



Regular Meeting

September 28, 2020

Electronic Packet

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

September 28, 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 Curriculum & Instruction Report

6.3 Finance Report

6.3.1 August 2020 Food Service Report

6.3.2 August 2020 Enrollment 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 Middle Cities Risk Management Trust Trustee

10.0 OLD BUSINESS

10.1 Minutes of Previous Meeting

10.1.1 Regular Meeting September 14, 2020

10.2 EduStaff Sub Staffing

10.3 InformedK12 Contract

- 10.4 CIPA Compliance Statement
- 10.5 2020-2021 Master Calendar Update
- 10.6 August 2020 Finance Report
- 10.7 August 2020 Check Register
- 10.8 August 2020 Trust and Agency
- 10.9 Personnel Transactions

11.0 ADJOURNMENT

TO: Board of Education

FROM: Robert Jansen, Superintendent

DATE: September 22, 2020

**SUBJECT: Board of Education Meeting
September 28, 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 Curriculum & Instruction Report
 - 6.3 Finance Report
 - 6.3.1 August 2020 Food Service Report
Report included in Board packets.
 - 6.3.2 August 2020 Enrollment Report
Report included in Board packets.
- 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 Middle Cities Risk Management Trust4Trustee

Bylaws of the Trust require the appointment of a designated Trustee and an alternate Trustee as the district's representative(s) to the Trust's Board of Trustees. Robert Jansen is appointed as the district's designated and Risk Manager and Trustee representative to the Middle Cities Risk Management Trust's Board of Trustees and is authorized to cast the district's vote on all matters which come before the Board. He/ She shall serve as Trustee until replaced by this Board in its absolute discretion. This is being 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 September 14, 2020

Enclosed are the minutes of the September 14, 2020, Regular Meeting.

RECOMMENDED MOTION: I move that we approve the minutes of the September 14, 2020, Regular Meeting as presented.

10.2 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. Board action is requested.

RECOMMENDED MOTION: I move that we approve the Edustaff Sub Staffing as presented.

10.3 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. Board action is requested.

RECOMMENDED MOTION: I move that we approve the InformedK12 Contract as presented.

10.4 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. Board action is requested.

RECOMMENDED MOTION: I move that Lincoln Consolidated Schools reconfirms our CIPA (Children Internet Protection Act) compliance on September 28, 2019 as presented. Our district has been CIPA compliant since 2001 and enforces an acceptable use policy/Internet safety policy (including Internet content filtering).

10.5 2020-2021 Master Calendar Update

Proposed Changes:

- Move ERPD (Early Release Professional Development) to Wednesdays for the remainder of the year
- Move April 7 ERPD (Early Release Professional Development) to October 7 for additional training prior to in person return.
- Move October 21-23 Conference dates to November 16-18.
- Move March 18 Conference date to March 17 in case hybrid schedule is in effect at that time.

* The updated copy of the Master Calendar will be provided on Monday via email.

RECOMMENDED MOTION: I move that we approve the changes to the 2020-2021 Master Calendar as presented by the LEA and the Superintendent.

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

RECOMMENDED MOTION: I move that we approve the August 2020, Finance Report as presented.

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

RECOMMENDED MOTION: I move that we approve the August 1-31, 2020, check register in the amount of \$1,645,733.89 as presented.

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

RECOMMENDED MOTION: I move that we approve the August 2020, Trust & Agency Report as presented.

- 10.9 Personnel Transactions

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Linda Westphal	Assistant Building Secretary/LHS	9/21/2020	New Hire	Step 1
Tiana Haygood	Paraprofessional/Model Elementary	8/24/2020	Transfer	
Rachel Gowman	Teacher/Bishop Elementary	9/3/2020	Resignation	

RECOMMENDED MOTION: I move that we approve the September 28, 2020, Personnel Transactions Summary as presented.

11.0 ADJOURNMENT



9/24/2020

Lincoln Consolidated Schools
7425 Willis Rd
Ypsilanti MI 48197

Dear, Lincoln School Board Members
Robert Jansen, Superintendent

Department Update

- From July 1st to August 13th 2020, Lincoln applied for and participated in the Summer Food Service Program to provide pick up meals (under USDA non-congregate feeding waiver) to families. Our department distributed a total of **4,978 meals** under this program.
- Starting the first day of school, August 31st, we began distributing meals under the National School Breakfast and Lunch Program. That same day, USDA announced that school districts could utilize the Extended Summer Food Service Program to provide meals at no charge.
- Immediately, we switched gears and applied for the Extended Summer Food Service Program.
- USDA has said that this program will be allowed until December 31st or when funding is depleted.
- August 31st through September 23rd, the Food Service department has distributed **4,030** meals to families under the Extended Summer Food Service Program.
- Our department also continued our partnership with Food Gatherers, and distributed produce and non-perishable food boxes to families on September 16th. This program will continue every third Wednesday of the month.
- Our department is working through staffing challenges, food supply chain issues, and menu building in order to prepare for when students return to school in the coming weeks.

