

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**November 23, 2020**  
**6:00 p.m.**  
**Virtual (COVID-10) Zoom Meeting**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Yoline Williams, President (participated from Ypsilanti, Michigan remotely)  
Jennifer Czachorski, Vice President (participated from Ypsilanti, Michigan remotely)  
Jennifer LaBombarbe, Secretary (participated from Ypsilanti, Michigan remotely)  
Thomas Rollins, Treasurer (participated from Ypsilanti, Michigan remotely)  
Connie Newlon, Trustee (participated from Ypsilanti, Michigan remotely)  
Allie Sparks, Trustee (participated from Ypsilanti, Michigan remotely)  
Laura VanZomeren (participated from Ypsilanti, Michigan remotely)

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Adam Blaylock, Human Resources Director  
Phil Bongiorno, Facilities Director  
Adam Snapp, Finance Director  
Bob Merritt, Transportation 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 6:11 p.m. in a virtual meeting in Zoom 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**

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

Ayes: 7

Nays: 0

Motion carried 7-0

**6.0 PRESENTATIONS**

**6.1 Extended Continuity of Learning Plan (ECOL) Update**

As part of the Extended Continuity of Learning Plan's assurances, every month, the district must reconfirm how instruction will be delivered during the 20-21 school year. For Lincoln, our delivery plan is two-fold. We have the Virtual Academy for our families of students who want to remain in a remote setting for the entire 20-21 school year. We also have the blended learning model. This model was developed and implemented so that it would seamlessly allow us to move between remote and face to face when needed. At this time, our elementary schools are implementing the blended learning model in a hybrid scenario with cohort A and cohort B in person two days a week while our secondary schools are implementing the blended learning model in a remote setting with plans to return next week in the hybrid scenario.

Another curricular assurance in the ECOL includes administering and progress monitoring a benchmark assessment in grades K-8. We administered the NWEA and this year it was administered remotely. Our fall data is showing an increase in our Kdg and 1st scores from years past, however, our 2nd -8th grade scores are in alignment with what we have seen in the past. Data meetings will be held and we will monitor our progress in the winter and again in the spring.

Another curricular assurance is exposing all of our students to the grade level or course academic standards. As a district, we are continuing the identification of power standards and this week for our early release day, we started the process of deconstructing the power standards to make sure we are all clear about what the standard is asking our students to know, learn, and be able to do.

Another assurance that relates to curriculum is providing students with equitable access to technology. Nik and the technology department (as well as the transportation dept.) have been working tirelessly to get devices to students, swap out devices that no longer work, and are continuing to work hard on getting internet access to those in need.

6.2 2019-2020 Draft Audit Review

Presented by Lewis & Knopf and Adam Snapp

- The District received a “Clean” “Unmodified” audit opinion. This is the highest level of assurance possible for the District’s financial statements. The financial audit confirms that the statements prepared by the District fairly represent the results for the year. No control issues reported

6.3 2020-2021 Budget Amendment

Presented by Adam Snapp

Expenditures

- Increase of \$335k for curriculum, operations & maintenance, building level supplies, pediatric therapy, and sub costs.
- \$210k of payroll costs related to position and negotiations.
- \$284k increase to match funding for title grants an At-Risk.
- \$481k for COVID related costs (supplies, PPE, sanitization, technology, etc)

Projected ending fund balance of \$2,426,691

Fund balance as a percent of expenditures is 4.72%

## 7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent’s Report

- Remote parent/teacher conferences went very well with a high parent turnout and positive feedback.
- We all need to remember to spread kindness, empathy, and compassion

7.2 Finance Report

7.2.1 October 2020 Food Service Report  
Report was included in Board packet

7.2.2 October 2020 Enrollment Report  
Report was included in Board packet

7.3 Facilities and Maintenance Report

**Custodial Services**

- Added 6 new disinfectors throughout the district and 2 part time individuals for the transportation department
- Assisted schools with putting up social distancing signage throughout the district and preparation for in person learning
- Moved 3<sup>rd</sup> shift custodians and delivery driver to create a grounds crew from April until November – saving the district apx 60k
- Assisted in the clean-up of two major pipe breaks at Brick Elementary School.

