



# **Regular Meeting**

**December 14, 2020**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**December 14, 2020  
6:00 p.m.  
(Virtual Meeting-Zoom)**

**AGENDA**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

6.1 Employee of the Month

6.2 Extended Continuity of Learning Plan (ECOL) Update

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Finance Report

7.2.1 November 2020 Food Service Report

7.2.2 November 2020 Enrollment Report

7.3 Human Resources Report

**8.0 BOARD REPORTS/CORRESPONDENCE**

8.1 Board Executive Committee Report

8.2 Board Performance Committee Report

8.3 Board Planning Committee Report

8.4 Board Finance Committee Report

8.5 Reports and Correspondence

**9.0 PUBLIC COMMENT**

**10.0 NEW BUSINESS**

10.1 Organizational Meeting Date

10.2 Sex Education Advisory Board (S.E.A.B)

**11.0 OLD BUSINESS**

- 11.1 Minutes of Previous Meeting
  - 11.1.1 Regular Meeting November 23, 2020
  - 11.1.2 Closed Session November 23, 2020
- 11.2 2019-2020 Audit Report
- 11.3 Maintenance Department Request for Proposal (RFP)
- 11.4 Bus Purchase
- 11.5 Reaffirming Extended Continuity of Learning Plan (ECOL) Update
- 11.6 Superintendent Evaluation
- 11.7 November 2020 Finance Report
- 11.8 November 2020 Check Register
- 11.9 November 2020 Trust and Agency
- 11.10 Personnel Transactions

**12.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: December 9, 2020**

**SUBJECT: Board of Education Meeting  
December 14, 2020  
6:00 p.m.  
(Virtual Meeting-Zoom)**

**AGENDA/EXPLANATORY NOTES**

**1.0 CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 ESTABLISHMENT OF QUORUM**

**4.0 PLEDGE TO FLAG**

**5.0 ACCEPTANCE OF AGENDA**

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

Nominated by Robert Williams

Cassandra Coker has served students with disabilities and Lincoln Consolidated Schools for twenty-three years. In her current role as Building Level Teacher Consultant, she leads Brick's special education department, coordinating the delivery of special education programming and services for twenty percent of Brick's student population.

In August 2020, special education staff were tasked with conducting change of placement IEPs for Virtual Academy students. This was a significant task and quickly overwhelmed the understaffed Virtual Academy special education team.

Without direction or request, Cassandra rallied her department and informed the Virtual Academy that Brick change of placement IEPs would be handled by Brick, allowing the Virtual Academy Team to focus on other students.

In a time of sustained stress and uncertainty, this act of support and teamwork is a true act of kindness. Cassandra's commitment to students, peers and the district serves as an example of calm, compassionate professionalism in a time of crisis.

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

Presented by Karensa Smith

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

**7.1 Superintendent's Report**

**7.2 Finance Report**

7.2.1 November 2020 Food Service Report

7.2.2 November 2020 Enrollment Report

**7.3 Human Resources Report**

## **8.0 BOARD REPORTS/CORRESPONDENCE**

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

## **9.0 PUBLIC COMMENT**

## **10.0 NEW BUSINESS**

- 10.1 Organizational Meeting Date  
A motion is requested Monday evening to schedule the Organizational Meeting for Monday, January 11, 2020 at 6:00 pm.

**RECOMMENDED MOTION: I move that we schedule the Board Organizational Meeting for Monday, January 11, 2020 at 6:00 pm.**

- 10.2 Sex Education Advisory Board (S.E.A.B)  
Board policy 2414 Reproductive Health and Family Planning and Administrative Guideline 2414 gives direction as follows: The Board shall appoint and shall determine terms of service for the Sex Education Advisory Board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District population, and shall appoint two (2) co-chairs for the Advisory Board, at least one (1) of whom is a parent of a child attending a school in the District.

At least one-half (1/2) of the members of the Sex Education Advisory Board shall be parents who have a child attending a school operated by the District, and a majority of these parent members shall be individuals who are not employed by the District. The Advisory Board shall include students of the District, educators, local clergy, and community health professionals.

The Superintendent recommends Carrie Melcher, to serve as one of the 2 co-chairs on the Sex Education Advisory Board (S.E.A.B.) and parent representative Heather Moore as the other chair. Board action is requested.

**RECOMMENDED MOTION: I move that we approve Carrie Melcher, High School Assistant Principal and Heather Moore, parent, to serve as co-chairs of the Sex Education Advisory Board (S.E.A.B.) as presented.**

## **11.0 OLD BUSINESS**

- 11.1 Minutes of Previous Meeting
  - 11.1.1 Regular Meeting November 23, 2020
  - 11.1.2 Closed Session November 23, 2020Enclosed are the minutes of the November 23, 2020, Regular Meeting and Closed Session as presented.

**RECOMMENDED MOTION: I move that we approve the minutes of the November 23, 2020, Regular Meeting and Closed Session as presented.**

- 11.2 2019-2020 Audit Report  
The 2019-2020 District Audit was presented on November 23, 2020. All questions were to be directed to Adam Snapp. The Superintendent recommends approval as presented.

5

**RECOMMENDED MOTION: I move that we accept the 2019-2020 District Audit as presented.**

- 11.3 Maintenance Department Request for Proposal (RFP)  
A Request for Proposal (RFP) is to be prepared for the purpose of outsourcing the district maintenance services. Board action is requested.
- RECOMMENDED MOTION: I move that we authorize the Superintendent or designee to issue the Maintenance Request for Proposal-RFP as presented.**
- 11.4 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. Board action is requested.
- RECOMMENDED MOTION: I move that we approved the purchase of 9 buses from Midwest Transit Equipment, Inc. in the amount of \$506,151.00 as presented.**
- 11.5 Reaffirming Extended Continuity of Learning Plan (ECOL) Update
- RECOMMENDED MOTION: I move that we reaffirm the instructional delivery method that is stated in the Extended Continuity of Learning Plan (ECOL) as presented.**
- 11.6 Superintendent Evaluation  
The Board of Education evaluated the Superintendent on November 23, 2020 using the Michigan Association of School Board's Evaluation Tool. The outcome of the evaluation resulted in an "Highly Effective" rating for the Superintendent. Board action is requested.
- RECOMMENDED MOTION: I move that we accept the Superintendent's rating as "Highly Effective" for the 2020-2021 school year as presented.**
- 11.7 November 2020 Finance Report  
Enclosed are the November 2020, Financial Reports. The Superintendent recommends approval as presented.
- RECOMMENDED MOTION: I move that we approve the November 2020, Finance Report as presented.**
- 11.8 November 2020 Check Register  
Enclosed is the November 1-30, 2020, check register in the amount of \$291,908.15. The Superintendent recommends approval as presented.
- RECOMMENDED MOTION: I move that we approve the November 1-30, 2020, check register in the amount of \$291,908.15 as presented.**

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

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

- 11.10 Personnel Transactions

<b>ACTION ITEMS</b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Denise Ferber	Paraprofessional/LHS	1/8/2020	Retirement	

**RECOMMENDED MOTION: I move that we approve the December 14, 2020, Personnel Transactions Summary as presented.**

**12.0 ADJOURNMENT**

## Lincoln Consolidated Schools

# Memorandum

**To:** Robert Jansen, Superintendent  
Adam Blaylock, Director of Human Resources

**From:** Robert Williams, Director of Student Services

**Date:** September 16, 2020

**Re:** Employee of the month

---

Cassandra Coker has served students with disabilities and Lincoln Consolidated Schools for twenty-three years. In her current role as Building Level Teacher Consultant she leads Brick's special education department, coordinating the delivery of special education programming and services for twenty percent of Brick's student population.

In August 2020, special education staff were tasked with conducting change of placement IEPs for Virtual Academy students. This was a significant task and quickly overwhelmed the understaffed Virtual Academy special education team.

