

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
April 12, 2021
6:00 p.m.
Virtual (COVID-19) Zoom Meeting

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

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

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

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

1.0 CALL TO ORDER

Vice President Czachorski called the meeting to order at 6:02 p.m. in a virtual meeting in Zoom due to COVID-19. President Williams was in attendance but did not lead the meeting.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exaction of Rollins and LaBombarbe.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

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

5.0 ACCEPTANCE OF AGENDA

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

Ayes: 5

Nays: 0

Motion carried 5-0

6.0 PRESENTATIONS

6.1 Employee of the Month

Congratulations to Ronda Selter, for being nominated as employee of the Month for April. Ronda is someone who truly loves to teach, our district and her kids. Her passion and true love for teaching is an inspiration to so many of us.

6.2 Extended Continuity of Learning Plan (ECOL) Update
Presented by Karensa Smith

The Covid-19 Response team met and recommended that we return to four days of face-2-face instruction on April 26, 2021.

Changes from Human Resources to begin April 26, 2021.

- In connection with modified guidance from the CDC and State of Michigan Department of Health and Human Services guidelines to modify District mitigation strategies to promote social distancing to the extent possible
- In connection with modified guidance from the CDC and State of Michigan Department of Health and Human Services guidelines to permit District staff who have been fully vaccinated to avoid quarantine requirements.
- Permit day-long field trips with appropriate supervision and adherence to District COVID-19 mitigation strategies.
- Reopen EduStaff for daily substitutes for teachers and paraprofessionals on or before April 26, 2021, to allow for substitutes to assist in covering in person classes.

Changes to the instructional model to begin April 26, 2021.

- The ECOL plan allows us to get our full state funding and it also allows us to have flexibility with our count. Part of the MDE process is to have the Board reaffirm our plan each month
- As of now (information might change due to increasing Covid-19 cases), we are planning for our students to return to four days of face to face instruction beginning April 26, 2021. Teams have evaluated what is needed to help both the students and staff be successful in this plan.
- Our next NWEA assessment will occur in May. We will be able to see the progress of our students from fall to spring. This assessment is extremely important as it will give us data on how to best move forward with teaching and learning in the fall.

- **ELEMENTARY INSTRUCTION**

The elementary will continue to deliver instruction in person and remote. In order to provide quality instruction, your child may have a different instructor for the remainder of the school year. Students that remain in remote instruction are more likely to have a different instructor, but all classroom changes will depend on the number of students remaining in remote instruction and the needs of each classroom.

- **MIDDLE SCHOOL INSTRUCTION**

The middle school will provide 6 instructional period each day. This will allow for a developmentally appropriate class length of approximately 50 minute periods. Students will see each of their teachers every day, which allows for continuity of instruction and the ability to foster positive relationships. Remote students will log into each class daily for synchronous lessons.

The middle school will be starting the 6 hour schedule when they return from spring break to prepare students for April 26th. Each cohort will be able to run through a 6 hour day several times before moving to 4 days per week.

- **HIGH SCHOOL INSTRUCTION**

The high school will provide 3 - 1:20 hour (approx.) instructional periods and a 30 minute lunch. In addition, students will have an intervention/enrichment period of 1:20 hours where they would be able to receive additional support to complete school work, make up quizzes/tests, meet with social workers or counselors, complete college and career readiness work, and complete credit recovery.

Students will end the day with a small group homeroom designed for teachers to check-in with students to help them build their soft skills like helping them organize their assignments or setting appointments for additional support the following day.

Remote students will log into 3 instructional periods and log into or check-in with the intervention/enrichment teacher daily.

Students will have dedicated class time with teachers delivering instruction, either simultaneously or separately, to in-person and remote students. Then in-person students will engage in interactive learning activities while remote students continue their work separately during the class period. Teachers will end the period engaging both in-person and remote students to finish the class and prepare for the next day.

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- Superintendent Jansen thanked those that served on the High School Principal interview committee.
- Thanked those serving on the MICIP committee.
- Thanked the Millage Recreation Committee for their work on the Little League diamonds.
- The next community forum with Dr. Yolanda Sealy-Ruiz and Dr. Jennifer Banks will be held on April 16th from 4-6:00 p.m. on Zoom.