**Maintenance**

- 581 Open Work orders
- Prepared all equipment for snow removal and salting

- Winterized the stadium concession stand
- Replaced all HVAC filters throughout the district
- Added a new handicap door by the new brick office
- Repairs to street lights near Model and Bishop's staff lots
- Completed Inspections for Boilers, Pool, Kitchen hoods, and fire protection

#### **Brick**

- Two major repairs that required insurance claims
  - Water damage from a coil break in a heating unit in the media center on the 3<sup>rd</sup> floor causing extensive damage on the rooms below it on the 2<sup>nd</sup> and 1<sup>st</sup> floors
  - An entire new floor was put in place, walls painted, and ceiling tiles replaced
    - Roofing membrane flew off during a high wind storm

#### **BOTH AREAS HAVE BEEN REPAIRED**

- Hot water line break in the boys restroom across from the new main office
  - Entire team did an outstanding job and had the area cleaned up and repaired in less than an hour
- Moved the office into its new location
  - Moved flag pole and building sign to its new location near the new main office
- Created and executed the design on a new parent drop off loop, creating new parking for the main office.
- 2 new sump pumps in place due to failures during a major rainfall we had last month, cause the basement to flood.

#### **Childs**

- Gym HVAC motor replacement

#### **Bishop**

- Replaced 6 fan motors to increase ventilation throughout the building

#### **Model**

- Created a new parent drop off loop & added a new three way stop between Bishop & Model

#### **LMS**

- Installed power poles in all science rooms to eliminate safety hazard with loose cords
- Several Plumbing repairs throughout the building

#### **LHS**

- Installed two drop ceilings in both science labs to help reduce noise from the roof top exhaust units to improve the remote learning experience.
- Added two water bottle filling stations in the west gym & painting the lower wall section so the gym can be used as a classroom for in person social distanced learning.

#### **HVAC**

- Major repairs to child's chiller
- Replaced the building hot water tank
- Major repair to the south webco unit contactors
- Several repairs throughout brick elementary school
- Major pump rebuild for bishops boiler system
- 2 classroom room repairs at model
- Controller repairs the high school 1300 wing at the high school
- AHU01 repairs on the east side of the high school
- Brought two roof top air handlers back in use at Brick

#### **Upcoming projects**

- Compressor repair needed at the high school – working on estimates right now
- Repairs scheduled to the street and parking lights by PAC/central office Dec 10
- Restroom repairs at Brick
- Painting plans at high school continued

- Doors added in cafeteria at Brick to the playground
- Update signage throughout the district
- New counselor suite added at the high school by the main office
- Move athletic offices and IT offices
- Create Board room inside central office in old wrestling room
- Repairs to the retention pond at Childs on Railsplitter Dr.

#### 7.4 Curriculum and Instruction Report

- All students have returned to school in the remote setting and will be remote until at least December 8, 2020; The curriculum department is constantly re-evaluating our plans. We have noticed a need for more engagement strategies for our staff, so professional learning is being planned to assist with that need.
- Data protocol meetings have been held with each K-8 administrator to help me understand how we analyze data as a system. We discussed how we can use various reports and meetings to effectively move the district forward in understanding our data and making instructional decisions based on results.
- We are continuing the power standards work as a district. We have now chosen our power standards, deconstructed one, and created a formative assessment based on the deconstructed standard. Our next Early Release will discuss how we involve students in this process.
- Creating processes, procedures, and committee modifications for the MICIP (Michigan Integrated Continuous Improvement Process) which includes District Improvement, MTSS (Multi-tiered System of Supports), and 31a At-Risk
- Staff, students, and community surveys have been sent out with a deadline of December 4th. At our next DIT meeting, we will analyze the results in order to make action steps.
- A committee is being created to discuss a model in which our most at risk students can be brought on campus for learning if we are in a remote setting longer than December 8th. Rob Williams and I are co-facilitators.
- LCS has the opportunity to be a part of "Early Literacy Coaching Collaborative" through the ISD which partially funds and completely trains a Literacy Coach for K-3 on coaching through a culture of coaching lens and a culturally responsive approach

#### 7.5 Transportation Report

- Routing for Hybrid Model
- Staffing is sufficient for Hybrid Model
- Procedures for sanitizing buses is working
- Need to replace the dispatcher position
- Purchasing nine new/used buses
- We will continue to adapt to the COVID pandemic

### **8.0 BOARD REPORTS/CORRESPONDENCE**

#### 8.1 Board Executive Committee Report

Board Executive Committee met on November 16, 2020; minutes will be forthcoming.