Without direction or request, Cassandra rallied her department and informed the Virtual Academy that Brick change of placement IEPs would be handled by Brick, allowing the Virtual Academy Team to focus on other students.

In a time of sustained stress and uncertainty, this act of support and teamwork is a true act of kindness.

Cassandra's commitment to students, peers and the district serves as an example of calm, compassionate professionalism in a time of crisis.

## Lincoln Consolidated Schools Weekly Two-Way Interaction Summary

	School	Enrollment	# Students w/o Two 2-way Communications	% Students w/ Two 2-Way Communications
<b>Week 1: Nov 4-10</b>	Bishop	451	36	92.02%
	Brick	459	48	89.54%
	Childs	48	36	92.52%
	LMS	793	52	93.44%
	LHS	1050	105	90.00%
	District	2801	160	91.43%
<b>Week 2: Nov 11-17</b>	Bishop	443	10	97.74%
	Brick	458	36	92.14%
	Childs	480	20	95.83%
	LMS	793	42	94.70%
	LHS	1048	114	89.12%
	District	3222	222	93.11%
<b>Week 3: Nov 18-24</b>	Bishop	443	13	97.07%
	Brick	458	27	94.10%
	Childs	480	9	98.13%
	LMS	793	41	94.83%
	LHS	1047	101	90.35%
	District	3221	191	94.07%
<b>Week 4: Nov 25-Dec 1 * Thanksgiving Week</b>	Bishop	443	29	93.45%
	Brick	458	71	84.50%
	Childs	480	32	93.33%
	LMS	793	97	86.52%
	LHS	1046	141	87.77%
	District	3220	370	88.51%
<b>Week 5: Dec 2-8</b>	Bishop	443	16	96.39%
	Brick	458	63	86.24%
	Childs	478	30	93.72%
	LMS	792	49	93.81%
	LHS	1045	130	87.56%
	District	3216	288	91.01%



## **Lincoln Consolidated Schools' Extended COVID-19 Learning Plan *as Described in Public Act 149, Section 98a***

**August 27, 2020**

**September 3, 2020 Clarifications**

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan ("Plan") that has been approved by an intermediate district or authorizing body. The Plan does not replace the District's/PSA's COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

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, no 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 a Review Only document. Please download it as a Microsoft Word document to add your own District/PSA logo and Extended Covid-19 Learning Plan.

District/PSA Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.

## **Lincoln Consolidated Schools' Extended COVID-19 Learning Plan**

**Address of School District/PSA:** 7425 Willis Road, Ypsilanti, MI 48197

**District/PSA Code Number:** 81070

**District/PSA Website Address:** LincolnK12.org

**District/PSA Contact and Title:** Robert Jansen, Superintendent

**District/PSA Contact Email Address:** jansenr@lincolnk12.org

**Name of Intermediate School District/PSA:** Washtenaw Intermediate School District

**Name of PSA Authorizing Body (if applicable):**

**Date of Approval by ISD/Authorizing Body:**

## Assurances

1. The District/PSA will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 1, 2020.
2. The District/PSA will create and make available on its transparency reporting link located on the District/PSA's website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
3. Benchmark Assessments: The District/PSA will
  - o select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
  - o administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the District/PSA will
  - o provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
  - o expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.
5. The District/PSA, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the District/PSA Board's discretion. Key metrics that the District/PSA will consider shall include at least all of the following:
  - o COVID-19 Cases or Positive COVID-19 tests
  - o Hospitalizations due to COVID-19
  - o Number of deaths resulting from COVID-19 over a 14-day period
  - o COVID-19 cases for each day for each 1 million individuals
  - o The percentage of positive COVID-19 tests over a 4-week period
  - o Health capacity strength
  - o Testing, tracing, and containment infrastructure with regard to COVID-19

6. If the District/PSA determines that it is safe to provide in-person instruction to pupils, the District/PSA will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District/PSA.
7. The District/PSA assures that
  - o Instruction will be delivered as described in this plan and re-confirmed by the District/PSA Board,
  - o the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
  - o the District/PSA will reconfirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and
  - o public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
8. The District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The District/PSA will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District/PSA and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District/PSA. The District/PSA will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. The District/PSA will make those rates available through the transparency reporting link located on the District/PSA website each month for the 2020-2021 school year.

  
\_\_\_\_\_  
District Superintendent or President of the Board of Education/Directors

9-21-2020  
\_\_\_\_\_  
Date

## Learning Plan Narrative

### Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

The COVID-19 global pandemic is impacting our Lincoln school community in a number of ways: our students and staff are experiencing trauma, and many students will have substantial gaps in learning. Further, existing equity issues have been exacerbated by the pandemic.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 19-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. NWEA has already performed research which anticipates a substantial slow down and summer slide for our students. We expect that many students will be behind and will need opportunities to catch up. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

As Lincoln plans to begin the school year in a Blended Learning and Virtual learning environment, we will need to ensure that there are structures in place to ensure student engagement and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff. In our Blended Model we will start the year remotely and will work to bring students face to face in a Hybrid Model when our team determines it is safe to do so.

## Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The District/PSA must establish all of its goals no later than September 15, 2020. Authorizing bodies expect PSA educational goals will be aligned to the educational goal within your charter contract.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The District/PSA benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

## Educational Goals

The NWEA assessments in reading and mathematics will be administered to all K-8 students three times throughout the school year: once in the first nine weeks of the school year, the second time in the winter, and the third time in May as they have been in previous years.

By using the NWEA as our assessment, we can ensure that:

- (a) there will be increased pupil achievement through growth as measured by the assessment
- (b) these benchmark assessment(s) are aligned to state standards and will be used to determine whether pupils are making meaningful progress toward mastery of these standards
- and (c) our educational goals are measurable

Based on the NWEA research that states on average, 50%-60% students nationwide meet or exceed their growth projections; our 3-year NWEA reading/math trend data, the NWEA Covid-19 Slowdown/Summer Slide research, and new research that predicts the achievement gap will be widened based on the Covid-19 learning loss, Lincoln Consolidated Schools' District Improvement Team met to discuss our 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 Winter and Winter 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 Winter and Winter 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.

Progress reports on these goals will be available on our website in February and June.

As a means of continuous improvement in teaching & learning, all teachers will continue to receive professional development in effective pedagogy and assessments.

## **Instructional Delivery & Exposure to Core Content**

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

### **Mode of Instruction**

To start the school year, all Y5/K-12 students will attend school everyday in a virtual remote setting. The health and safety of our students are our priority. When it is safe to do so based on research in which the Covid-19 Steering Committee finds out, students will begin to return to school in a hybrid model. This model will begin with our youngest students returning first and then our older students. We will have two cohorts of students - cohort A and cohort B. Cohort A will attend school on Mondays and Tuesdays and Cohort B will attend school on Thursdays and Fridays. Wednesdays will be reserved for students to continue asynchronous work as well as get extra support from their teacher(s).

Due to starting virtually in a blended learning model, the transition from complete remote to hybrid, to complete face-to-face will be seamless. Students will still be using their device that they used in a remote setting in the classroom when they are face-to-face.

At the elementary level, the schedule will remain the same as it was during the remote setting with a morning meeting, reading lesson, writing lesson, and math lesson all being synchronous with times for students to complete their work asynchronously.

At the Middle and High school level, the schedule will also remain the same where students will have a block schedule and during the course of two days, they will attend all six classes with each class lasting 90 minutes.

When Covid-19 Steering Committee feels it is safe for students to return full face-to-face based on data, we will do so.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

Note: Lincoln Consolidated Schools' full instructional plan can be found in the [MI Safe Schools Roadmap--LCS' Covid-19 Preparedness and Response Plan](#).