7.2 Finance Report

7.2.1 March 2021 Food Service Report
Report included in Board packet.

7.2.2 March 2021 Enrollment Report
Report included in Board packet.

7.3 Curriculum & Instruction Report

- We are planning for our students to return to four days of face to face instruction beginning April 26, 2021. Teams have evaluated what is needed to help both the students and staff be successful in this plan.
- We have started the MICIP process. We had our first overview meeting and began reviewing math data in order to create a goal. We will continue this process as well as begin looking at other needed goal areas based on data. This will help develop our needs and plans and how we will use the funds for LCS moving forward. Conversations are also occurring with various stakeholders regarding their thoughts on curriculum and instruction for next year.
- The HR and Curriculum Depts. along with an Induction Team are working on modifying our Induction and Mentoring Program with the goal of having a fully qualified and fully satisfied teacher in every classroom.
- Administration is working with their school teams to prepare for state testing. We did receive word that we still have to administer our state assessments, however, we will not be accountable for the scores. The testing windows have been extended.
- Plans have been made and are being modified for summer school/credit recovery to align to the grants in which we can receive federal funds.
- Power standards work has continued throughout this school year. The secondary level has had time to review their identified power standard and make revisions based on our last professional learning as well as discuss vertical/horizontal alignment. The elementary level will work on this alignment in May.
- Karensa Smith had the opportunity to attend some department meetings at the secondary level which has been informative in terms of hearing their thoughts on teaching and learning and their professional learning needs.
- As part of our ECOL plan, we have to monitor our academic progress on the goals in which we stated in the fall. As a reminder, our goals were the following:
 - All students and all subgroups (K-8) will increase their RIT growth in Reading from Fall to Winter and Winter to Spring as measured by NWEA
 - All students and all subgroups (K-8) will increase their RIT growth in Math from Fall to Winter and Winter to Spring as measured by NWEA
 - As another reminder, as part of the ECOL, districts were to continue to take assessments that they previously did pre-Covid. We have been taking the NWEA assessment for several years. The purpose of this assessment is for teachers to be able to gauge based on the students' RIT score what the student knows and is ready to learn next. This assessment can also track a student's individual growth over time. Both of these are incredibly important for a teacher to know so that they can plan instruction efficiently. The spring assessment that we will be taking in May will be extremely valuable information as we prepare for teaching and learning in the fall. This is why it is also extremely important if a student is taking the assessment from home, that the parents do not assist their child with the assessment. That will only give the teachers false data which makes it more difficult to accurately plan for effective instruction.

Grants

- Adam Snapp and Karensa Smith are working on submitting the plans for Summer School/Credit Recovery in order to get funding for the 23b federal grant
- Karensa Smith will begin planning for the use of our Title and 31a funds for the 21-22 school year. Again, this will be based on findings from MICIP.

8.0 BOARD REPORTS/CORRESPONDENCE

- 8.1 Board Executive Committee Report
The Board Executive Committee will meet on April 19, 2021, virtually.
- 8.2 Board Performance Committee Report
The Board Performance Committee met on March 22, 2021, minutes forthcoming in the next Board packet.
- 8.3 Board Planning Committee Report
The Board Planning Committee met on March 19, 2021, and will meet next on April 19, 2021, virtually.
- 8.4 Board Finance Committee Report
The Board Finance Committee will meet next on June 7, 2021.
- 8.5 Reports and Correspondence
President Williams and Superintendent Jansen have been taking walks around campus enjoying the weather and all the improvements being made.

9.0 PUBLIC COMMENT

- 9.1 Response to Prior Public Comment
- Melissa Palmquist, parent, addressed the Board on March 22nd regarding a staff member. Mr. Jansen was able to contact Ms. Palmquist via a telephone conversation on April 7th.
 - Sherry Smith, employee, addressed the Board on March 22nd regarding an RV that was parked on campus. Mr. Jansen connected with Ms. Smith on March 23rd explaining the vehicle was there for a day.
- 9.2 Public Comment
Attached below is new language and Public Comment Statement

Board of Education Public Comment Statement:

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

Please fill out the Attendance and Public Comment Form, link can be found at Lincoln12.org. Limit individual comments to 500 characters or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

The board secretary will read the comments to the full Board of education as presented.

Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment

4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- Sherry Smith, staff, what is the criteria of going totally virtual? I understand that the CDC is recommending that if you can work from home do. I know that this is not idea for our children, but the state is finding most cases our coming from school districts. (ages 0-18).

9.0 NEW BUSINESS

9.1 Board of Education Policy Vendor

District administration has recommended a comprehensive review of the District's Policies. District administration received presentations from two policy companies other than the existing NEOLA Policy Company and recommended the Board Planning Committee receive a presentation from Miller Johnson. The Board Planning Committee has received a presentation from Kevin Sutton at Miller Johnson. Robert Schindler was available from Miller Johnson to answer questions from the Board of Education.

The Superintendent and Director of Human Resources recommend entering into a contract with Miller Johnson for policy review. 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 March 22, 2021

11.1.2 Closed Session March 22, 2021

Included in the Board packet were the minutes of March 22, 2021, Regular Meeting and Closed Session.

It was moved by Newlon and seconded by Sparks that we approve the minutes of the March 22, 2021, Regular Meeting and Closed Session as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

11.2 Summer School 2021 High School

Building Administration and the lead individuals that assist with the various summer school programs and have decided the plans for our Summer School Program for the 20-21 school year.

The goals of the summer school program are:

- Increase summer early intervention opportunities for our at-risk student populations
- Help close the achievement gap from a pandemic year
- Reduce summer loss on the NWEA Reading assessment
- Reduce summer loss on the NWEA Math assessment
- Increase the use of best practice implementation of language arts and mathematics through staff training for summer school
- Decrease the number of students who have not earned credit in core academic subjects; Algebra I&II, Geometry, ELA, Science and Social Studies
- Increase the number of students eligible to graduate with their 4-year cohort

High School Program

- 5 weeks for 9th-12th grade At-Risk students
- Dates are June 21st-July 22nd; Monday-Thursday; 8:00 am - 12:30 pm
- Students will engage in math and ELA using a digital program along with direct instruction from the teachers

- Funded through 31a At-Risk funds
- We could invite up to 250 students

Board action was requested.

It was moved by Newlon and seconded by VanZomeren that we approve the 2021 High School Summer School proposal as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

11.3 Summer School 2021 Middle School

Building Administration and the lead individuals that assist with the various summer school programs and have decided the plans for our Summer School Program for the 20-21 school year.

The goals of the summer school program are:

- Increase summer early intervention opportunities for our at-risk student populations
- Help close the achievement gap from a pandemic year
- Reduce summer loss on the NWEA Reading assessment
- Reduce summer loss on the NWEA Math assessment
- Increase the use of best practice implementation of language arts and mathematics through staff training for summer school
- Decrease the number of students who have not earned credit in core academic subjects; Algebra I&II, Geometry, ELA, Science and Social Studies
- Increase the number of students eligible to graduate with their 4-year cohort

Middle School Program:

- 5 weeks for 6th, 7th, and 8th grade At-Risk students
- Dates are June 21st-July 22nd; Monday-Thursday; 8:00 am - 12:30 pm
- Students will engage in math and ELA using a digital program along with direct instruction from the teachers
- Funded through 31a At-Risk funds
- We could invite up to 250 students

Board action was requested.

It was moved by Newlon and seconded by Sparks that we approve the 2021 Middle School Summer School proposal as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

11.4 Summer School 2021 Elementary

Building Administration and the lead individuals that assist with the various summer school programs and have decided the plans for our Summer School Program for the 20-21 school year.

The goals of the summer school program are:

- Increase summer early intervention opportunities for our at-risk student populations
- Help close the achievement gap from a pandemic year
- Reduce summer loss on the NWEA Reading assessment
- Reduce summer loss on the NWEA Math assessment
- Increase the use of best practice implementation of language arts and mathematics through staff training for summer school
- Decrease the number of students who have not earned credit in core academic subjects; Algebra I&II, Geometry, ELA, Science and Social Studies
- Increase the number of students eligible to graduate with their 4-year cohort
-

Elementary Program:

- 2 week “camp” concept for At-Risk K1/, 2/3, and 4/5 students
- Dates are June 21st-July 29th; Monday-Thursday; 9:00 am - 3:00 pm
- Students will engage in math, ELA, STEM, Social justice/identity, social-emotional learning and healthy habits lessons/activities
- Funded through Title I/31a At-Risk funds
- We could invite up to 540 students with this model (in the past, it has been 180 students)

Board action was requested.

