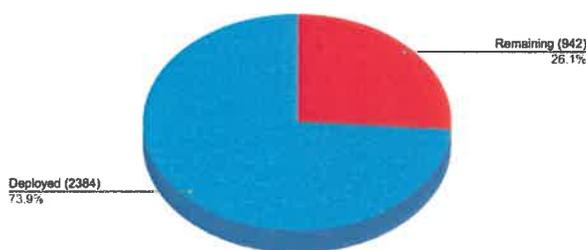
**Technology Department**

August 8, 2020

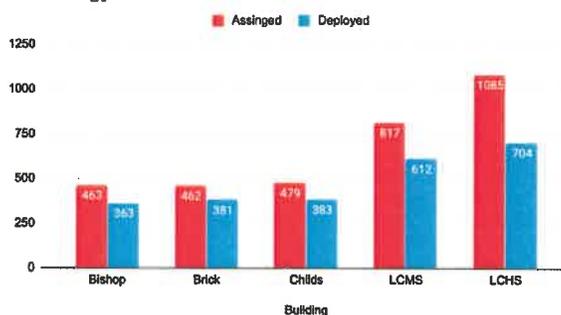
● **Technology Distribution.**

- Technology with the help of volunteers and the transportation department has deployed nearly 75% of devices to students. We continue to receive requests daily from parents arranging device pickups averaging about 15 devices per day.

Lincoln Consolidated Schools

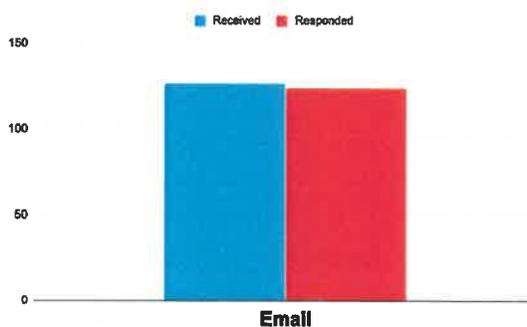
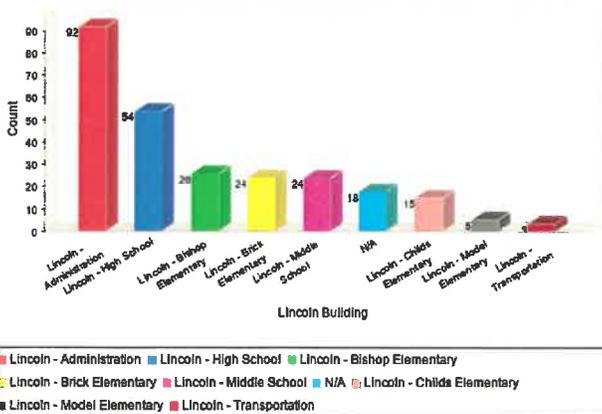


Technology Distribution



● **Technology Support**

- Technology continues to receive a large amount of technology support requests through the ticketing system, phone calls and emails. We have received a total of 338 total requests for the month of August.



● **Internet assistance for families**

- Our team of volunteers has reached out to 82 families that have inquired about Internet assistance at home. We have 200 Comcast accounts available, and so far we have observed about 10 families signed up. Several are in areas not serviced by Comcast, and opted to wait for Hotspots.

● **Technology Equipment**

- All equipment approved by the board has been <sup>32</sup>ordered (Chromebooks, iPads, HD Cams, and Hotspots).