### **Curriculum and Instruction: Academic Standards**

Lincoln Consolidated Schools' curriculum for core academic areas is aligned to the Michigan Academic State Standards.

As a district, grade levels/content areas created power standards. This means, as a collaborative team, grade levels/content areas reviewed all of their standards for their specific content (elementary reviewed math and ELA) and decided on which standards students need to master before moving on to the next grade level or subject area. When identifying the power standards, the REAL criteria was used. This means teams looked at Readiness - the essential content, knowledge, and skills necessary for success in the next grade or content area; Endurance - knowledge and skills that are useful beyond a unit; think real life application. Assessed - these standards will be assessed on a state or national assessment and Leverage - knowledge and skill that will be useful in another discipline.

Once the power standards were identified, teams created a pacing guide/scope and sequence so staff will know when the standards will be taught throughout the year. This will assist with providing a guaranteed and viable curriculum for our students.

At the beginning of the year, K-8 grade students will be assessed on the NWEA and 9-12 grade students will have a core content area formative assessment. These assessments will allow teachers to identify gaps in students' learning and provide guidance on how to differentiate their instruction to meet the needs of all of their learners.

As we continue to power standards work throughout the year, we will be deconstructing our power standards and creating learning targets/I can statements for our students. This will lead to success criteria, aligned activities and lessons, a shift in instructional

practices/strategies, and more effective formative and summative assessments which are all needed data pieces to help us make informed decisions that are in the best interest of our students. All of this work would be occurring if we were remote or face to face as the important work is needed to best educate our students.

Staff will also be receiving support throughout the school year on best practices for online pedagogy, engaging students, and how to best use the curriculum resources in a synchronous and asynchronous setting.

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

### **Assessment and Grading**

Lincoln Consolidated Schools' curriculum is based on the Michigan Academic standards and our assessments and grading are based on students' mastery towards those standards. We regularly assess students at the district and classroom level to determine if they are making progress toward meeting those standards through the use of formative and summative assessments.

Our formative assessments allow students to receive feedback from their teachers that help them know their areas of strength as well as areas that need improvement. These assessments also inform the teacher as to how to adjust their instruction based on the needs of their students.

We also have a system for delivering summative assessments at the district and classroom levels. These are given at the end of a period of learning as an evaluation of what has been learned, are based on a group of standards/skills/knowledge from the pacing guide in the subject areas, and are part of our district's grading process.

Through PowerSchool, our parents at the secondary level are able to see their children's grades at any time. Our teachers keep up-to-date information on students' grades in this system. At the elementary level, we send home progress reports each marking period. At all levels, teachers are expected to keep parents and guardians abreast of any concerns regarding a student's grade through emails, phone calls, and parent/teacher conferences. At the end of the marking period, we also send out report cards to our parents.

## Equitable Access

- If delivering pupil instruction virtually, please **describe** how the District/PSA will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

The District has created both telephone and email hotlines for our families that are seeing barriers to access. We have staffed the hotlines to ensure prompt responses for families that are experiencing those barriers.

### **One to one devices:**

As of September 17, 2020, we have deployed 2519 devices to the students in the district (about 75% of students). Some families are choosing to use their own devices at home. We continue to deploy devices to any family in need, and retain a stockpile of devices that would allow us to provide one to every student in need. Pre-k through 2nd grade students have received iPads, while 3rd through 12th grades have received Chromebooks. Working with the Transportation department the district schedules deliveries to families that lack the ability to pick up devices.

### **Internet at home:**

The District is working with Comcast to provide Internet Essentials\* (to qualified families), the district is sponsoring an initial **200** accounts to meet initial demands for internet access. As more families indicate their need, the District will increase the number of accounts it sponsors to provide its families six months of paid service. Lincoln has a fairly large rural community that this service is not available to; so we are going to provide another solution. Lincoln is planning to provide safe areas on campus that students can utilize educational spaces in order to provide Internet access to those families that do not have access at home.

With Verizon, the district purchased **400** Hot spots (with the ability to increase if needed) to provide the district families means for the Internet that are in areas not provided with service by Comcast. Verizon was the obvious choice based on coverage in our rural communities as many of the other service providers had little to no coverage available.

- **Please describe how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.**

Lincoln Consolidated Schools will implement IEPs and Section 504 plans, as written or amended, to ensure that students with disabilities receive equitable access to instruction. To the extent required by law, the Lincoln Consolidated Schools will provide accommodations, services, and supports, to ensure that students with disabilities who are eligible for an IEP receive educational opportunities that are reasonably calculated to enable the student to make progress appropriate in light of the student's circumstances. It is understood that COVID-19 and the resulting public health crisis is a unique circumstance that may impact each student's educational programming.

- **Optional Considerations for District/PSA Extended COVID-19 Learning Plans:**
- **1. In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.**
- **2. Please describe how the District/PSA will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within the District/PSA.**

Lincoln Consolidated School District's full instructional plan addresses ways all learners are supported and can be found in the MI Safe Schools Roadmap--LCS' Covid-19 Preparedness and Response Plan.

1. In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.

At the beginning of the school year, our students are assessed in the NWEA K-8 as well as the MLPP for our youngest learners. When completed, these scores are reviewed and students with scores in the bottom 25 percentile receive Tier II support from our Title I interventionist, At-Risk interventionists, our EL coordinators, and/or the classroom teachers 2-4 times per week in small groups to help close the learning gaps in reading and/or math. One on one work could also occur with our most struggling learners up to three sessions per week.

Our support staff are also co-teachers in the google classroom by posting lessons in the teachers' google classroom, outreach to families communicating students' progress, and differentiate instruction to meet language and content target goals.

Students are regularly progress monitored throughout a six-week gap of time to gauge whether or not the intervention is effective or needs to be modified. The progress monitoring also lets the teacher know whether or not the student needs to continue with the intervention or if the student can be removed from the intervention group. As a district, we also offer after school tutoring for our students to receive academic support.

2. Please describe how the District/PSA will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within the District/PSA.

During pandemic learning, our Early Childhood Program will continue to teach our youngest learners modifying their program based on MDE guidelines. For LCS' CTE programs, we are maintaining our partnerships with both SWWC (Saline) and the RCTC (Ypsilanti) and for Early-Middle College, we are maintaining our partnership with ECA at Eastern Michigan University. This year, students who are eligible for dual enrollment are enrolled in classes at Washtenaw Community College and Schoolcraft College. Our AP classes are continuing at our high school. Students can find the AP courses in the course catalog and the enrollment process is the same as it has been in the past. We are excited to offer AP Spanish this year for the first time.



12/1/2020

Lincoln Consolidated Schools  
7425 Willis Rd  
Ypsilanti MI 48197

Dear, Lincoln School Board Members  
Robert Jansen, Superintendent

## Department Update

- November 2<sup>nd</sup>, our department was happy to start welcoming students back in person for the Middle and High schools. We then had a seamless transition back to remote on November 16<sup>th</sup>.
- We continue to offer 5 days' worth of meals for pick up for virtual/remote families on Wednesdays from 11:00am to 1:00pm.
- We continue to partner with Food Gatherers the third Wednesday of each month to offer produce and non-perishable food boxes to families in need.
- From November 1<sup>st</sup> – 30<sup>th</sup>, our department provided a total of **8,985** meals.
- We have applied for the 31k grant from USDA to reimburse outstanding meal debt from the 19/20 school year. Once approved, we can eliminate the debt currently on student accounts.
- As of November 30<sup>th</sup>, the district is at **43.9%** free or reduced eligible. This is lower than expected. We will continue to encourage families to complete their free/reduced meal applications.
- The annual Verification of Applications process does indeed need to be completed. This is an annual requirement under National School Lunch Program. Our computer software randomly chooses 3% of meal applications that need to have the income listed verified by the families. Since our application count was so low as of October 1<sup>st</sup>, we are only required to verify two applications.