It was moved by Newlon and seconded by Sparks that we approve the 2021 Elementary Summer School proposal as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

11.5 Five Year Curriculum Cycle

Previous administration brought a 5 year Curriculum Cycle to the Board Of Education. Due to modifications in MDE’s Academic Standards, systemic foundational work that has to be completed as a district, MDE’s MICIP, along with a global pandemic, the 5 year Curriculum Cycle has been adjusted.

The goal of a curriculum cycle is to have a systematic process that researches, reviews, implements, and monitors curricula areas in an ongoing cycle so we can provide our students with the most updated best practices and resources to help all children achieve their maximum intellectual growth and development. Board action was requested.

It was moved by Newlon and seconded by VanZomeren that we approve the Five Year Curriculum Cycle as presented by the Curriculum & Instruction Director and the Superintendent.

Ayes: 5

Nays: 0

Motion carried 5-0

11.6 2020-2021 Budget Amendment

Since the November budget adjustment revenue has increased significantly. State revenue went up to adjust for the increase of over \$400k in UAAL, while also increasing all of the retirement expenses. Federal revenue increased by over \$500k to account for changes in Title grants and also to budget for the GEER grant. Inter-district revenue was adjusted for an increase in the expected Medicaid revenue, but there was also a decrease in the expected E-Rate project revenue.

Expenditures, overall, decreased as funds budgeted for open positions were not used, along with costs for supplies, fuel, subs, workshops and conferences, etc...were not going to be used. Some increases to expenditures are caused by UAAL, Title grants, and settlements. Board action was requested.

It was moved by Newlon and seconded by Sparks that we approve 2020-2021 Budget Amendment as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

11.7 Additional Student Chromebooks

Seeking board approval to purchase 200 additional student Chromebook devices. The current failure rate is averaging about 6.6% or 180 devices since August 2020. With the lack of manufacturers able to secure parts for timely repairs, we will want to bolster our stock to ensure continuity and availability of devices for students that will require replacements or are new to the district. This was preapproved with the GEER Grant. This will be fully funded through the GEER Grant. Board action was requested.

It was moved by Newlon and seconded by Sparks that we approve the purchase of Additional Student Chromebooks funded by the GEER Grant as presented.

Ayes: 5

Nays: 0
Motion carried 5-0

11.8 Instructional Staff Laptops

Seeking board approval to purchase 250 laptops for instructional staff. The current fleet of laptops the district has distributed is at 6 or more years old and is struggling to run modern software such as Zoom or Google Meets while maintaining online classes. New laptops will lift this burden and allow the district's instructional staff to provide instruction far more efficiently and effectively supporting all the latest online software and services. This purchase is preapproved by the GEER Grant. I recommend the approval of this purchase for 250 laptops from Sehi Computer products. They have been our supplier for all out laptops and desktops in the past. This will be funded by the GEER Grant. Board action was requested.

It was moved by Sparks and seconded by Newlon that we approve the purchase of Instructional Staff Laptops funded by the GEER Grant as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.9 Wired Network Upgrade

Have received 5 bids for the wired network upgrade in High School. This will include replacing all the network switches with the latest network standards which increases speed, density and reliability. Replacing all of the older switching equipment will increase the network speed (from 1GB to 10GB); this plan also includes replacing the uninterruptible power supplies that this equipment is attached to; which increases continuity and prevent damage to networking equipment in case of a power outage. This project is E-Rate qualified and the expected compensation will be from 75% to 85% for total cost of hardware. All licensing will have to be covered by the district and is included in the cost for 10 years.