#### 8.2 Board Performance Committee Report

Board Performance Committee will meet next on November 23, 2020 virtually.

#### 8.3 Board Planning Committee Report

Board Planning Committee will meet next on December 14, 2020 at 4:00 pm virtually.

#### 8.4 Board Finance Committee Report

The last Finance Committee meeting for 2020 was held on November 5, 2020, the committee will not meet again until after the Organizational Meeting.

#### 8.5 Reports and Correspondence

No reports.

### **9.0 PUBLIC COMMENT**

- Laurie Price, LEAO President, once again, the district is on the wrong path. A person is supposed to learn from their mistakes and yet, here we go again following the same path that was erroneously followed 6 years ago when the custodial staff was privatized. Now you want to privatize maintenance! Ask yourselves, has privatization of the custodial staff been in the best interest of the district? Are the buildings clean? Have the contracted companies lived up to the expectations of the district? Are these employees reliable? Do tasks get done in a timely manner? No, to all these questions. And now, you want to privatize maintenance. What are you thinking?

The buildings are filthy. What has the district really saved? You certainly have not gotten the best end of the deal. You have gotten the short end of the stick. For all the money you spend for a contracted company, as well as other contracted companies to do the work the company providing the custodial services to the district will not provide, this district should look like a million dollars and function like a well-oiled machine. Instead, you have settled for inferior work, upkeep, and cleanliness. That money could have been used for the district's own custodians to do a proper job in keeping the district clean and repairs up to date. Do you really think contracting out maintenance is going to improve the efficiency of the maintenance department? It will not.

The outsourcing of the custodial staff should have been a wake-up call for everyone. Be careful what you wish for. You wished for a shining, brilliant diamond but what you actually got instead was a load of driveway gravel. You can put driveway gravel under pressure, but you will never get a diamond. All you will get is dust and more gravel. The outsourcing of the custodial staff should have been a lesson you learned, not to be repeated.

Do you really think a company is going to have the district's back? Do you think you are going to have a loyal group of people taking care of the district's needs? Do you think you are going to get the best service the district's money can buy? No, you will not.

The district needs to learn from the mistakes they have made and not make more. Look around you. This place is falling apart, not from lack of the maintenance department doing its job but rather from lack of tools and a commitment from a supervisor to give direction and encouragement.

You tie the hands of the maintenance department to do the jobs they were hired to do. They are kicked out of the maintenance building and reassigned to district buildings. The tools and equipment they used on a regular basis are either missing or in the hands of the contracted employees. Some are not allowed to even go and pick up materials or parts they need from area stores and vendors. Delaying their ability to perform their jobs. Is this intentional to make them look bad and to justify the need for looking into a contracted company?

The district employs 2 supervisors for 5 maintenance employees. Is this really necessary? Before the custodians were contracted out, there wasn't even 1 supervisor for that group of employees and there were 30 of them. Why is there a need for 2 supervisors? The simple answer, there isn't.

If you want to save money you need to look other places. Like 2 supervisors for 5 employees. Quit approving the renovations of areas for the exact same purpose and people. Quit reconstructing areas then tearing them apart and reconstructing them again for a different purpose. Or is the procuring of RFPs not really about saving money but retaliation for the maintenance employees contacting MiOsha about working conditions?

It has been mentioned to the LEAO that the Maintenance department should have Skilled Maintenance employees. Good luck finding skilled maintenance workers who will work for what LEAO maintenance employees are paid. Through his own admission, Phil Bongiorno has said that a Skilled Electrician, Plumber, and HVAC Technician are needed in the district but it is cost prohibitive because they would have to be paid way more than what the maintenance employees are currently being paid and a Skilled maintenance worker as mentioned would not work at the rate of pay the maintenance employees are being compensated at. It is my understanding that even the contracted companies have gone over the contracted budget and charge exorbitant prices for their services after the contract has been maxed out. The same thing will happen with contracted maintenance services.

The district should be worrying about and cleaning up the messes they have throughout the district instead of contracting out employees who have had their hands tied, and their abilities questioned.