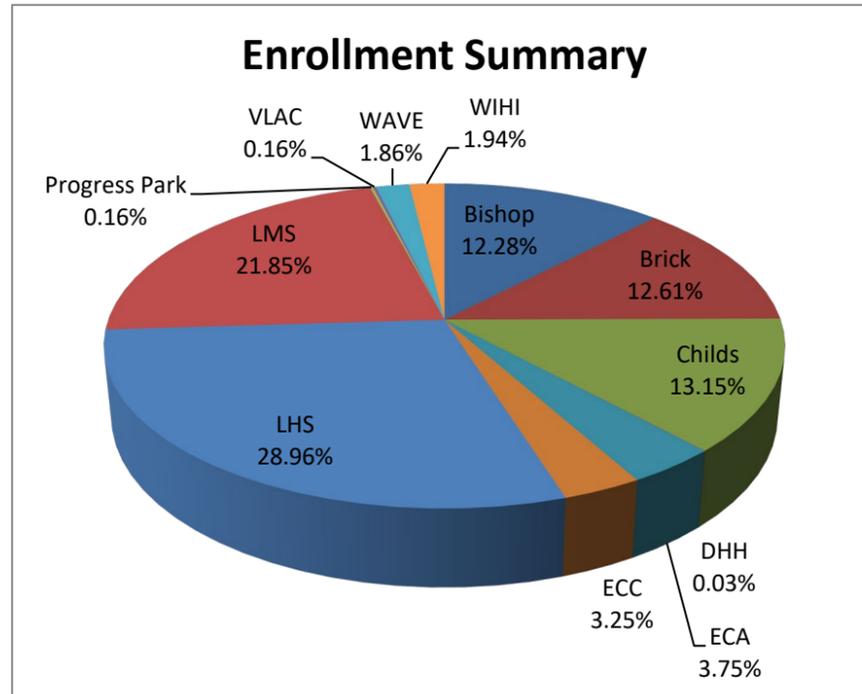
Please contact me with any questions or concerns you may have.

Respectfully,

Karen Thomas, SNS
Food Service Director
ARAMARK K-12 Education
734-484-7072
Thomas-karen@aramark.com
thomask@lincolnk12.org

**Enrollment Summary
as of 9/22/2020**

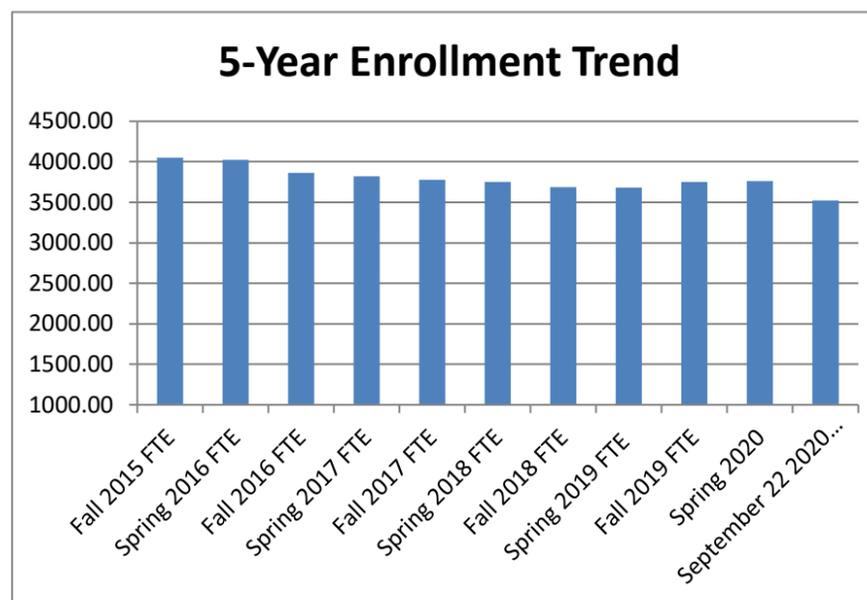
ECC	119
Comm Based	4
ECSE	27
Evaluation	6
GSRP	67
Headstart	15
Bishop	449
K	67
1	90
2	71
3	67
4	71
5	64
Y5	19
Brick	461
K	88
1	64
2	78
3	75
4	75
5	81
Childs	481
K	82
1	74
2	80
3	80
4	80
5	85
LMS	799
6	250
7	257
8	292
LHS	1059
9	269
10	259
11	279
12	252
ECA	137
9	26
10	33
11	37
12	41
WIHI	71
9	10
10	28
11	17
12	16
WAVE	68
9	8
10	33
11	15
12	12
Progress Park	6
3	1
7	3
8	1
11	1
VLAC	6
3	1
5	2
7	2
8	1
DHH	1
6	1
Grand Total	3657



5-Year Enrollment Trend

	FTE
Fall 2015 FTE	4048.18
Spring 2016 FTE	4025.71
Fall 2016 FTE	3862.71
Spring 2017 FTE	3823.06
Fall 2017 FTE	3776.99
Spring 2018 FTE	3749.37
Fall 2018 FTE	3689.54
Spring 2019 FTE	3680.18
Fall 2019 FTE	3751.33
Spring 2020	3762.19
September 22 2020 Headcount	3521

*GSRP/Headstart Counted Separately





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FINANCE COMMITTEE MINUTES

August 17, 2020
4:30 pm Virtual Meeting

Attendee's (Robert Jansen, Adam Snapp, Adam Blaylock, Thomas Rollins, Jennifer Czachorski, Jennifer LaBombarde,)

1. Call meeting to order – 4:34 PM
2. Approve agenda –Yes
3. Public comments-- Yes

4. OLD BUSINESS

A. Covid-19 and impacts to the 19/20 & 20/21 budget.

We discussed the potential grants that the district may receive to help cover Covid-19 expenses. There is also another grant which will allow us to cover some technology expenses to ensure that every student has access for remote learning. We discussed the “blended formula” that the State of Michigan will use for count day this fall. We also discussed the State of Michigan cutting into the 19/20 budget to cover lost state revenue. More information will be forth coming at next weeks revenue conference. After this conference we should have a better understanding of what our state aid will look like.