I recommend Sentinel as they are the original vendor that installed our network equipment in most of the buildings in the district (including the middle school upgrade last year). They are also the same vendor that installed our Middle and High School wireless upgrade and network switching core in the district. To keep the products and the network management software consistent; utilizing the same vendor will ensure uniformity across all levels in the district. They also included uninterruptible power supply units as per the original bid request.

Board action was requested.

Company	Base Bid	E-Rate Reimbursement	Potential cost to LCS	Brand	Notes
Konica	\$158,607.60	\$134,816.46	\$23,791.14	Cisco Meraki	3 Year License + Installation
YCM	\$151,983.98	\$129,186.38	\$22,797.60	Cisco Meraki	5 Year License + Installation
SHI	\$114,262.78	\$97,123.36	\$17,139.42	Cisco Meraki	5 Year / No installation/ No UPS
Sentinel	\$146,427.00	\$124,462.95	\$21,964.05	Cisco Meraki	10 Year License + Installation

It was moved by Newlon and seconded by Sparks that we approve the purchase of a Wired Network Upgrade awarded to Sentinel at the potential cost to the district of \$21, 964.05 as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.10 Reaffirming Extended Continuity of Learning Plan (ECOL) Update

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

Ayes: 5
Nays: 0
Motion carried 5-0

- 11.11 March 2021 Finance Report
 Enclosed are the March 2021, Financial Reports. The Superintendent recommends approval as presented.

It was moved by Newlon and seconded by Sparks that we approve the March 2021, Finance Report as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

- 11.12 March 2021 Check Register
 Enclosed is the March 1-31, 2021, check register in the amount of \$2,258,316.43. The Superintendent recommends approval as presented.

It was moved by Newlon and seconded by VanZomeren that we approve the March 1-31, 2021, check register in the amount of \$2,258,316.43 as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

- 11.13 March 2021 Trust and Agency
 Enclosed is the March 2021, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by Newlon and seconded by Sparks that we approve the March 2021, Trust & Agency Report as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

- 11.14 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Kristyn Woodworth	Special Education Paraprofessional/Model Elementary	3/8/2021	Transfer	
Paul Wellman	Teacher/Lincoln High School	3/23/2021	Resigned	
Marcus Beeman	Bus Driver/Transportation	3/16/2021	Resigned	
Terrance Heiligh	Bus Driver/Transportation	3/16/2021	Resigned	
Carol Brokke-Jordan	Bus Driver/Transportation	3/26/2021	Resigned	
Joseph Kellerman	Receptionist/LAB	3/26/2021	New Hire	
Kendall Adams	Special Education Paraprofessional/Lincoln Middle School	4/8/2021	New Hire	
Kimberly Brooks	Bus Driver/Transportation	3/19/2021	Retired	
Laura Smith	Bus Driver/Transportation	3/5/2021	Retired	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Tara Lank	Teacher/Lincoln Middle School	8/30/2021	Leave of Absence	Approved
Susan LaFrance	Teacher/Childs Elementary	5/14/2021	Leave of Absence	Approved
Lori Clark	Bus Driver/Transportation	4/21/2021	Leave of Absence	Approved
Natasha Van Slambrouck	Teacher/ Model Elementary	5/28/2021	FMLA Consecutive	Approved

Sidianna Murphy	Paraprofessional/Childs Elementary	6/1/2021	Leave of Absence	Approved
Donnelle Lemke	Secretary/Model Elementary	6/30/2021	Leave of Absence	Approved

It was moved by Newlon and seconded by Sparks that we approve the April 12, 2021, Personnel Transactions Summary as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

12.0 CLOSED SESSION

12.1 Superintendent Informal Evaluation

It was necessary to enter closed session to discuss the Superintendent Informal Evaluation, not to return to open session.

A roll call vote will be necessary.

It was moved by Newlon and seconded by Sparks in pursuant to Sections 8 (a) of the Open Meetings Act, I move that we enter closed session to discuss the Superintendent Informal Evaluation, not to return to open session.

Ayes: 5 Czachorski, Newlon, Sparks, VanZomeren and Williams

Nays: 0

Motion carried 5-0

13.0 ADJOURNMENT

Mrs. Czachorski declared the meeting adjourned to closed session at 6:58 p.m. not to return to open session.