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

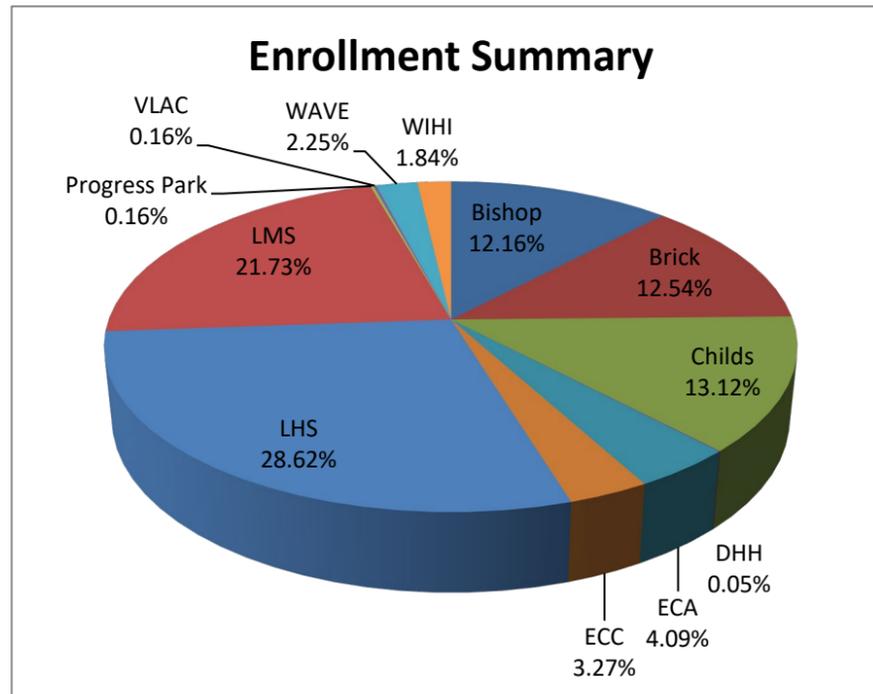
Respectfully,

Karen Thomas, SNS  
Food Service Director  
ARAMARK K-12 Education  
734-484-7072

[Thomas-karen@aramark.com](mailto:Thomas-karen@aramark.com)  
[thomask@lincolnk12.org](mailto:thomask@lincolnk12.org)

**Enrollment Summary**  
as of 12/08/2020

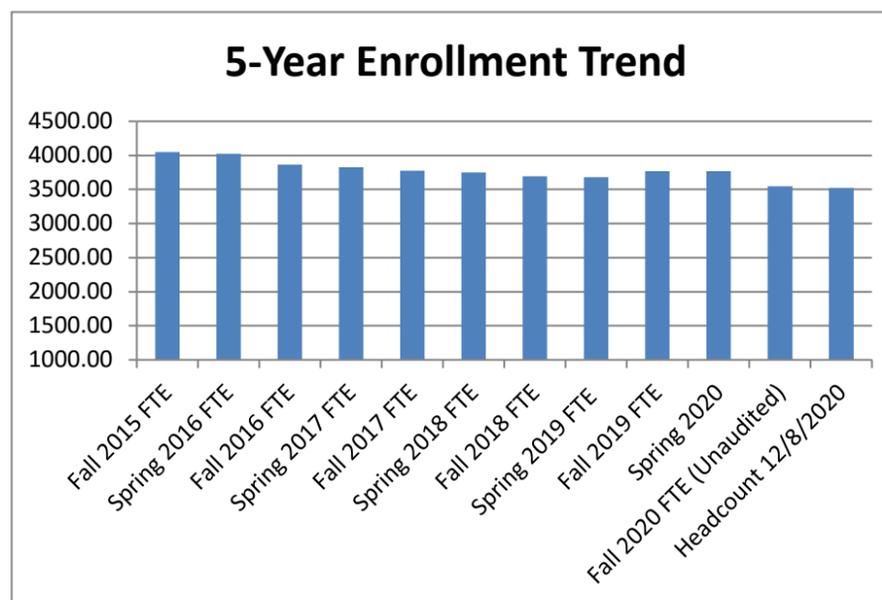
<b>ECC</b>	<b>119</b>
Comm Based	4
ECSE	29
Evaluation	4
GSRP	68
Headstart	14
<b>Bishop</b>	<b>443</b>
K	90
1	88
2	68
3	64
4	69
5	64
<b>Brick</b>	<b>457</b>
K	87
1	64
2	76
3	76
4	72
5	82
<b>Childs</b>	<b>478</b>
K	82
1	70
2	81
3	79
4	81
5	85
<b>LMS</b>	<b>792</b>
6	246
7	254
8	292
<b>LHS</b>	<b>1043</b>
9	268
10	253
11	274
12	248
<b>ECA</b>	<b>149</b>
9	25
10	35
11	37
12	52
<b>WIHI</b>	<b>67</b>
9	15
10	23
11	16
12	13
<b>WAVE</b>	<b>82</b>
9	4
10	39
11	10
12	29
<b>Progress Park</b>	<b>6</b>
3	1
7	3
8	1
11	1
<b>VLAC</b>	<b>6</b>
3	1
5	2
7	2
8	1
<b>DHH</b>	<b>2</b>
6	1
Evaluation	1
<b>Grand Total</b>	<b>3644</b>



**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	3768.72
Spring 2020	3767.50
Fall 2020 FTE (Unaudited)	3548.66
Headcount 12/8/2020	3524.00

\*GSRP/Headstart Counted Separately





8970 Whittaker Road, Ypsilanti, Michigan 48197  
[www.lincolnk12.org](http://www.lincolnk12.org)

**Board Executive Committee Meeting Minutes  
Monday, November 16, 2020  
Virtual Platform – Google Meets  
5:30pm**

**Attendees:** Yoline Williams, Jennifer Czachorski, Jennifer Labombarbe, Robert Jansen, Adam Blaylock, Karensa Smith, Ty Smith

- I. Call to Order at 5:30pm
- II.
- III. Acceptance of Agenda – accepted without changes
- IV. Public Comment - none
- V. Board of Education meeting agenda for November 23, 2020 – reviewed draft and approved final agenda.
- VI. Education Plan Update – return to remote instruction as of 11-16-2020. Professional Learning Plans completed around student engagement in both hybrid and remote learning models. Work is being done on engagement strategies with all staff. District Leadership will be meeting with Administrators about learning plan changes and modifications instructionally and operationally now that students have been seen in all learning types. Significant work being done on how to get some of our most vulnerable students back into buildings.  
  
NWEA data is being analyzed with intentional work on how to increase scores.
- VII. Budget update – amendment to board and presentation will be in full board of education meeting.
- VIII. Public Comment Guidelines – Reviewed google form for public comment entries and guidelines around form availability per MASB. This form will create a spreadsheet with all comments. Responses will be collated with documentation of all responses on one spreadsheet.
- IX. High School – updates on plans at this time. K-8 can be in person per Governor order but HS cannot. At this time, all LCS buildings will remain remote.
- X. Other - none
- XI. Adjourned at 6:51pm

**Next Meeting:** Monday, December 7, 2020 at 5:30pm



## **Board Executive Committee Meeting Minutes**

**Monday, December 7, 2020**

**Virtual Platform**

**5:30pm**

**Attendees:** Yoline Williams, Jennifer Czachorski, Jennifer Labombarbe, Robert Jansen, Adam Blaylock, Karensa Smith, Ty Smith

- I. Call to Order at 5:30pm
- II. Acceptance of Agenda – approved without changes
- III. Public Comment - none
- IV. Board of Education meeting agenda for December 14, 2020 – reviewed draft and approved final agenda.
- V. Education Plan Update/ Progress -
  1. Power Standard work is being done with the entire staff; Whole process of creating and deconstructing learning targets, formative assessments. All staff will be aware of goals for next year by end of January, 2021. Next year everyone will have complete power standards, learning targets and formative assessments.
  2. Staff have been asking questions about how to engage more with current technology / virtual learning. Professional Learning ongoing including review of engagement strategies, using flipgrid in google classroom.
- VI. Budget update – No substantive changes. A. Blaylock and A. Snapp are preparing for negotiations with all bargaining units.
- VII. Other -
  1. Custodial survey given to all staff. Responses will be shared with staff and BoE.
  2. Food Service survey to be sent to BoE again for review.
  3. WAVE – review of what that program will be for LCS now that we have the virtual academy. Reviewed situations in which either may be the best option for student(s).