The Board needs to take into consideration making changes in other areas of the district, not maintenance.

- Charlotte Allum, taxpayer and Childs para, Thanks to Mr Jansen for following up with me after my comments about the cleaning of the buildings. He personally came into Childs and had a discussion.

Now as the Board is looking at numbers or prices of privatizing our custodians, has anyone looked at the money we should have saved when we privatized custodians? Was there truly savings? Would like that presented at another board meeting. Thank you

- Michael Lange, 9017 Parkland Drive Ypsilanti, As a tax payer I totally disagree to privatization of the maintenance workers. How can the board utilize a private company without discussion with the public that voted for them. Does this mean that other positions such as the facility manager will terminate his position to privatization. Eliminate one you must eliminate the other. Also with cut backs will we be cutting the athletic department. We don't need 2 athletic directors. Lastly when are you going to tell the public about the privatization of the athletic building the tax payers paid for. This demands answers. This would not happen if I were elected Board President.

## 9.0 NEW BUSINESS

### 9.1 2019-2020 Audit Report

The 2019-2020 Audit Report will be presented during Presentations. Lewis & Knopf and Adam Snapp will be available for questions. This was presented for information only; Board action will be requested at a subsequent meeting.

### 9.2 Maintenance Department Request for Proposal (RFP)

A Request for Proposal (RFP) is to be prepared for the purpose of outsourcing the district maintenance services. This was presented for information only; Board action will be requested at a subsequent meeting.

### 9.3 Bus Purchase PURPOSE

The transportation department is seeking to purchase nine (9) new/used buses from Midwest Transit Equipment, Inc. The buses are all model year 2017 IC CE 77 passenger buses for \$56,239.00 each, totaling \$506,151.00. The goal of the transportation department is to remove buses from operation that are nearing 20 years old, which with this purchase the oldest buses in our fleet will be 14 years old.

#### ANALYSIS

Brand new buses cost around \$97,000. By purchasing used equipment we are able to go from four five buses to nine buses. There is a great need to decrease the age of our equipment and decrease the amount of repairs and repair cost by getting our fleet closer to the ten year old buses as possible. In addition, it is important to keep our parts inventory as low as possible by continuing to purchase the same equipment type so we are having as few of parts on hand as possible. By purchasing used buses, many of the problems that often occur in the first year of operation are eliminated, and the school district that this equipment was leased to is the same one that we purchased equipment from last year.

#### RECOMMENDATION

It is my recommendation to purchase these used buses and continue to improve the overall age of our bus fleet.

It is recommended that: The Superintendent approves the purchase of the nine (9) used school buses from Midwest Transit Equipment, Inc. at a total cost of \$506,151.00. This was presented for information only; Board action will be requested at a subsequent meeting.

## 11.0 OLD BUSINESS

### 11.1 Minutes of Previous Meeting

#### 11.1.1 Regular Meeting November 9, 2020

Enclosed are the minutes of the November 9, 2020, Regular Meeting.

It was moved by LaBombarbe and seconded by Sparks that we approve the minutes of the November 9, 2020, Regular Meeting as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

### 11.2 Curriculum Development Committee (CDC)

The Curriculum Development Committee shall be composed of a teacher member from each building one teacher member from special education, and the Curriculum Director. The teacher members of the committee shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. Board action was requested.

High School- Science Teacher, Vinti Pathak  
Middle School- 8th grade social studies teacher, Nathan Soos  
Brick-2<sup>nd</sup> grade, Cari Berecz  
Childs- At Risk Teacher, Amy Baxter  
Bishop- SI teacher, Brenda Gonzalez  
Special Education- representative/School psychologist at Model and Bishop-Amy Stamps

It was moved by LaBombarbe and seconded by Czachorski we approve the recommendations for the Curriculum Development Council-CDC for the 2020-2021 school year as presented by the LEA.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.3 Professional Development Committee (PDC)

The Professional Development Committee shall be composed of a teacher member from each building and the Curriculum Director. The teacher member shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. Board action was requested.