NEW BUSINESS

ADJURNMENT— 5:20 PM

Next meeting is October 5, 2020 4:30 location TBD

MIDDLE CITIES RISK MANAGEMENT SERVICES

Better Education Through Risk Management



MCRISK.ORG

**Middle Cities
Risk Management
826 Municipal Way
Lansing, MI 48917
Phone: (517) 492-1380
Fax: (517) 492-1382**

**Director &
Chief Operating Officer**
James Craig II

Directors
Terri Aman, Chair
Kate Peternel, Vice Chair
J.R. Beauboeuf
Jim Beaver
Ramont Roberts
Ray Telman

Member Districts
Bay City
Beecher
Benton Harbor
Eastpointe
Farmington
Flint
Grand Rapids Community College
Grand Rapids
Hackley Library
Henry Ford Academy
Kalamazoo
Lansing
Lansing Community College
Lincoln
Mt. Clemens
Mt. Clemens Public Library
Muskegon
Niles
Novi
Port Huron
Public Libraries of Saginaw
Saginaw
Southfield
Waterford
Willard Library
Ypsilanti

August 30, 2020

Adam Snapp
Lincoln Consolidated Schools
7425 Willis Road
Ypsilanti, MI 48197

Re: Board Resolution Granting Trustee Status

Dear Mr. Snapp,

In accordance with the Bylaws of the Middle Cities Risk Management Trust, it is required that a member present the Trust with a Board of Education Resolution naming a designated Trustee and Risk Manager. Previously, Sean McNatt held both positions for Lincoln Consolidated Schools. Since the departure of Mr. McNatt, both roles have been vacant. It is vitally important that a replacement be named as soon as possible so that the District is properly represented.

The superintendent serves in the role of Trustee for three of our member districts. Other districts are represented by assistant superintendents, business/ finance officials or risk managers. You or Mr. Jansen would be an excellent choice to serve on the board. Per the bylaws of the Trust, you or the representative of your choice would need to be approved by your Board of Education. The form that is needed to make this transition complete has been enclosed with this letter. The resolution form is also available in an electronic format as a PDF or MS WORD document. I have also attached a copy of the previous resolution dated 11/21/2019.

I would be happy to discuss this letter with you further. Please contact me at 517-492- 1369 or jcraig@middlecities.org.

Thank you,

James A. Craig II
Director and COO
Middle Cities Risk Management Trust

Enclosures

**Lincoln Consolidated Schools
Resolution for District Appointment
of a Trustee and Risk Management Coordinator to the
Middle Cities Risk Management Trust**

WHEREAS:

Lincoln Consolidated Schools is a member of the Middle Cities Risk Management Trust, having duly executed the membership Interlocal Agreement and Declaration of Trust on July 1, 1995; and,

WHEREAS:

Bylaws of the Trust require the appointment of a designated Trustee and an alternate Trustee as the district’s representative(s) to the Trust’s Board of Trustees.

NOW THEREFORE, IT IS RESOLVED THAT:

_____ is appointed as the district’s designated Trustee representative to the Middle Cities Risk Management Trust’s Board of Trustees and is authorized to cast the district’s vote on all matters which come before the Board. He/ She shall serve as Trustee until replaced by this Board in its absolute discretion.

_____ is appointed as the district’s ALTERNATE Trustee representative to the Middle Cities Risk Management Trust’s Board of Trustees and is authorized to cast the district’s vote on all matters which come before the Board should the designated Trustee representative be unable to attend a meeting. He /She shall serve as the ALTERNATE Trustee until replaced by this Board in its absolute discretion.

Furthermore, _____ is appointed as Risk Management Coordinator for the District as provided in paragraph 8 of the Interlocal Agreement and shall serve as Coordinator until replaced by this Board in its absolute discretion.

DATE _____

Roll Call Vote:

Ayes: _____

Nays: _____

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
September 14, 2020
6:00 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

ADMINISTRATORS PRESENT

Robert Jansen, Superintendent
Adam Blaylock, Human Resources Director
Robert Williams, Student Services 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 6:00 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 with the exception of Laura VanZomeren.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

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

5.0 ACCEPTANCE OF AGENDA

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

Ayes: 6

Nays: 0

Motion carried 6-0

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

6.1 Superintendent's Report

- Locating ALL Lincoln students and will be making home visits this week. We will leave no Lincoln student behind.

ECOL plans goals-

- **Goal 1** - All students and all subgroups (K-8) will increase their RIT growth (A RIT score is an estimation of a student's instructional level and also measures student progress or growth in school) in Reading from Fall to Spring as measured by NWEA
 - Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

- **Goal 2** - All students and all subgroups (K-8) will increase their RIT growth (A RIT score is an estimation of a student's instructional level and also measures student progress or growth in school) in Math from Fall to Spring as measured by NWEA
 - Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

6.2 Human Resources Report

- Edustaff Sub Staffing for building subs is on the Board agenda for first read.
- Covid-19 Advisory Team will meet on September 16th

6.3 Student Services Report

- Total Special Education numbers as of 9/14 are 775 students with active IEPs.
- Reviewing staffing needs across district. Shifting support to LCS VA.
- SE staff are updating Contingency Learning Plans and amending IEPs.
- Reviewed process for determining SE eligibility during remote instruction.
- LCS VA students with IEPs will have a new IEP for change in placement.
- Need for balancing students with disabilities in hybrid.
- CPI training expiration date moved 2021. Opportunities for in person CPI training will be reviewed dependent on Phase.

6.4 Facilities & Maintenance Report

COVID-19

- Hand sanitizer bottles added to each elementary school classroom/office doorways
- Signage for social distancing, hand washing, and masks
- Door signs on all doors as a visual to see that the area has been used and when it was sanitized.
- Sneeze guards installed in every office area and in the process of adding them in all food services areas
- Addressing drop off/parking concerns for Model and Brick.
- Ordered 6 new Clorox 360 machines
- Hiring 6 additional custodial staff members for cleaning and sanitizing.
- Getting an estimate on UV lighting for HVAC systems in all buildings which will kill a variety of harmful bacteria and mold.
- Working with all buildings administrators to finalize plans for in-school learning.