4. NWEA – Professional Learning with Administrators ongoing to help them better analyze data. Will do role playing for data dialogues to help with communication with staff regarding NWEA data. Among goals are to help high risk students academically and through mentoring; provide support for moving forward with our own staff.

5. MICIP – moving forward well. Will increase representation to include representation from all stakeholders. This may work in place of District Improvement Team by encompassing oversight for SEL, SDS, PDC. This will help all buildings to be connected.

VIII. Adjourned at 6:13pm

**Next Meeting:** to be scheduled following Organizational Meeting in January, 2021





**8970 Whittaker Road, Ypsilanti, Michigan 48197**  
**www.lincoln.k12.mi.us**

## **Performance Committee Minutes**

October 26, 2020  
4:30 pm Pittman Room

**Members present- Connie Newlon, Laura Van Zomeren, Jennifer Czachorski, Bob Jansen, Adam Blaylock**

**Non Members present - Ty Smith, Rebecca Keith, Anna Waller, Theresa Jackson, Sue Brodie, Robert Johnson (others in attendance virtually were signed in thru the public forum, and therefore contact information is not available) \***

1. Call to order **4:32**
2. Approve agenda – no changes
3. Public comments – **Theresa Jackson commented about concerns returning to in person instruction. Trustee Czachorski promised to pass along concerns during public comment at the upcoming BOE meeting, if Ms. Jackson was unable to upload comments to the Board of Education meeting link.**
4. New Business
  - a. 2021 Presentation Calendar – **No changes to proposed calendar. Will be forwarded to Executive.**
  - b. District NWEA and MSTEP results – **Fall 2020 NWEA completed virtually. Discussion around some anomalies in outcomes for the lower elementary levels. Discussion surrounding methods to ensure that the parents in our community have a full understanding of NWEA testing; it's purpose, the goals, and purposeful design. Currently there has been no waiver for the 20/21 MSTEP. Current guidelines state that teacher evaluations will be weighted with 40% of their scores coming from student growth. Previously this item has been moved to 25%**

***\* A large number of participants had joined the meeting virtually at this point. Vice President Czachorski took a momentary pause to welcome the participants. She informed everyone that the public comment time for Performance had passed. She encouraged attendees to send their public comments in to the board meeting that was happening later in the evening. She also offered that comments that had been sent in to Performance would be cross-referenced with those that came into the full board***

*meeting. She assured participants that if any of their comments somehow did not make it to the BOE public comment, then she (Vice President Czachorski) would turn in the previously sent comments.*

*It is important to note – as of 11/9/20 Vice President Czachorski has had an opportunity to obtain a greater understanding about the rules surrounding public comment in a public meeting that is held in a virtual format. These rules are very specific. Due to these rules, the practices that were offered at this meeting, surrounding public comment, will NOT be able to be offered in the future.*

5. Old Business

- a. BOE – Public comment procedure – **Reviewed standards of other districts. Adam Blaylock will work on creating a public comment form, which will be filled out electronically, by the public commenter. This form will be used to document the follow up process that is used for public comment. These follow ups will happen within a shared google doc.**  
**Discussed adding a standing “Public Comment Response” agenda item**  
**Discussed placement of Public Comment and Public Comment Response on the board agenda**  
**Discussed the statement that is read prior to public comment**  
**Discussed process for ensuring appropriate conduct and time allotment, in order to promote that informative, effective, clear, meaningful, and diverse voices are welcomed, encouraged, and afforded equal time to speak.**  
**Outcomes will be presented to Executive**
- b. Covid Response Plan
  - i. Student, staff, and community engagement - survey results
  - ii. Student Pass/Fail - numbers, broken down by building and program
  - iii. Student equity actions – Bob Jansen to report
  - iv. Discipline plan, philosophy – set guidelines
  - v. Staffing – Covid staffing updates
- c. Enviro Clean – Set survey for building Administration. **Results to Performance Committee 11/2020 review**
- d. Three Year Discipline demographics Review – **Spring 2021**

6. Other

- a. Add November meeting – **11/23**

7. Pending Work

- a. 2019 and 2020 Senior Exit Survey Review – **Update - Spring**
- b. Restorative Practices Review - **Set date – Feb 2021**
- c. Enrollment and Marketing Outcomes review – **November 2021**
- d. Liaison Officer Report – **March 2021**
- e. Staff Evaluations – **June 2021**

Adjournment **5:45**

**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 34
- 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 Childspara, 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 39

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.



REQUEST FOR PURCHASE PROPOSAL – SCHOOL BUSES FOR 2020-2021 SCHOOL YEAR  
November 2, 2020

The transportation department is recommending the adoption of the following recommendations contained in the report dated November 2, 2020 to the Superintendent of the Lincoln Consolidated School District.

**1. 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.

**2. 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:

1. 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

\_\_\_\_\_  
**Robert Merritt**  
*Director of Transportation, Lincoln Schools*

\_\_\_\_\_  
**Date**

**APPROVALS:**

\_\_\_\_\_  
**Robert Jansen**  
*Superintendent, Lincoln Schools*

\_\_\_\_\_  
**Date**  
*11-16-2020*



Midwest Transit Equipment, Inc.  
146 W. Issert Drive • P.O. Box 582  
Kankakee, IL 60901  
(800) 933-2412

October 29, 2020

Mr. Robert Merritt  
Director of Transportation  
Lincoln Consolidated Schools  
7425 Willis Rd.  
Ypsilanti, Mi. 48197

RE- 77 passenger off lease school buses

Mr. Merritt,

Thank you for allowing Midwest Transit Equipment to provide you with the following information. We look forward to the opportunity to partner with the Lincoln Consolidated Schools, in your efforts to update, and modernize your bus fleet. The information provided in this quote is for the purchase of newer model buses to allow you to decommission the older buses in your aging fleet. The goal is to provide more reliable, and economical transportation for your transportation operation.

I have included information and pricing for 3 different groups of buses. Detailed specifications are included for your reference. The groups are as follows-

2017 IC CE 77 passenger buses(9 available)- \$56,239.00 ea.

2018 IC CE 77 passenger buses(17 available)- \$65,239.00 ea.

2019 IC CE 51 passenger lift buses(7 available)- \$79,562.00 ea.

Pricing includes prep, lettering and fleet ID numbering, state police inspection, and delivery to your location. Additional warranties are available on all off lease buses we sell. Engine, Chassis/Body, and towing coverage can be added to any pre-owned bus we sell. See included document for pricing information.

If you have any questions about any of the details of this information, please don't hesitate to contact me. Thank you again for the opportunity to provide this lease information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Picmann', is written over a light blue horizontal line.