High School- English teacher, Jessica Winters  
Middle School-guidance counselor, Rebekah Ward  
Brick-2<sup>nd</sup> grade, Jodi Vanhevel  
Childs-4<sup>th</sup> grade, Lizzie Hollowell  
Bishop-K/1 teacher, Danielle Cole  
Model-ECSE, Angie Cyrbok

Temporary additions for the 2020-2021 school year:  
Jennifer Kellerman - secondary SE (temporary add for 20-21)  
Jessica Stoops - elem SE (temporary add for 20-21)  
Laura Angel - elem Art (temporary add for 20-21)  
Craig Brann - elem Music (temporary add for 20-21)  
Puja Mullins - elem EL (temporary add for 20-21)  
Amanda Pringle - secondary EL (temporary add for 20-21)

It was moved by LaBombarbe and seconded by Czachorski that we approve the recommendations for the Professional Development Committee-PDC for the 2020-2021 school year as presented by the LEA.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.4 Annual Summer Tax Resolution

Enclosed is the Annual Summer Tax Resolution. School districts that previously authorized a summer tax levy and wish to continue with that authorization for the 2020 tax year must adopt this resolution to continue that levy. A copy of the approved resolution must be filed with each township in the district before January 1, 2021. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve Annual Summer Tax Resolution as presented.

Ayes: 7  
Nays: 0  
Motion carried 7-0

11.5 2020-2021 Budget Amendment

The November budget amendment has several significant changes related to revenues and expenditures for the 20/21 fiscal year. Revenue is expected to increase by nearly \$4 million when compared to the original

budget. One major change is the increase in foundation allowance back up to \$8,111 from the \$7,411 that was used when the budget was adopted. Property tax revenue has gone up due to changes in classifications from Sumpter Township. The property tax change also affects the state aid increase you see in the amendment. This budget also accounts for the use of the Corona Virus Relief Funds that was received in August of 2020.

Expenditures increased by approximately \$1.3 million due to items being added back to the budget that were taken out when it was uncertain what 20/21 would look like. These items include transportation (equipment, contract costs, and staffing), operations and maintenance, curriculum, building level supplies and equipment, pediatric therapy, non-affiliate costs, and building level subs. Other reasons for the increased expenditures are PPE, technology, and sanitization.

Due to timing of some federal programs, an increase in expenditures to match the consolidated application, along with an increase in federal revenue, is also included in this budget amendment. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the 2020-2021 Budget Amendment as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.6 Reaffirming Extended Continuity of Learning Plan (ECOL) Update

It was moved by LaBombarbe and seconded by Czachorski that we reaffirm the instructional delivery method that is stated in the Extended Continuity of Learning Plan (ECOL) as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.7 October 2020 Finance Report

Enclosed are the October 2020, Financial Reports. The Superintendent recommends approval as presented.

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

Ayes: 7

Nays: 0

Motion carried 7-0

11.8 October 2020 Check Register

Enclosed is the October 1-31, 2020, check register in the amount of \$3,847,052.45. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the October 1-31, 2020, check register in the amount of \$3,847,052.45 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.9 October 2020 Trust and Agency

Enclosed is the October 2020, Trust & Agency Report. The Superintendent recommends approval as presented.

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

Ayes: 7

Nays: 0

Motion carried 7-0

11.10 Personnel Transactions

| <u>ACTION ITEMS</u> |                           |                |             |            |
|---------------------|---------------------------|----------------|-------------|------------|
| Name                | Position/Building         | Effective Date | Status      | Major/Step |
| Norman Holman       | Dispatcher/Transportation | 12/31/2020     | Resignation |            |

It was moved by LaBombarbe and seconded by Czachorski that we approve the November 23, 2020, Personnel Transactions Summary as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

**12.0 CLOSED SESSION**

12.1 Superintendent Formal Evaluation

It will be necessary to enter closed session to discuss the superintendent formal evaluation, not to return to open session. A roll call vote was necessary.

It was moved by LaBombarbe and seconded by Czachorski in pursuant to Sections 8(a) of the Open Meetings Act, I move that we enter closed session to discuss the superintendent formal evaluation, not to return to open session.

Ayes: 7 Czachorski, LaBombarbe, Newlon, Sparks, VanZomeren, Rollins and Williams

Nays: 0

Motion carried 7-0

**13.0 ADJOURNMENT**

Mrs. Williams declared the meeting adjourned to closed session at 7:43 p.m. not to return to open session.