Custodial

- Cleaning and sanitizing expectations documented
- Custodial staff moved adjusted to accommodate building virtual learning

Maintenance

- 589 work orders open throughout the district - 138 closed since last meeting
- District Wide
- Light bulbs replaced on parking lots and streetlights
- Filter replacements and updated filters (MERV) ordered moving forward
- Bleacher, fire systems, fire

Grounds

- Athletic fields maintenance behind high school- rolled, seeded, and fertilized
- Playground mulch added in all schools
- All parking lots and roadways restriped
- All main office entry points landscaping had mulch added

Other

- Looking into Solar energy for all buildings
- No cost to district for installation
- Proposal being created especially for our district
- Cost savings after 10 year

Cost Savings

- Moved 4 custodians to grounds work in April, saving the district app 50K over the last four months.

Thomas Rollins has internet connectivity issues and lost connection at 6:21 p.m. and reconnected at 6:28 p.m. all during agenda item 6.4.

7.0 PUBLIC COMMENT

- Melissa Palmquist, LCS parent. On August 24th I submitted a letter, regarding 8th grade medals and yearbooks, for public comment. President Williams asked Superintendent Jansen to look into it and get back to me. I have not heard anything yet and am wondering when I can expect communication?
- Charlotte Allum, Childs Para and Taxpayer. When are the buildings going to be "deep cleaned" as promised in March? Lockers are dirty, carpets not cleaned, dead bugs and cobwebs found all over, bathrooms have for lack of a better word crud in the corners like it has not been mopped, and when furniture is moved bits of trash found underneath as if nothing was moved and vacuumed.

8.0 BOARD REPORTS/CORRESPONDENCE

- 8.1 Board Executive Committee Report
Board Executive Committee met on September 8, 2020. Next meeting is scheduled for September 21, 2020, in the Pittman Room.
- 8.2 Board Performance Committee Report
Board Performance Committee will meet September 21, 2020 in the Pittman Room.
- 8.3 Board Planning Committee Report
The Planning Committee met on September 14, 2020, in the Pittman Room to discuss Bond update and policy revisions.
- 8.4 Board Finance Committee Report
The Finance Committee is scheduled to meet on October 5, 2020, in the Pittman Room.
- 8.5 Reports and Correspondence
No reports.

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.

It was moved by LaBombarbe and seconded by Rollins that we approve the recommendation of the Board Reinstatement Committee relative to Student "A" as presented.
Ayes: 6
Nays: 0
Motion carried 6-0
- * Board of Education asked Principal Holden to address some wording in the recommendation memo as directed.
- 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 was 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 was 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 was 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 was 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.

It was moved by LaBombarbe and second by Rollins that we approve the minutes of the August 24, 2020, Regular Meeting as presented.

Ayes: 6

Nays: 0

Motion carried 6-0

10.2 Personnel Transactions

ACTION ITEMS				
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

It was moved by LaBombarbe and seconded by Sparks that we approve the August 24, 2020, Personnel Transactions Summary as presented.¹⁵

Ayes: 6
Nays: 0
Motion carried 6-0

11.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Czachorski that we adjourn the meeting at 6:44 p.m.

Ayes: 6
Nays: 0
Motion carried 6-0

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

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

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 Forms²³

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





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	\$14,580	\$26,700
Implementation Fee	\$5,820	\$7,200
TOTAL	\$20,400	\$33,900

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 21st 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

Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended August 31, 2020

	Original Budget	Amended Budget	Actual	Actual Over (Under) Original Budget	Percent Actual of Budget
Revenues					
Local sources:					
Property taxes	\$ 3,687,000	\$ -	\$ 165,712	\$ 165,712	4.5%
Other local sources	300,000	-	14,637	14,637	4.9%
State sources	31,217,808	-	-	-	0.0%
Federal sources	3,167,564	-	-	-	0.0%
Interdistrict revenue	7,291,280	-	-	-	0.0%
Total revenues	45,663,652	-	180,349	180,349	0.4%
Expenditures					
Instruction:					
Basic programs	21,679,487	-	1,328,313	1,328,313	6.1%
Added needs	8,684,428	-	571,703	571,703	6.6%
Total instruction	30,363,915	-	1,900,016	1,900,016	6.3%
Support services:					
Pupil	5,365,195	-	248,608	248,608	4.6%
Instructional support	1,490,704	-	190,010	190,010	12.7%
General administration	480,813	-	84,991	84,991	17.7%
School administration	1,885,383	-	96,262	96,262	5.1%
Business	934,747	-	151,074	151,074	16.2%
Maintenance	3,759,403	-	596,273	596,273	15.9%
Transportation	3,373,030	-	172,944	172,944	5.1%
Central services	1,412,988	-	119,676	119,676	8.5%
Total support services	18,702,263	-	1,659,838	1,659,838	8.9%
Athletics	909,665	-	27,541	27,541	3.0%
Community service	77,236	-	6,775	6,775	8.8%
Total expenditures	50,053,079	-	3,594,170	3,594,170	7.2%
Other financing sources					
Transfers in	27,000	-	-	(27,000)	0.0%
Transfers out	-	-	-	-	0.0%
Total other financing sources	27,000	-	-	(27,000)	0.0%
Revenues over (under) expenditures	\$ (4,362,427)	\$ -	\$ (3,413,821)		

For internal use only. These financial statements have not been audited, and no assurance is provided.