Tim Picmann  
Regional Sales Manager- Metro Detroit Area  
Midwest Transit Equipment

## LINCOLN CONSOLIDATED SCHOOLS

### Schedule of Revenues and Expenditures

Budget and Actual - General Fund

For the Month Ended November 30, 2020

	Original Budget	Amended Budget	Actual	Actual Over (Under) Amended	Percent Actual of Budget
<b>Revenues</b>					
Local sources:					
Property taxes	\$ 3,687,000	\$ 4,805,000	\$ 3,302,268	\$ (1,502,732)	68.7%
Other local sources	300,000	300,000	75,928	(224,072)	25.3%
State sources	31,217,808	32,432,955	6,227,025	(26,205,930)	19.2%
Federal sources	3,167,564	4,793,797	2,071,082	(2,722,715)	43.2%
Interdistrict revenue	7,291,280	7,220,660	296,715	(6,923,945)	4.1%
<b>Total revenues</b>	<b>45,663,652</b>	<b>49,552,412</b>	<b>11,973,018</b>	<b>(37,579,394)</b>	<b>26.2%</b>
<b>Expenditures</b>					
Instruction:					
Basic programs	21,631,038	21,826,387	6,457,651	(15,368,736)	29.6%
Added needs	8,684,428	8,805,692	2,593,822	(6,211,870)	29.5%
<b>Total instruction</b>	<b>30,315,466</b>	<b>30,632,079</b>	<b>9,051,473</b>	<b>(21,580,606)</b>	<b>29.9%</b>
Support services:					
Pupil	5,365,195	5,416,904	1,472,542	(3,944,362)	27.2%
Instructional support	1,490,704	1,568,094	534,031	(1,034,063)	34.1%
General administration	480,813	489,812	203,782	(286,030)	41.6%
School administration	1,885,383	1,963,589	638,885	(1,324,704)	32.5%
Business	934,747	943,747	356,607	(587,140)	37.8%
Maintenance	3,759,403	4,193,744	1,763,547	(2,430,197)	42.1%
Transportation	3,373,030	3,437,029	741,982	(2,695,047)	21.6%
Central services	1,412,988	1,630,067	526,403	(1,103,664)	32.3%
<b>Total support services</b>	<b>18,702,263</b>	<b>19,642,986</b>	<b>6,237,779</b>	<b>(13,405,207)</b>	<b>33.4%</b>
Athletics	909,665	930,164	331,425	(598,739)	35.6%
Community service	77,236	109,284	29,749	(79,535)	27.2%
Debt service:					
Principal	36,576	36,576	22,727	(13,849)	62.1%
Interst and fiscal charged	11,873	11,873	6,592	(5,281)	55.5%
<b>Total debt service</b>	<b>48,449</b>	<b>48,449</b>	<b>29,319</b>	<b>(19,130)</b>	<b>60.5%</b>
<b>Total expenditures</b>	<b>50,053,079</b>	<b>51,362,962</b>	<b>15,679,745</b>	<b>(35,683,217)</b>	<b>30.5%</b>
<b>Other financing sources</b>					
Transfers in	27,000	22,000	7,000	(15,000)	25.9%
Transfers out	-	(59,181)	-	59,181	0.0%
<b>Total other financing sources</b>	<b>27,000</b>	<b>(37,181)</b>	<b>7,000</b>	<b>44,181</b>	<b>25.9%</b>
<b>Revenues over (under) expenditures</b>	<b>\$ (4,362,427)</b>	<b>\$ (1,847,731)</b>	<b>\$ (3,699,727)</b>		

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 November 30, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Instruction	1111	Salary	4,849,852	4,767,628	1,316,930
		Fringes	3,379,238	3,206,177	1,014,033
		Non-payroll	262,955	384,194	78,848
	<b>1111 Total</b>		<b>8,492,045</b>	<b>8,357,999</b>	<b>2,409,811</b>
	1112	Salary	2,337,842	2,436,573	697,420
		Fringes	1,673,832	1,693,357	540,326
		Non-payroll	120,206	165,006	83,494
	<b>1112 Total</b>		<b>4,131,880</b>	<b>4,294,936</b>	<b>1,321,240</b>
	1113	Salary	2,817,147	2,904,699	760,238
		Fringes	1,942,595	1,979,586	604,644
		Non-payroll	3,120,631	3,160,631	1,017,105
	<b>1113 Total</b>		<b>7,880,373</b>	<b>8,044,916</b>	<b>2,381,987</b>
	1118	Salary	611,120	630,468	175,533
		Fringes	515,570	498,068	168,296
		Non-payroll	-	-	743
<b>1118 Total</b>		<b>1,126,690</b>	<b>1,128,536</b>	<b>344,572</b>	
1119	Non-payroll	-	-	41	
<b>1119 Total</b>		<b>-</b>	<b>-</b>	<b>41</b>	
<b>Instruction Total</b>			<b>21,630,988</b>	<b>21,826,387</b>	<b>6,457,651</b>
Added needs	1122	Salary	3,671,936	3,764,467	984,706
		Fringes	2,957,921	3,017,202	983,394
		Non-payroll	149,382	166,415	36,375
	<b>1122 Total</b>		<b>6,779,239</b>	<b>6,948,084</b>	<b>2,004,475</b>
	1125	Salary	1,054,705	990,479	291,629
		Fringes	729,284	697,514	215,912
		Non-payroll	121,200	159,808	78,738
	<b>1125 Total</b>		<b>1,905,189</b>	<b>1,847,801</b>	<b>586,279</b>
	1222	Fringes	-	9,807	3,068
	<b>1222 Total</b>		<b>-</b>	<b>9,807</b>	<b>3,068</b>
<b>Added needs Total</b>			<b>8,684,428</b>	<b>8,805,692</b>	<b>2,593,822</b>

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended November 30, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Student services	1212	Salary	573,206	582,352	168,689
		Fringes	458,910	451,420	157,469
Non-payroll		758	13,571	-	
	<b>1212 Total</b>		<b>1,032,874</b>	<b>1,047,343</b>	<b>326,158</b>
	1213	Salary	-	-	-
		Non-payroll	413,400	428,100	89,768
	<b>1213 Total</b>		<b>413,400</b>	<b>428,100</b>	<b>89,768</b>
	1214	Salary	350,895	353,985	82,742
		Fringes	247,023	233,989	69,232
		Non-payroll	-	-	-
	<b>1214 Total</b>		<b>597,918</b>	<b>587,974</b>	<b>151,974</b>
	1215	Salary	422,553	427,581	114,920
		Fringes	267,601	270,803	84,318
		Non-payroll	254,016	260,000	62,098
	<b>1215 Total</b>		<b>944,170</b>	<b>958,384</b>	<b>261,336</b>
	1216	Salary	497,447	511,922	142,154
		Fringes	404,861	383,338	130,928
		Non-payroll	129,000	129,000	740
	<b>1216 Total</b>		<b>1,031,308</b>	<b>1,024,260</b>	<b>273,822</b>
	1218	Salary	527,478	535,582	144,684
		Fringes	398,846	387,271	126,471
		Non-payroll	4,899	4,899	-
	<b>1218 Total</b>		<b>931,223</b>	<b>927,752</b>	<b>271,155</b>
	1219	Salary	254,860	250,625	44,376
		Fringes	159,442	192,466	53,953
		Non-payroll	-	-	-
	<b>1219 Total</b>		<b>414,302</b>	<b>443,091</b>	<b>98,329</b>
<b>Student services Total</b>			<b>5,365,195</b>	<b>5,416,904</b>	<b>1,472,542</b>
Instructional support	1221	Salary	-	76,742	8,750
		Fringes	-	27,597	4,197
Non-payroll		137,300	127,415	15,325	
	<b>1221 Total</b>		<b>137,300</b>	<b>231,754</b>	<b>28,272</b>
	1222	Salary	147,857	97,871	28,760
		Fringes	95,983	51,091	20,899
		Non-payroll	-	-	-
	<b>1222 Total</b>		<b>243,840</b>	<b>148,962</b>	<b>49,659</b>
	1226	Salary	419,096	427,547	166,162
		Fringes	303,905	278,036	114,213
		Non-payroll	386,563	481,563	175,493
	<b>1226 Total</b>		<b>1,109,564</b>	<b>1,187,146</b>	<b>455,868</b>
	1225	Non-payroll	-	232	232
	<b>1225 Total</b>		<b>-</b>	<b>232</b>	<b>232</b>
<b>Instructional support Total</b>			<b>1,490,704</b>	<b>1,568,094</b>	<b>534,031</b>

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended November 30, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Business Admin	1252	Salary	57,813	66,813	22,019
		Fringes	46,389	45,971	17,872
		Non-payroll	585,700	586,118	278,312
	<b>1252 Total</b>		<b>689,902</b>	<b>698,902</b>	<b>318,203</b>
	1259	Non-payroll	244,845	244,845	38,404
	<b>1259 Total</b>		<b>244,845</b>	<b>244,845</b>	<b>38,404</b>
<b>Business Admin Total</b>			<b>934,747</b>	<b>943,747</b>	<b>356,607</b>
General Admin	1231	Non-payroll	123,750	123,750	37,754
		<b>1231 Total</b>	<b>123,750</b>	<b>123,750</b>	<b>37,754</b>
	1232	Salary	201,863	212,327	92,599
		Fringes	139,950	138,485	72,972
		Non-payroll	15,250	15,250	457
	<b>1232 Total</b>	<b>357,063</b>	<b>366,062</b>	<b>166,028</b>	
<b>General Admin Total</b>			<b>480,813</b>	<b>489,812</b>	<b>203,782</b>
Principal Admin	1241	Salary	1,130,581	1,165,146	362,124
		Fringes	754,802	798,443	276,761
	<b>1241 Total</b>	<b>1,885,383</b>	<b>1,963,589</b>	<b>638,885</b>	
<b>Principal Admin Total</b>			<b>1,885,383</b>	<b>1,963,589</b>	<b>638,885</b>
Central	1282	Salary	51,102	60,102	22,508
		Fringes	45,636	45,033	20,348
		Non-payroll	118,250	118,250	57,408
		<b>1282 Total</b>	<b>214,988</b>	<b>223,385</b>	<b>100,264</b>
	1283	Salary	131,030	149,030	53,341
		Fringes	96,639	96,196	43,875
		Non-payroll	52,774	52,649	89,628
		<b>1283 Total</b>	<b>280,443</b>	<b>297,875</b>	<b>186,844</b>
	1284	Non-payroll	917,557	1,108,807	239,295
	<b>1284 Total</b>	<b>917,557</b>	<b>1,108,807</b>	<b>239,295</b>	
<b>Central Total</b>			<b>1,412,988</b>	<b>1,630,067</b>	<b>526,403</b>
Operations and maint	1261	Salary	275,075	275,075	88,624
		Fringes	188,878	246,334	88,084
		Non-payroll	3,130,450	3,507,335	1,586,839
		<b>1261 Total</b>	<b>3,594,403</b>	<b>4,028,744</b>	<b>1,763,547</b>
	1266	Non-payroll	165,000	165,000	-
	<b>1266 Total</b>	<b>165,000</b>	<b>165,000</b>	<b>-</b>	
<b>Operations and maint Total</b>			<b>3,759,403</b>	<b>4,193,744</b>	<b>1,763,547</b>

**Lincoln Consolidated Schools  
Budget to Actual by Function For the Month Ended November 30, 2020**

F/S Caption	Function	Code	Values		
			Sum of Orig. Budget	Sum of Amended	Sum of Final
Transportation	1271	Salary	1,238,574	1,388,290	339,312
		Fringes	1,075,880	1,045,876	289,783
		Non-payroll	1,058,576	1,002,863	112,887
		<b>1271 Total</b>	<b>3,373,030</b>	<b>3,437,029</b>	<b>741,982</b>
<b>Transportation Total</b>			<b>3,373,030</b>	<b>3,437,029</b>	<b>741,982</b>
Athletics	1293	Salary	240,754	246,381	101,178
		Fringes	145,411	147,783	68,839
		Non-payroll	523,500	536,000	161,408
		<b>1293 Total</b>	<b>909,665</b>	<b>930,164</b>	<b>331,425</b>
<b>Athletics Total</b>			<b>909,665</b>	<b>930,164</b>	<b>331,425</b>
Comm Ed Exp	1331	Salary	38,000	46,400	13,200
		Fringes	39,236	49,575	15,319
		Non-payroll	-	10,309	1,230
		<b>1331 Total</b>	<b>77,236</b>	<b>106,284</b>	<b>29,749</b>
		1361	Non-payroll	-	3,000
<b>1361 Total</b>			<b>-</b>	<b>3,000</b>	<b>-</b>
<b>Comm Ed Exp Total</b>			<b>77,236</b>	<b>109,284</b>	<b>29,749</b>
Principal	1252	Non-payroll	36,576	36,576	22,727
		<b>1252 Total</b>	<b>36,576</b>	<b>36,576</b>	<b>22,727</b>
<b>Principal Total</b>			<b>36,576</b>	<b>36,576</b>	<b>22,727</b>
Interest exp	1252	Non-payroll	11,873	11,873	6,592
		<b>1252 Total</b>	<b>11,873</b>	<b>11,873</b>	<b>6,592</b>
<b>Interest exp Total</b>			<b>11,873</b>	<b>11,873</b>	<b>6,592</b>
<b>Grand Total</b>			<b>50,053,029</b>	<b>51,362,962</b>	<b>15,679,745</b>

Lincoln Consolidated Schools  
**Payment Register**

From Payment Date: 11/1/2020 - To Payment Date: 11/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163944775 - A/P Checking									
<u>Check</u>									
119830	11/04/2020	Open			Accounts Payable	BIG TEAMS/SCHEDULE STAR LLC	\$1,295.00		
119831	11/03/2020	Open			Accounts Payable	MASSW - MI Assoc of School Social Workers	\$25.00		
119832	11/06/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$99.54		
119833	11/06/2020	Open			Accounts Payable	COMCAST CABLE COMMUNICATIONS INC	\$512.80		
119834	11/06/2020	Open			Accounts Payable	DTE ENERGY	\$4,532.47		
119835	11/06/2020	Open			Accounts Payable	FLEETPRIDE, INC.	\$512.52		
119836	11/06/2020	Open			Accounts Payable	IDA PUBLIC SCHOOLS	\$40.00		
119837	11/06/2020	Open			Accounts Payable	IDN-HARDWARE SALES INC	\$7,207.58		
119838	11/06/2020	Open			Accounts Payable	SECRET, WARDLE, LYNCH, HAMPTON, TRUEX & MORELY PC	\$173.55		
119839	11/06/2020	Open			Accounts Payable	U.S. MEDGROUP OF MICHIGAN, P.C.	\$191.48		
119840	11/06/2020	Open			Accounts Payable	WRIGHT FITNESS EQUIP INC	\$41,943.69		
119841	11/13/2020	Open			Accounts Payable	KENDALL HUNT PUBLISHING COMPANY	\$193.55		
119842	11/13/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$1,304.12		
119843	11/13/2020	Open			Accounts Payable	BARKER, LAURA	\$40.28		
119844	11/13/2020	Open			Accounts Payable	BEAL PROPERTIES LLC	\$214.51		
119845	11/13/2020	Open			Accounts Payable	BERNDT, BEACH & ASSOCIATES, P.C.	\$221.37		
119846	11/13/2020	Open			Accounts Payable	CRG ELECTRIC LLC	\$1,028.00		
119847	11/13/2020	Open			Accounts Payable	ELITE FUND, INC	\$193.75		
119848	11/13/2020	Open			Accounts Payable	FERGUSON ENTERPRISES, INC.	\$49.81		
119849	11/13/2020	Open			Accounts Payable	KRATZER, KIMBERLY	\$55.08		
119850	11/13/2020	Open			Accounts Payable	METRO MOBILE MARKETING, LLC.	\$6,050.00		
119851	11/13/2020	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$283.28		
119852	11/13/2020	Open			Accounts Payable	MiSDU	\$959.24		
119853	11/13/2020	Open			Accounts Payable	PLUMBER SERVICE, INC.	\$240.00		
119854	11/13/2020	Open			Accounts Payable	SCS IMAGE GROUP	\$4,155.00		
119855	11/13/2020	Open			Accounts Payable	SMITH, HEATHER	\$96.00		
119856	11/13/2020	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92		
119857	11/13/2020	Open			Accounts Payable	TLS PRODUCTIONS INC.	\$3,830.52		
119858	11/13/2020	Open			Accounts Payable	VERIZON WIRELESS	\$570.48		
119859	11/13/2020	Open			Accounts Payable	WASTE MANAGEMENT	\$3,700.50		
119860	11/13/2020	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$5,978.52		
119861	11/13/2020	Open			Accounts Payable	WRIGHT, CAROL	\$67.25		
119862	11/12/2020	Open			Accounts Payable	FIRE SAFETY DISPLAYS CO.	\$31,183.25		
119863	11/12/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$859.32		
119864	11/27/2020	Open			Accounts Payable	DTE ENERGY	\$38,324.66		
119865	11/27/2020	Open			Accounts Payable	GRETCHEN CONTRERAS	\$650.00		
119866	11/27/2020	Open			Accounts Payable	ACCO BRANDS USA LLC - GBC	\$472.00		
119867	11/27/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$4,822.21		
119868	11/27/2020	Open			Accounts Payable	AUGUSTA TOWNSHIP-UTILITY	\$23,313.99		
119869	11/27/2020	Open			Accounts Payable	BEAL PROPERTIES LLC	\$213.02		
119870	11/27/2020	Open			Accounts Payable	BERNDT, BEACH & ASSOCIATES, P.C.	\$220.72		
119871	11/27/2020	Open			Accounts Payable	BURNS, DEIDRE	\$14.38		