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2020**

F/S Caption	Function	Code	Values			
			Sum of Orig. Budget	Sum of Amended	Sum of Final	
Instruction	1111	Fringes	3,379,238	-	250,479	
		Non-payroll	288,124	-	684	
		Salary	4,849,852	-	177,883	
		1111 Total		8,517,214	-	429,046
	1112	Fringes	1,673,832		125,382	
		Non-payroll	127,536		3,518	
		Salary	2,337,842		88,210	
		1112 Total		4,139,210	217,110	
	1113	Fringes	1,942,595		149,744	
		Non-payroll	3,136,631		364,678	
		Salary	2,817,147		104,501	
		1113 Total		7,896,373	618,923	
	1118	Fringes	515,570		43,409	
		Non-payroll	-		-	
		Salary	611,120		19,825	
		1118 Total		1,126,690	63,234	
		1119	Non-payroll	-	-	
		1119 Total		-	-	
		Instruction Total		21,679,487	-	1,328,313
Added needs	1122	Fringes	2,957,921		263,119	
		Non-payroll	149,382		19,603	
		Salary	3,671,936		107,258	
		1122 Total		6,779,239	389,980	
	1125	Fringes	729,284		64,829	
		Non-payroll	121,200		44,677	
		Salary	1,054,705		72,217	
		1125 Total		1,905,189	181,723	
	1127	Fringes	-		-	
		Non-payroll	-		-	
		Salary	-		-	
		1127 Total		-	-	
		1611	Non-payroll	-	-	
	1611 Total		-	-		
	Added needs Total		8,684,428	571,703		

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2020**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Amended Sum of Final
Student services	1212	Fringes	458,910	42,782
		Non-payroll	758	-
		Salary	573,206	29,100
	1212 Total		1,032,874	71,882
	1213	Fringes	-	-
		Non-payroll	413,400	-
		Salary	-	-
	1213 Total		413,400	-
	1214	Fringes	247,023	15,397
		Non-payroll	-	-
		Salary	350,895	11,642
	1214 Total		597,918	27,039
	1215	Fringes	267,601	16,345
		Non-payroll	254,016	-
		Salary	422,553	16,066
	1215 Total		944,170	32,411
	1216	Fringes	404,861	29,335
		Non-payroll	129,000	-
		Salary	497,447	15,175
	1216 Total		1,031,308	44,510
1218	Fringes	398,846	31,691	
	Non-payroll	4,899	-	
	Salary	527,478	20,287	
1218 Total		931,223	51,978	
1219	Fringes	159,442	17,012	
	Non-payroll	-	-	
	Salary	254,860	3,776	
1219 Total		414,302	20,788	
Student services Total		5,365,195	248,608	

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instructional support	1212	Non-payroll	-	-	-
	1212 Total		-	-	-
	1221	Fringes	-	-	2,556
		Non-payroll	137,300	-	1,825
		Salary	-	-	5,355
	1221 Total		137,300	-	9,736
	1222	Fringes	95,983	-	8,008
		Non-payroll	-	-	-
		Salary	147,857	-	6,327
	1222 Total		243,840	-	14,335
	1226	Fringes	303,905	-	38,191
		Non-payroll	386,563	-	76,189
		Salary	419,096	-	51,559
	1226 Total		1,109,564	-	165,939
	1611	Non-payroll	-	-	-
	1611 Total		-	-	-
	0611	Non-payroll	-	-	-
0611 Total		-	-	-	
1229	Non-payroll	-	-	-	
1229 Total		-	-	-	
Instructional support Total			1,490,704	-	190,010
Business Admin	1249	Non-payroll	-	-	-
		Salary	-	-	-
	1249 Total		-	-	-
	1252	Fringes	46,389	-	5,908
		Non-payroll	585,700	-	105,534
		Salary	57,813	-	6,319
	1252 Total		689,902	-	117,761
	1259	Fringes	-	-	-
		Non-payroll	244,845	-	33,313
	1259 Total		244,845	-	33,313
0611	Non-payroll	-	-	-	
0611 Total		-	-	-	
Business Admin Total			934,747	-	151,074

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
General Admin	1231	Non-payroll	123,750		17,141
	1231 Total		123,750		17,141
	1232	Fringes	139,950		30,085
		Non-payroll	15,250		-
		Salary	201,863		37,765
1232 Total		357,063		67,850	
General Admin Total			480,813		84,991
Principal Admin	1241	Fringes	754,802		57,333
		Non-payroll	-		-
		Salary	1,130,581		38,929
	1241 Total		1,885,383		96,262
Principal Admin Total			1,885,383		96,262
Central	1282	Fringes	45,636		7,662
		Non-payroll	118,250		20,328
		Salary	51,102		8,185
	1282 Total		214,988		36,175
	1283	Fringes	96,639		14,451
		Non-payroll	52,774		47,009
		Salary	131,030		16,681
	1283 Total		280,443		78,141
	1284	Fringes	-		-
		Non-payroll	917,557		5,360
		Salary	-		-
	1284 Total		917,557		5,360
	1289	Non-payroll	-		-
	1289 Total		-		-
	0611	Non-payroll	-	-	-
0611 Total		-	-	-	
Central Total			1,412,988	-	119,676
Operations and maint	1261	Fringes	188,878		32,120
		Non-payroll	3,130,450		538,568
		Salary	275,075		25,585
	1261 Total		3,594,403		596,273
	1266	Non-payroll	165,000		-
	1266 Total		165,000		-
0611	Non-payroll	-	-	-	
0611 Total		-	-	-	
Operations and maint Total			3,759,403	-	596,273
Transportation	1271	Fringes	1,075,880		67,892
		Non-payroll	1,058,576		66,926
		Salary	1,238,574		38,126
	1271 Total		3,373,030		172,944
Transportation Total			3,373,030		172,944

**Lincoln Consolidated Schools
Budget to Actual by Function For the Month Ended August 31, 2020**

F/S Caption	Function	Code	Values	
			Sum of Orig. Budget	Sum of Amended
Athletics	1293	Fringes	145,411	12,971
		Non-payroll	523,500	2,560
		Salary	240,754	12,010
	1293 Total		909,665	27,541
Athletics Total			909,665	27,541
Comm Ed Exp	1331	Fringes	39,236	4,595
		Non-payroll	-	-
		Salary	38,000	2,180
	1331 Total		77,236	6,775
	1361	Non-payroll	-	-
	1361 Total		-	-
Comm Ed Exp Total			77,236	6,775
Grand Total			50,053,079	- 3,594,170

Lincoln Consolidated Schools

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
Check									
119650	08/07/2020	Open			Accounts Payable	ALM MEDIA LLC, NuCo2	\$188.20		
119651	08/07/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,151.96		
119652	08/07/2020	Open			Accounts Payable	FERGUSON ENTERPRISES, INC.	\$1,111.62		
119653	08/07/2020	Open			Accounts Payable	MiSDU	\$1,156.25		
119654	08/07/2020	Open			Accounts Payable	SCS IMAGE GROUP	\$392.00		
119655	08/07/2020	Open			Accounts Payable	STATE OF MICHIGAN	\$1,000.00		
119656	08/07/2020	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
119657	08/07/2020	Open			Accounts Payable	WASTE MANAGEMENT	\$614.36		
119658	08/21/2020	Open			Accounts Payable	ABOVE ONLY CONSULTANTS LLC	\$1,200.00		
119659	08/21/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,960.12		
119660	08/21/2020	Open			Accounts Payable	AMERICAN SPRINKLER AND	\$257.50		
119661	08/21/2020	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$20,339.26		
119662	08/21/2020	Open			Accounts Payable	CI SOLUTIONS	\$1,107.50		
119663	08/21/2020	Open			Accounts Payable	CLARK HILL P.L.C.	\$180.00		
119664	08/21/2020	Open			Accounts Payable	COGNIA, INC.	\$7,200.00		
119665	08/21/2020	Open			Accounts Payable	CRAWFORD DOOR SALES	\$1,490.00		
119666	08/21/2020	Open			Accounts Payable	DTE ENERGY	\$51,892.57		
119667	08/21/2020	Open			Accounts Payable	EDUCATION WEEK	\$79.00		
119668	08/21/2020	Open			Accounts Payable	FLOOR CARE CONCEPTS & SUPPLY	\$4,680.00		
119669	08/21/2020	Open			Accounts Payable	FOLLETT SCHOOL SOLUTIONS, INC.	\$4,347.24		
119670	08/21/2020	Open			Accounts Payable	HURON VALLEY TELECOMMUNICATIONS, INC.	\$320.09		
119671	08/21/2020	Open			Accounts Payable	JACKSON TRUCK SERVICE, INC.	\$603.68		
119672	08/21/2020	Open			Accounts Payable	KOCH & WHITE	\$685.00		
119673	08/21/2020	Open			Accounts Payable	MICHIGAN VIRTUAL UNIVERSITY	\$2,060.00		
119674	08/21/2020	Open			Accounts Payable	MiSDU	\$1,180.85		
119675	08/21/2020	Open			Accounts Payable	MLIVE MEDIA GROUP	\$2,754.00		
119676	08/21/2020	Open			Accounts Payable	MR. STUMPGRINDER	\$1,000.00		
119677	08/21/2020	Open			Accounts Payable	NOVA ENVIRONMENTAL INC	\$200.00		
119678	08/21/2020	Open			Accounts Payable	PINTER'S FLOWERLAND INC	\$526.50		
119679	08/21/2020	Open			Accounts Payable	POSTMASTER - BULK MAILING	\$2,000.00		
119680	08/21/2020	Open			Accounts Payable	SCHOOLSOPEN LLC	\$1,665.10		
119681	08/21/2020	Open			Accounts Payable	SITEONE LANDSCAPE SUPPLY, LLC	\$867.23		
119682	08/21/2020	Open			Accounts Payable	STAGERIGHT CORPORATION	\$107,378.50		
119683	08/21/2020	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
119684	08/21/2020	Open			Accounts Payable	TYLER TECHNOLOGIES	\$4,928.33		
119685	08/21/2020	Open			Accounts Payable	UNITY SCHOOL BUS PARTS	\$16,192.67		
119686	08/21/2020	Open			Accounts Payable	WASHTENAW CTY ENVIRNMNTAL HEALTH	\$217.00		
119687	08/21/2020	Open			Accounts Payable	WASTE MANAGEMENT	\$464.79		
119688	08/21/2020	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$312.63		
119689	08/21/2020	Open			Accounts Payable	Xpressmyself.com LLC	\$5,100.45		
119690	08/21/2020	Open			Accounts Payable	YPSILANTI COMMUNITY SCHOOLS	\$39,000.00		
119691	08/21/2020	Open			Accounts Payable	Kapica, Suzanne	\$151.55		