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 11/1/2020 - To Payment Date: 11/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
119872	11/27/2020	Open			Accounts Payable	DORNSEIFER, JEFFERY, E.	\$153.00			
119873	11/27/2020	Open			Accounts Payable	DTE ENERGY	\$58,439.51			
119874	11/27/2020	Open			Accounts Payable	FLEETPRIDE, INC.	\$250.28			
119875	11/27/2020	Open			Accounts Payable	FLOR-DRI SUPPLY COMPANY, INC.	\$2,816.03			
119876	11/27/2020	Open			Accounts Payable	FOX AUTO PARTS, INC.	\$519.82			
119877	11/27/2020	Open			Accounts Payable	JARVIS, JASON	\$14.38			
119878	11/27/2020	Open			Accounts Payable	KOCH & WHITE	\$477.15			
119879	11/27/2020	Open			Accounts Payable	MAS/FPS	\$300.00			
119880	11/27/2020	Open			Accounts Payable	MICHIGAN GUARANTY AGENCY	\$283.28			
119881	11/27/2020	Open			Accounts Payable	MiSDU	\$959.24			
119882	11/27/2020	Open			Accounts Payable	MULLINS AUTO SUPPLY	\$55.96			
119883	11/27/2020	Open			Accounts Payable	MUTCHLER, KATHRYN	\$14.38			
119884	11/27/2020	Open			Accounts Payable	PROMEDICA 360 HEALTH - MONROE	\$200.00			
119885	11/27/2020	Open			Accounts Payable	SCHOOLCRAFT COLLEGE	\$684.50			
119886	11/27/2020	Open			Accounts Payable	STATE OF MICHIGAN	\$70.00			
119887	11/27/2020	Open			Accounts Payable	TAMMY J. TERRY	\$1,346.92			
119888	11/27/2020	Open			Accounts Payable	THE PARK CATALOG	\$19,456.67			
119889	11/27/2020	Open			Accounts Payable	TROXELL COMMUNICATIONS INC	\$2,847.00			
119890	11/27/2020	Open			Accounts Payable	VERIZON WIRELESS	\$1,336.46			
119891	11/27/2020	Open			Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$11,895.00			
119892	11/27/2020	Open			Accounts Payable	WEAVER, JOSEPH	\$71.88			
119893	11/27/2020	Open			Accounts Payable	WOLVERINE SUPPLY INC	\$2,531.33			
							64 Transactions	\$291,908.15		

Type Check Totals:  
7163944775 - A/P Checking Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	64	\$291,908.15	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	64	\$291,908.15	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	64	\$291,908.15	\$0.00
	Reconciled	0	\$0.00	\$0.00

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 11/1/2020 - To Payment Date: 11/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Voided		0 \$0.00	\$0.00	
					Stopped		0 \$0.00	\$0.00	
					Total		64 \$291,908.15	\$0.00	
<b>Grand Totals:</b>									
					<b>Checks</b>				
					<b>Status</b>		<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>
					Open		64	\$291,908.15	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		64	\$291,908.15	\$0.00
					<b>All</b>				
					<b>Status</b>		<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>
					Open		64	\$291,908.15	\$0.00
					Reconciled		0	\$0.00	\$0.00
					Voided		0	\$0.00	\$0.00
					Stopped		0	\$0.00	\$0.00
					Total		64	\$291,908.15	\$0.00

Lincoln Consolidated Schools

# Payment Register

From Payment Date: 11/1/2020 - To Payment Date: 11/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
7163945137 - Trust & Agency Checking									
<u>Check</u>									
21994	11/06/2020	Open			Accounts Payable	CLOCK, HAYLEY	\$300.00		
21995	11/06/2020	Open			Accounts Payable	CORNETTE, MIKE	\$40.00		
21996	11/06/2020	Open			Accounts Payable	DANGERFIELD, DAWN	\$108.47		
21997	11/06/2020	Open			Accounts Payable	KELLERMAN, TODD	\$45.66		
21998	11/09/2020	Open			Accounts Payable	ACUB, KATE	\$67.00		
21999	11/13/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$232.64		
22000	11/13/2020	Open			Accounts Payable	DECA	\$160.00		
22001	11/13/2020	Open			Accounts Payable	SCHOOLPICTURES.COM	\$771.25		
22002	11/20/2020	Open			Accounts Payable	AMAZON.COM #6045787810325411	\$28.98		
22003	11/20/2020	Open			Accounts Payable	CARL, LAURA	\$254.25		
22004	11/20/2020	Open			Accounts Payable	EBERLE, SHAWN, RENEE	\$60.00		
22005	11/20/2020	Open			Accounts Payable	KRAUS, HEATHER	\$200.00		
22006	11/20/2020	Open			Accounts Payable	RANKINS, LATICIA	\$63.60		
22007	11/27/2020	Open			Accounts Payable	TITTYUNG, KRYSTL	\$27.47		
Type Check Totals:							14 Transactions	\$2,359.32	

7163945137 - Trust & Agency Checking Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$2,359.32	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$2,359.32</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$2,359.32	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$2,359.32</b>	<b>\$0.00</b>

**Grand Totals:**

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$2,359.32	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$2,359.32</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	14	\$2,359.32	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>14</b>	<b>\$2,359.32</b>	<b>\$0.00</b>

**LINCOLN CONSOLIDATED SCHOOLS  
PERSONNEL TRANSACTIONS SUMMARY**

<b><u>ACTION ITEMS</u></b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Denise Ferber	Paraprofessional/LHS	1/8/2020	Retirement	
<b>Name</b>	<b>Position/Building</b>	<b>Return to Work Date</b>	<b>Status</b>	<b>Approved/Not Approved</b>