Lincoln Consolidated Schools

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
119692	08/21/2020	Open			Accounts Payable	SONITROL GREAT LAKES - MICHIGAN	\$310.00		
119693	08/28/2020	Open			Accounts Payable	LINCOLN GOLDEN AGES SENIORS	\$479.68		
119694	08/28/2020	Open			Accounts Payable	GLOBAL EQUIPMENT COMPANY, INC.	\$586.39		
119695	08/28/2020	Open			Accounts Payable	REVIEW WORKS	\$100.42		
119696	08/28/2020	Open			Accounts Payable	STATE OF MI-SECOND INJURY FUND	\$537.43		
Type Check Totals:									
EFT									
47 Transactions							\$292,663.71		
5062	08/03/2020	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$265,715.62		
5063	08/07/2020	Open			Accounts Payable	HEALTH EQUITY, INC	\$7,344.08		
5064	08/07/2020	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$57,002.55		
5065	08/07/2020	Open			Accounts Payable	AMSTERDAM PRINTING & LITHO	\$352.44		
5066	08/07/2020	Open			Accounts Payable	ANN ARBOR WELDING	\$16.20		
5067	08/07/2020	Open			Accounts Payable	ARAMARK	\$76,797.59		
5068	08/07/2020	Open			Accounts Payable	CINTAS LOCATION #300	\$1,107.37		
5069	08/07/2020	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$3,967.25		
5070	08/07/2020	Open			Accounts Payable	DUNBAR MECHANICAL, INC.	\$7,805.00		
5071	08/07/2020	Open			Accounts Payable	ENVIRO-CLEAN	\$106,814.21		
5072	08/07/2020	Open			Accounts Payable	FIRE SYSTEMS OF MICHIGAN, INC.	\$548.30		
5073	08/07/2020	Open			Accounts Payable	FPS Services LLC	\$32,067.21		
5074	08/07/2020	Open			Accounts Payable	HEINEMANN	\$1,863.90		
5075	08/07/2020	Open			Accounts Payable	MERRITT, ROBERT, M	\$4,620.00		
5076	08/07/2020	Open			Accounts Payable	MIDDLE CITIES RISK MGMT TRUST	\$221,741.99		
5077	08/07/2020	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$11,470.00		
5078	08/07/2020	Open			Accounts Payable	PRICE, LAURIE	\$650.00		
5079	08/07/2020	Open			Accounts Payable	PROJECT LEAD THE WAY, INC.	\$4,400.00		
5080	08/07/2020	Open			Accounts Payable	QUILL CORPORATION	\$31.44		
5081	08/07/2020	Open			Accounts Payable	REHMANN	\$48,476.38		
5082	08/07/2020	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$509.91		
5083	08/07/2020	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$2,064.40		
5084	08/07/2020	Open			Accounts Payable	TENURGY, LLC.	\$844.33		
5085	08/07/2020	Open			Accounts Payable	The Sherwin Williams Co.	\$56.71		
5086	08/07/2020	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$1,012.50		
5087	08/07/2020	Open			Accounts Payable	WEINGARTZ	\$944.58		
5088	08/07/2020	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$640.00		
5089	08/07/2020	Open			Accounts Payable	WOLGAST CORPORAION	\$3,354,774.42		
5096	08/15/2020	Open			Accounts Payable	FIFTH THIRD BANK	\$381.47		
5097	08/15/2020	Open			Accounts Payable	FIFTH THIRD BANK	\$660.70		
5098	08/15/2020	Open			Accounts Payable	FIFTH THIRD BANK	\$572.40		
5099	08/21/2020	Open			Accounts Payable	EMS LINQ INC	\$8,689.08		
5100	08/21/2020	Open			Accounts Payable	A & R TOTAL CONSTRUCTION CO., INC.	\$21,721.03		
5101	08/21/2020	Open			Accounts Payable	ALM MEDIA LLC, NuCo2	\$94.10		
5102	08/21/2020	Open			Accounts Payable	AMERICAN ARBITRATION ASSOC.	\$325.00		
5103	08/21/2020	Open			Accounts Payable	ANN ARBOR WELDING	\$16.74		

Lincoln Consolidated Schools

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
5104	08/21/2020	Open			Accounts Payable	APPLIED EDUCATIONAL SYSTEMS, INC.	\$2,750.00		
5105	08/21/2020	Open			Accounts Payable	BEAVER RESEARCH COMPANY	\$674.04		
5106	08/21/2020	Open			Accounts Payable	BLAYLOCK, ADAM , M	\$11,390.00		
5107	08/21/2020	Open			Accounts Payable	BROADSPIRE SERVICES INC	\$6,837.50		
5108	08/21/2020	Open			Accounts Payable	CINTAS LOCATION #300	\$1,081.76		
5109	08/21/2020	Open			Accounts Payable	CONSTELLATION NEWENERGY-GAS DIVISION, LLC	\$5,101.33		
5110	08/21/2020	Open			Accounts Payable	CURRENT ELECTRIC MOTOR SUPPLY	\$716.00		
5111	08/21/2020	Open			Accounts Payable	DUNBAR MECHANICAL, INC.	\$519.00		
5112	08/21/2020	Open			Accounts Payable	ENVIRO-CLEAN	\$4,428.58		
5113	08/21/2020	Open			Accounts Payable	FIRE SYSTEMS OF MICHIGAN, INC.	\$310.75		
5114	08/21/2020	Open			Accounts Payable	FPS Services LLC	\$34,987.21		
5115	08/21/2020	Open			Accounts Payable	FRECKLE EDUCATION, INC.	\$30,493.05		
5116	08/21/2020	Open			Accounts Payable	FRONTLINE EDUCATION	\$6,953.86		
5117	08/21/2020	Open			Accounts Payable	HI-LINE ELECTRIC COMPANY, INC.	\$653.56		
5118	08/21/2020	Open			Accounts Payable	HOBART SERVICE	\$275.00		
5119	08/21/2020	Open			Accounts Payable	ILLUMINATE EDUCATION INC.	\$24,082.37		
5120	08/21/2020	Open			Accounts Payable	INTEGRATED DESIGNS, INC.	\$7,075.75		
5121	08/21/2020	Open			Accounts Payable	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	\$1,719.28		
5122	08/21/2020	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$4,037.34		
5123	08/21/2020	Open			Accounts Payable	LEXIA LEARNING SYSTEMS LLC	\$11,411.25		
5124	08/21/2020	Open			Accounts Payable	LOWE'S	\$760.05		
5125	08/21/2020	Open			Accounts Payable	MAYVILLE, ROXANNE	\$81.45		
5126	08/21/2020	Open			Accounts Payable	MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION INC.	\$60.00		
5127	08/21/2020	Open			Accounts Payable	NEWSELA, INC.	\$12,320.00		
5128	08/21/2020	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF MI, P.C.	\$253.50		
5129	08/21/2020	Open			Accounts Payable	PAPA'S PAINTING, LLC.	\$10,840.00		
5130	08/21/2020	Open			Accounts Payable	QUILL CORPORATION	\$16.99		
5131	08/21/2020	Open			Accounts Payable	RIDDELL / ALL AMERICAN SPORTS CORP.	\$7,749.10		
5132	08/21/2020	Open			Accounts Payable	SCHOOL SPECIALTY INC.	\$560.67		
5133	08/21/2020	Open			Accounts Payable	SERVICE ELECTRIC SUPPLY CO	\$464.92		
5134	08/21/2020	Open			Accounts Payable	STANTON'S SHEET MUSIC INC	\$470.72		
5135	08/21/2020	Open			Accounts Payable	STRAIGHT FORWARD PERFORMANCE L.L.C.	\$2,500.00		
5136	08/21/2020	Open			Accounts Payable	The Sherwin Williams Co.	\$1,057.00		
5137	08/21/2020	Open			Accounts Payable	THRUN LAW FIRM, P.C.	\$10,263.80		
5138	08/21/2020	Open			Accounts Payable	VESCO OIL CORPORATION	\$1,850.25		
5139	08/21/2020	Open			Accounts Payable	WASHTENAW COUNTY CONSORTIUM	\$422,057.87		
5140	08/21/2020	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$308.00		
5141	08/21/2020	Open			Accounts Payable	WILLIAMS, MICHELE, D.	\$640.00		
5142	08/21/2020	Open			Accounts Payable	WINDSTREAM	\$2,499.67		
5143	08/21/2020	Open			Accounts Payable	WOLF, DAWN	\$70.00		
5145	08/21/2020	Open			Accounts Payable	HEALTHYQUITY, INC	\$5,994.08		

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
5146	08/17/2020	Open			Accounts Payable	OFFICE OF RETIREMENT SERVICES (ORS)	\$249,309.98		
5147	08/28/2020	Open			Accounts Payable	MERRITT, ROBERT, M	\$799.50		
5148	08/28/2020	Open			Accounts Payable	OFFICE DEPOT	\$1,249.95		
5149	08/28/2020	Open			Accounts Payable	QUILL CORPORATION	\$804.33		
5150	08/28/2020	Open			Accounts Payable	WASHTENAW INTER SCH DIST	\$72,554.50		
Type EFT Totals:							\$5,207,132.86		
7163944775 - A/P Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	47	\$292,663.71	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	47	\$292,663.71	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	82	\$5,207,132.86	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	82	\$5,207,132.86	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	129	\$5,499,796.57	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$5,499,796.57	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	47	\$292,663.71	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	47	\$292,663.71	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	82	\$5,207,132.86	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	82	\$5,207,132.86	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	129	\$5,499,796.57	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$5,499,796.57	\$0.00

Lincoln Consolidated Schools

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
21978	08/21/2020	Open			Accounts Payable	CANNON, MARCIA	\$100.00		
21979	08/21/2020	Open			Accounts Payable	GRAND VALLEY STATE UNIVERSITY	\$1,000.00		
21980	08/21/2020	Open			Accounts Payable	Basham, Kayla	\$150.00		
Type Check Totals:									
							3 Transactions	\$1,250.00	
<u>EFT</u>									
953	08/14/2020	Open			Accounts Payable	ALLSHRED SERVICES	\$48.35		
954	08/14/2020	Open			Accounts Payable	HEIKKINEN PRODUCTIONS	\$223.50		
955	08/14/2020	Open			Accounts Payable	MYSTERY SCIENCE INC.	\$990.00		
956	08/15/2020	Open			Accounts Payable	FIFTH THIRD BANK	\$93.18		
957	08/21/2020	Open			Accounts Payable	COFIELD, DIANE	\$379.88		
958	08/28/2020	Open			Accounts Payable	KENNEY, KIMBERLY	\$147.52		

Payment Register

From Payment Date: 8/1/2020 - To Payment Date: 8/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
959	08/28/2020	Open			Accounts Payable	TEAM SPORTS, INC	\$5,120.75		
Type EFT Totals:									
7163945137 - Trust & Agency Checking Totals								\$7,003.18	

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$1,250.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$1,250.00	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$7,003.18	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	7	\$7,003.18	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$8,253.18	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$8,253.18	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$1,250.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	3	\$1,250.00	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$7,003.18	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	7	\$7,003.18	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$8,253.18	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$8,253.18	\$0.00

**LINCOLN CONSOLIDATED SCHOOLS
PERSONNEL TRANSACTIONS SUMMARY**

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Linda Westphal	Assistant Building Secretary/LHS	9/21/2020	New Hire	Step 1
Tiana Haygood	Paraprofessional/Model Elementary	8/24/2020	Transfer	
Rachel Gowman	Teacher/Bishop Elementary	9/3/2020	Resignation	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved