



# **Regular Meeting**

**April 25, 2022**

**Electronic Packet**

**LINCOLN CONSOLIDATED SCHOOLS  
Ypsilanti, Michigan**

**BOARD OF EDUCATION MEETING**

**April 25, 2022**

**6:00 p.m.**

**Boardroom-Lincoln High School**

**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 SWWC Presentation

6.2 Transportaion Presentation

6.3 Middle School Presentation

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Transporation 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**

9.1 Response to Prior Public Comment

9.2 Public Comment

**10.0 NEW BUSINESS**

10.1 2021-2022 Budget Amendment

10.2 Technology-District and Building Front Office Computers

10.3 School Trips

10.3.1 Middle School- Choir Cedar Point

10.4 Red Rover Absence Management

10.5 WISD Technology Contract

**11.0 OLD BUSINESS**

11.1 Minutes of Previous Meeting

11.1.1 Regular Meeting April 11, 2022

11.1.2 Closed Session April 11, 2022

11.2 School Trips

11.2.1 Middle School Band-Cedar Point

11.3 Transportation Routing Software Transfinder

11.4 Personnel Transactions

**12.0 CLOSED SESSION**

12.1 Negotiations

**13.0 ADJOURNMENT**

**TO: Board of Education**

**FROM: Robert Jansen, Superintendent**

**DATE: April 22, 2022**

**SUBJECT: Board of Education Meeting  
April 25, 2022  
6:00 p.m.**

**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 SWWC Presentation  
Presented by Ryan Rowe

6.2 Transportation Presentation  
Presented by Bob Merritt

6.3 Middle School Presentation  
Presented by Tim Green

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

7.2 Transportation 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**

9.1 Response to Prior Public Comment 4

- Jason Sperle, parent, approached the Board with is displeasure about consolidating the Middle School and Community Ed football programs. Mr. Jansen reached out to Mr. Sperle and met with him in person.
- Marcus Johnson, employee, made comment that he was a Middle School coach and did not want the programs merged. Mr. Jansen communicated via email with Mr. Johnson.

## 9.2 Public Comment 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 sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

---

### 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.

## 10.0 NEW BUSINESS

### 10.1 2021-2022 Budget Amendment Revenue-Explanation of Charges

**State sources** - decrease in state revenue mainly due to use of At-risk funding and small adjustments in prior year state

aid amounts. At-risk funding is still received, just considered unearned until used and then recognized.

**Federal sources** - Increase due to changes in Title grants and expected usage of ESSER II and III grants. ESSER grants

have to be used by 9/30/2023.

**Interdistrict revenue** - District received the 20/21 ACT 18 settlement for \$931k and Medicaid came in higher by \$297k than what was budgeted (\$1.4 million).

### Expenditures - Explanation of Changes

- A large decrease in the expenditures was from teachers leaving the District and being replace with staff that cost significantly less or not being replaced at all. A reduction in cost of open positions is also a driving factor in the decrease to the instruction/added needed/pupil costs.

- Some major maintance items have come up since the budget amendment in November that has used up most of the HVAC and land and buidling budget. This amendment is to provide budget for the year

to continue projects and to cover the costs of potential problems that come up along with Brick bathrooms and high school locker room renovations.

- Sub costs were increased by about \$90k for staffing needs (teacher, para, secretary)

- Expenditures related directly to Title grants, along with some FTE increases. Other increases are for the expected cost increases to items due to inflation. Community service expenditures increase is due to Title grants.

- Central office increase mainly due to an increased budget for advertising/marketing

- Transportation increases are due to the filling of two new positions that were needed in the department as well as the attendance bonuses that are being paid out. An increase to the fuel budget was also needed as gas prices are trending upwards.

- Athletics change partially due to position change. Other increased for potential inflation, officiating, supplies, etc.

#### **Other Notes**

- There is approximately \$360,000 of unfilled positions included in this budget amendment.

- This amendment leaves fund balance at \$6,134,883 or 10.86%. This does include about \$5 million of one-time revenue from ESSER grants.

This is presented for information only; Board action will be requested at a subsequent meeting.

#### 10.2 Technology-District and Building Front Office Computers

Topic of Agenda Item:

Purchasing updated computer hardware for our front office professionals to perform their duties in a timely manner. Current devices are well over five years old with internal components that are failing. The total will be \$39,192.15 split across multiple building accounts based on specific building need. Here is the breakdown of the purchases. The units are chosen to last at least five years.

Background Data:

We are consistently finding current front office devices to be slow and unreliable. This has made it a challenge to keep multiple windows and/or programs on a screen, making it difficult to move from task to task.

Please see the attached document. This is presented for information only; Board action will be requested at a subsequent meeting.

#### 10.3 School Trips

##### 10.3.1 Middle School- Choir Cedar Point

Please see the attached students trip information. This is an out of state trip for the 7<sup>th</sup> and 8<sup>th</sup> grade choirs to Cedar Point in Sandusky, Ohio.

**RECOMMENDED MOTION: I move that we approve the Middle School Choir Camp Trip as presented.**

#### 10.4 Red Rover Absence Management

Prior to the COVID-19 pandemic, the District was using pen and paper timesheets. When COVID-19 hit, we quickly transitioned to using existing systems for timekeeping purposes. Since March 2020, we have realized the shortcomings with the eSuite timekeeping system. The Business Office and Human Resources collaborated on finding a timekeeping solution and recommend entering into a contract with Red Rover for absence management and timekeeping.

Red Rover will integrate absence management and timekeeping. Our current system requires manual reconciliation between timesheets and absences entered by staff which can lead to payroll mistakes.

Red Rover integrates with our existing substitute system (EduStaff) and payroll system (New World) to allow for a more seamless experience for our staff and our substitutes. Red Rover has also reported increased substitute fill rates because of the way it manages contacting substitutes here in Washtenaw County. We expect hourly staff to have a better user experience and save time and administrative and secretarial staff to save time reviewing and reconciling timesheets.

The Business Office and Human Resources Office requested bids from three companies: Red Rover, PowerSchool, and our existing absence management vendor, Frontline. PowerSchool never submitted a bid. Red Rover offers the best balance of price and service with a quoted annual subscription fee of \$16,501 plus a one time implementation fee of \$2,500 for a total quoted cost of \$19,001. We are requesting \$20,000 in authority to ensure there is sufficient funding to add additional users if necessary during the implementation process. There may be some variation in annual subscription fee based on the number of employees tracking time and requiring substitutes. By cancelling existing services with Frontline, the District expects to realize annual savings of approximately \$17,000. The overall financial impact of shifting to Red Rover is expected to be cost neutral except for the one time implementation fee.

This is presented for information only; Board action will be requested at a subsequent meeting.

10.5 WISD Technology Contract

In these unprecedented and challenging times, I want to thank you for allowing us to partner in supporting the students at Lincoln Consolidated Schools. Please find the WISD LCS Tech Services Contract recommendations for your review. We have presented 3 proposals but want to work as partners to develop the best support structure for LCS technology needs. If you are interested in any additional services or have any changes or concerns regarding these proposals, please reach out and we can set up a time to connect.

Merri Lynn Colligan & Solomon Zheng

Please see the attached documents. This is 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 April 11, 2022

11.1.2 Closed Session April 11, 2022

Enclosed are the minutes of April 11, 2022, Regular Meeting and Closed Session.

**RECOMMENDED MOTION: I move that we approve the minutes of the April 11, 2022, Regular Meeting and Closed Session as presented.**

11.2 School Trips

11.2.1 Middle School Band-Cedar Point

Please see the attached students trip information. This is an out of state trip for the 7<sup>th</sup> and 8<sup>th</sup> grade bands to Cedar Point in Sandusky, Ohio. Board action is requested.

**RECOMMENDED MOTION: I move that we approve the Middle School Band Camp Trip as presented.**

11.3 Transportation Routing Software Transfinder

The transportation department is recommending the approval of the following recommendations contained in the report dated March 21, 2022, to the Superintendent of the Lincoln Consolidated School District. Mr Merritt has been in negotiations since this document was prepared and has been given additional price breaks.

**PURPOSE:**

The transportation department is seeking to purchase new routing software to replace the aging routing software that is antiquated and complicated to use. This new software will replace the server-

based system that we currently have with a cloud-based system that can be used from any device anywhere.

**ANALYSIS:**

We will gain efficiency with routing and be able to route from anywhere through the cloud-based system. The routing software also has a parent application built in like the one that we are purchasing from Synovia. This new routing software is easier to use, creates better efficiencies, communicates directly to the parents instead of going through robocalls, and many other features that Versatrans does not have, including boundary routing through geofencing. Purchasing this new routing software will help the new route planner to learn how to route on a more modern system that will be easier to use and come with training from the software company.

**RECOMMENDATION:**

It is my recommendation to purchase this new routing software through Transfinder to make routing easier, more accessible, and better communication with the parents and drivers.

It is recommended that:

The Superintendent approves the purchase of the Transfinder for \$16,870.00 (less \$3,360 from the ordinal quote for Stopfinder GeoAlerts until current Synovia contract expires) for the 1st year and \$8,330.00 for each year hereafter. The Superintendent also approves the additional \$8,850.00 for training and Transfinder routing since we do not have enough time for the fall schedules. The two separate amounts total \$25,720.00.

Board action is requested.

**RECOMMENDED MOTION: I move that we approve the purchase of Tranfinder to replace Versatrans as presented.**

11.4 Personnel Transactions

<b>ACTION ITEMS</b>				
<b>Name</b>	<b>Position/Building</b>	<b>Effective Date</b>	<b>Status</b>	<b>Major/Step</b>
Tanya Taylor	Paraprofessional/Lincoln Middle School	4/7/2022	Resignation	
Deshawn Walls	Bus Driver/Transportation	4/7/2022	Resignation	
Eugenia Rankins	Bus Driver/Transportation	4/11/2022	New Hire	
Jessica Rivera-Dishnow	Bus Driver/Transportation	4/14/2022	Resignation	
Patricia Smith	Special Education Teacher/Bishop Elementary	4/18/2022	New Hire	MA+30/Step 7
Margaret Alexander	Noon Supervisor/Bishop Elementary	4/18/2022	New Hire	
Alyssa Watts	Noon Supervisor/Bishop Elementary	4/18/2022	New Hire	
Denise Bodo	Noon Supervisor/Childs Elementary	4/18/2022	Resignation	
Briana Jones	Noon Supervisor/Bishop Elementary	4/19/2022	New Hire	

**RECOMMENDED MOTION: I move that we approve the April 25, 2022, Personnel Transactions Summary as presented.**

**12.0 CLOSED SESSION**

12.1 Negotiations

It will be necessary to enter closed session to discuss negotiation, not to return to open session.

A roll call vote will be necessary.

**RECOMMENDED MOTION: Pursuant to Sections 8(c) of the Open Meetings Act, I move that we enter closed session to discuss the negotiations, not to return to open session.**



Mrs. LaBombarbe \_\_\_\_\_  
Mr. Bentley \_\_\_\_\_  
Mrs. Williams \_\_\_\_\_  
Mrs. Czachorski \_\_\_\_\_  
Mr. Rollins \_\_\_\_\_  
Mrs. Sparks \_\_\_\_\_  
Mr. Moore \_\_\_\_\_

**13.0 ADJOURNMENT**

**Lincoln Consolidated Schools**  
**Explanatory Notes for Budget Amendment**  
**Second Amendment - April 2022**

**Revenue - Explanation of Changes**

- **State sources** - decrease in state revenue mainly due to use of At-risk funding and small adjustments in prior year state aid amounts. At-risk funding is still received, just considered unearned until used and then recognized.
- **Federal sources** - Increase due to changes in Title grants and expected useage of ESSER II and III grants. ESSER grants have to be used by 9/30/2023.
- **Interdistrict revenue** - District received the 20/21 ACT 18 settlement for \$931k and Medicaid came in higher by \$297k than what was budgeted (\$1.4 million).

**Expenditures - Explanation of Changes**

- A large decrease in the expenditures was from teachers leaving the District and being replace with staff that cost significantly less or not being replaced at all. A reduction in cost of open positions is also a driving factor in the decrease to the instruction/added needed/pupil costs.
- Some major maintance items have come up since the budget amendment in November that has used up most of the HVAC and land and buidling budget. This amendment is to provide budget for the year to continue projects and to cover the costs of potential problems that come up along with Brick bathrooms and high school locker room renovations.
- Sub costs were increased by about \$90k for staffing needs (teacher, para, secretary)
- Expenditures related directly to Title grants, along with some FTE increases. Other increases are for the expected cost increases to items due to inflation. Community service expenditures increase is due to Title grants.
- Central office increase mainly due to an increased budget for advertising/marketing
- Transportation increases are due to the filling of two new positions that were needed in the department as well as the attendance bonuses that are being piad out. An increase to the fuel budget was also needed as gas prices are trending upwards.
- Athletics change partially due to position change. Other increased for potential inflation, officiating, supplies, etc.

**Other Notes**

- There is approximately \$360,000 of unfilled positions included in this budget amendment.
- This amendment leaves fund balance at \$6,134,883 or 10.86%. This does include about \$5 million of one-time revenue from ESSER grants.

## LINCOLN CONSOLIDATED SCHOOLS

### Budget Amendment for April 2022 General Fund

	Original Budget	Change in Budget	Amended Budget
<b>Revenues</b>			
Local sources:			
Property taxes	\$ 5,059,165	\$ -	\$ 5,059,165
Other local sources	237,500	10,500	248,000
State sources	34,238,309	(143,432)	34,094,877
Federal sources	7,786,598	391,131	8,177,729
Interdistrict revenue	7,977,122	1,129,117	9,106,239
<b>Total revenues</b>	<u>55,298,694</u>	<u>1,387,316</u>	<u>56,686,010</u>
<b>Expenditures</b>			
Instruction:			
Basic programs	25,066,816	(354,605)	24,712,211
Added needs	8,814,097	(97,323)	8,716,774
Total instruction	<u>33,880,913</u>	<u>(451,928)</u>	<u>33,428,985</u>
Support services:			
Pupil	5,478,868	(229,471)	5,249,397
Instructional support	1,618,100	79,432	1,697,532
General administration	573,137	33,646	606,783
School administration	2,119,992	28,673	2,148,665
Business	905,650	93	905,743
Maintenance	4,222,871	658,945	4,881,816
Transportation	3,977,143	47,693	4,024,836
Central services	2,364,962	38,899	2,403,861
Total support services	<u>21,260,723</u>	<u>657,910</u>	<u>21,918,633</u>
Athletics	<u>955,283</u>	<u>22,386</u>	<u>977,669</u>
Community service	<u>79,402</u>	<u>43,839</u>	<u>123,241</u>
Debt service:			
Principal	41,699	-	41,699
Interest	6,750	-	6,750
	<u>48,449</u>	<u>-</u>	<u>48,449</u>
<b>Total expenditures</b>	<u>56,224,770</u>	<u>272,207</u>	<u>56,496,977</u>
<b>Other financing sources</b>			
Transfers in	27,000	-	27,000
Transfers out	(2,000)	-	(2,000)
<b>Total other financing sources</b>	<u>25,000</u>	<u>-</u>	<u>25,000</u>
<b>Revenues over (under) expenditures</b>	(901,076)	1,115,109	214,033
<b>Beginning fund balance</b>	<u>5,925,882</u>		<u>5,925,882</u>
<b>Projected ending fund balance</b>	<u>5,024,806</u>	<u>1,115,109</u>	<u>6,139,915</u>

## Lincoln Consolidated School District

### Budget Amendment for April 2022

#### Food Service Fund

	Original Budget	Change in Budget	Amended Budget
<b>Revenues</b>			
Local sources	\$ 15,500	\$ 15,000	\$ 30,500
State sources	39,000	-	39,000
Federal sources	1,415,000	320,000	1,735,000
<b>Total revenues</b>	<u>1,469,500</u>	<u>335,000</u>	<u>1,804,500</u>
<b>Expenditures</b>			
Pupil support	136,350	(61,475)	74,875
Operations/Maintenance	127,250	(31,250)	96,000
Other services	1,210,000	(13,559)	1,196,441
Capital outlay	30,000	-	30,000
<b>Total expenditures</b>	<u>1,503,600</u>	<u>(106,284)</u>	<u>1,397,316</u>
<b>Revenues over (under) expenditures</b>	<u>(34,100)</u>	<u>441,284</u>	<u>407,184</u>
<b>Other financing sources</b>			
Incoming transfers	2,000	-	2,000
Outgoing transfers	(30,000)	-	(30,000)
<b>Total other financing sources</b>	<u>(28,000)</u>	<u>-</u>	<u>(28,000)</u>
<b>Net changes in fund balance</b>	<u>(62,100)</u>	<u>441,284</u>	<u>379,184</u>
<b>Beginning restricted fund balance</b>	<u>410,871</u>		<u>410,871</u>
<b>Estimated ending restricted fund balance</b>	<u>\$ 348,771</u>		<u>\$ 790,055</u>

**Lincoln Consolidated Schools  
Explanatory Notes for Budget Amendment  
Food Service Fund for April 2022**

**Revenue - Explanation of Changes**

- Federal sources - all students continue to eat for free (breakfast and lunch). Because of this, the participation is higher than normal. The federal government also maxed out the reimbursement rate for meals, meaning that Lincoln is averaging about \$50,000 in profit a month, which is much higher than expected.

**Expenditures - Explanation of Changes**

- **Pupil support** - this is mainly the noon supervisors that are charged to the food service fund. These positions were not filled for most of the year.
- **Operations/maintenance** - reduction in budgeted costs as items are not available and costs not expected to be incurred. This includes the amount Lincoln budgets for additional food.
- **Management services** - estimated change in costs of the food service contract.

## LINCOLN CONSOLIDATED SCHOOLS AGENDA ITEM REQUEST

Completion of this form will help us prepare accurate and complete agendas and explanatory notes for consideration by the Board of Education. It will also ensure timely consideration and/or approval of your request.

**Group/Individual Making Request:** Technology

**Contact Person:** Solomon Zheng

**Phone/Email:** techdirector@lincolnk12.org

**Topic of Agenda Item: (Be specific)**

Purchasing updated computer hardware for our front office professionals to perform their duties in a timely manner. Current devices are well over five years old with internal components that are failing. The total will be \$39,192.15 split across multiple building accounts based on specific building need. [Here is the breakdown of the purchases.](#) The units are chosen to last at least five years.

**Background Data: (To assist in writing corresponding explanatory notes)**

We are consistently finding current front office devices to be slow and unreliable. This has made it a challenge to keep multiple windows and/or programs on a screen, making it difficult to move from task to task.

Desired Board Action:  Informational only  Board action required

***Please keep in mind that in most circumstances, Board policy calls for a two-meeting review of all agenda items requiring action. Incomplete information could result in additional delays.***

Board meeting date-First reading: 2022-04-25

Board meeting date-Second reading & approval (If required):

Who will attend meeting to present request and answer questions?

**Requests and all supporting documentation MUST be received in the Superintendent's office no later than noon the Friday prior to the Executive Committee meeting the week before the scheduled Board of Education meeting. Late requests will be deferred to the following agenda and may compromise your deadline.**

**Submitted By:**  
Solomon Zheng

**Building/Department Head:**

\_\_\_\_\_

Date: 2021-04-13

Date

## **EXECUTIVE SUMMARY**

Washtenaw Intermediate School District (WISD) Technology Services understands a stable infrastructure, reliable support, and communication are required to ensure successful teaching and learning every day in every classroom. Under the leadership and guidance of Solomon Zheng and the WISD technology administrative team, the WISD LEA technology team continues to meet these challenges, providing instructional support alongside the administrative technology needs.

### **WISD Technology Services Contract: Continued Service & Support Areas**

- Network Services for all Local, Wide Area, and Wireless connections
- Network Servers
- Hosted Applications: PowerSchool, PowerSchool Special Education (PSSE), New World, CEO Imaging, Registration Gateway, School Messenger
- Google Domain
- Level 1 Phone Support
- Administrative, Teacher, and Student devices

As in the previous contract, the Technology Director, Network Administrator, and PowerSchool positions remain constant at 1.0 FTE each, split 0.5 FTE per district between Lincoln Consolidated Schools and Ypsilanti Community Schools.

### **WISD Technology Services Contract: Service Adjustments & Recommendations**

- A three (3) year agreement beginning July 1, 2022 and ending June 30, 2025 to provide staffing and performance stability. This will reduce the risk of staff attrition, ensuring continuity of services and support.
- One 1.0 FTE LEA site coordinator position fully dedicated to Ypsilanti Community Schools whose primary responsibilities will include assisting the WISD LEA Technology Director and team with management of lower-level daily administrative technology tasks, project management for District priorities, and technology team financial tasks.
- Provide State Reporting technical assistance, including State Reporting support covering MSDS, GAD, and TSDL timelines, data updates and extractions, reports, verifications, submissions, and remote support and error resolution guidance. See Appendix C for hourly rates.
- Provide Assistive Technology Services in support of District Special Education students. See Appendix C for Proposal Projections and hourly rate estimates.
- Salary increases in all positions which reflect standard step advancements within the 230 and 210-work day salary schedules located in the WISD Staff Manual for Non-Affiliated Personnel 2019-22 and Non-Bargaining Personnel 2019-2022.



**Proposed Contract Costs by Year (see Appendix C):**

	<b>STAFFING</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>PROPOSAL 1</b>	Current Staffing Structure	\$511,078.22	\$523,546.34	\$537,683.09
<b>PROPOSAL 2</b>	Additional 1.0 FTE LEA Site Coordinator	\$612,065.04	\$627,561.00	\$644,928.88
<b>PROPOSAL 3</b>	Additional 1.0 FTE LEA Site Coordinator Additional 1.0 FTE Assistive Tech Support Specialist	\$726,836.56	\$745,483.56	\$766,131.86

The full proposal is attached with detail regarding the associated costs for services. Please contact Merri Lynn Colligan, Chief Information Officer, if you have any questions or require clarifications. We look forward to our continued partnership in the support of your staff and students.





**WASHTENAW INTERMEDIATE SCHOOL DISTRICT  
CONTRACTED SERVICES AGREEMENT - DISTRICT**

This agreement is made this 31st day of March, 2022 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD, and Lincoln Consolidated Schools, hereinafter referred to as Lincoln or District.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the WISD, the place where the services are to be performed and the time limitation on the performance of the duties.

**SECTION I – ENGAGEMENT & SCOPE OF SERVICES**

- A. **Scope of Services:** Lincoln hereby engages WISD and WISD accepts such engagement to provide the Services set forth in this Agreement for the consideration and upon the terms and conditions set forth in this Agreement. The relationship between Lincoln and WISD (including any personnel, third-party consultants or independent contractors of WISD) shall be that of independent contracting parties. WISD personnel, third-party consultants and independent contractors shall be self-directed in their activities, provided that said personnel, consultants or independent contractors shall abide by the terms of their respective employment agreement or contractual arrangement with WISD, as well as the policies and procedures of Lincoln to the extent such District policies and procedures are made known to WISD prior to the delivery of the Services, and to the extent the District policies and procedures comply with applicable law and are applicable to the delivery of the Services. This Agreement shall not be construed as authority for any Party to act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. It is expressly agreed that neither WISD nor any third-party consultants or independent contractors provided by WISD hereunder are entitled to participate in any plans, arrangements, or distributions by Lincoln pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans.
- B. **Change in Scope of Services:** If during the Term of this Agreement, the District desires to: (i) make any changes to the quantity or specifications of any Services; (ii) request WISD's assistance in any special projects not included in the scope of Services or terms of this Agreement or Appendices, (iii) change or modify the scope of Services as a result of a change in applicable law; or (iv) change or modify the scope of Services based upon a material change in student enrollment or the number of buildings the District operates, Lincoln shall submit a request detailing the same in writing to WISD (a "Change in Scope of Work Request"). WISD shall promptly evaluate all Change in Scope of Work Requests and respond in writing with the terms under which WISD is willing to accommodate the same and any modification to the Fee paid under this Agreement. The District acknowledges that, among other things, the Change in Scope of Work Request may likely result in adjustments to the Fee payable under this Agreement, wind-up costs, if any, and service levels. WISD shall not be required to accept any Change in Scope of Work Request if WISD determines in good faith that it is not feasible or is impractical to execute the Change in Scope of Work Request. In the event the Parties agree on the terms of a Change in Scope of Work Request, the Parties shall execute a written amendment to this Agreement (and the applicable Appendices) confirming the applicable terms and when such amendment is duly signed by both Parties, this Agreement shall automatically be deemed amended as applicable to incorporate the Change in Scope of Work Request as set forth in the amendment.

- C. Special Project Fees and Services: In the event Lincoln requests, and WISD agrees to perform any additional services or projects not covered by this Agreement and/or outside the scope of Services through a Change in Scope of Work Request, the District acknowledges and agrees that any such additional services are subject to additional fees to be agreed upon by the Parties in accordance with **Section III Compensation**.
- D. Obligations of District: Lincoln acknowledges that WISD will need the active support and adequate performance of the District's professional, administrative, operations and other personnel and contractors in order to provide the Services under this Agreement and Lincoln agrees to use its best efforts to fully cooperate with WISD in that regard. Lincoln acknowledges and agrees that as part of this obligation, the District's professional, administrative, operations, and other personnel and contractors must have the proper qualification and training commensurate with, and necessary to perform, their assigned position/job function.

WISD agrees to perform those services as set forth and described in **Appendix A** (the "Services"). With respect to the Services to be provided by WISD, the Parties acknowledge and agree as follows:

1. WISD may utilize WISD's personnel or may secure third-party consultants or independent contractors (collectively the "Service Personnel") to perform the Services.
  2. WISD's election to utilize, and the selection of, its own personnel, or a third-party consultant(s) or an independent contractor(s) to perform the Services shall be determined in the business judgement, and sole discretion, of WISD.
  3. The specific staffing/personnel parameters and requirements necessary for the provision of the Services, if any, are described in **Appendix B**.
  4. Any specific terms and conditions relative to the scope or delivery of the Services by WISD are set forth in **Appendix B**.
- E. Bi-Annual Status Meetings and Reports: Each Party shall appoint representatives to monitor the implementation and progress of this Agreement. Party representatives shall meet and discuss, at least bi-annually, the progress in implementing this Agreement, the accomplishments to date, any issues and problems, and any other matters related to WISD's provision of Services to the District that may arise. Either Party may request a special meeting of the Party representatives by notifying the designated representative of the other Party in writing with a proposed date, time and location for the special meeting. The results of the bi-annual and special meetings shall be reduced to writing in the form of minutes, prepared by the District's designee, and approved by each Party's designated representative.

## **SECTION II - FINGERPRINTING AND BACKGROUND CHECK**

1. WISD acknowledges and agrees that it shall have any of its Service Personnel who will be on Lincoln's premises regularly and continuously to perform the Services, subjected to a fingerprint-based criminal history and background check through the Michigan State Police and Federal Bureau of Investigation, as detailed in Michigan Public Act 680 of 2006, as amended, prior to commencing any Services under this Agreement. WISD agrees to transfer the appropriate and criminal history record information ("CHRI") to the District as permitted by law, if and when requested.
2. WISD represents and warrants to Lincoln that it will at all times during the Term, or any renewal term(s) of this Agreement, be in compliance with the provisions of Michigan Public Act 680 of 2006, as amended, including, but not limited to, reporting to Lincoln within 3 business days of notification by Michigan Department of Education or its Personnel who will regularly and continuously be on District premises to perform the Services, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 3801539b(1), or a substantially similar law,

and to immediately report to Lincoln if that person is subsequently convicted, plead guilty or plead no contest to that crime. WISD, or Service Personnel shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. WISD shall supply all necessary data and information, as requested by Lincoln, to enable Lincoln to properly submit any WISD Service Personnel for inclusion in the State of Michigan Department of Education's list of "registered educational personnel" as may be required.

### SECTION III - COMPENSATION

WISD does hereby agree as follows:

1. The Fee for the WISD's services shall be at cost, which shall be charged to Lincoln, which shall include an indirect rate charge of 5%. The estimated cost for these services is included in **Appendix C** and cover the contract period of July 1, 2022, through June 30, 2025. The yearly cost for these services is estimated in **Appendix C**.
  - a) It is estimated that these services will require various staff members serving Lincoln, however, Lincoln's primary contact will be the WISD Chief Information Officer, Technology & Data Services.
  - b) Lincoln's designated primary contact for Agreement-related communications between the District and WISD shall be its Superintendent.
  - c) The Parties have agreed to the Fee based upon the information and assumptions included in **Appendix C**. The Parties agree that if the information and assumptions in **Appendix C** change regarding health insurance costs, Michigan Public School Employee Retirement System ("MPERS"), salary placement, change in Service Personnel, the amount of overtime, and/or any change in applicable laws, rules or regulations, the Fee will be adjusted accordingly.
  - d) In compliance with federal requirements, payments shall be made to WISD on a reimbursement basis for services delivered; not as a prepayment.
  - e) Lincoln agrees to promptly pay the invoices submitted by the WISD upon verification of the rendering of the services and within 30 calendar days from receipt by the Lincoln Business Office.
  - f) Non-payment or refusal to process payment shall be considered an immediate breach of contract and all subsequent Agreement-related services shall be halted until all outstanding payment is received in full.
  - g) WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.
2. The WISD shall submit an invoice describing the services for part payment of the contract price not more than once per quarter. The WISD shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed.
3. Lincoln will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. WISD agrees to hold Lincoln harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the WISD in accordance with its professional judgment.
4. The WISD has not been debarred, excluded or disqualified<sup>1</sup> under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
5. Lincoln agrees that the WISD staff shall have access to District premises at such times as is necessary for the WISD staff to perform the above-described tasks. However, Lincoln may require at least one-week prior notice relating to the use of certain facilities.

---

<sup>1</sup> Verified via the government System for Award Management (SAM) website; <https://www.sam.gov/portal/SAM/#1>

## SECTION IV – OTHER CONSIDERATIONS

1. The actual, reasonable, and necessary travel costs associated with the Agreement, not to exceed the IRS maximum allowable rate, will be added to the cost of this Agreement.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The District shall retain ownership interest in any of the following three (3) circumstances:
  - a. The District expressly directs the WISD to create a specified work (electronic or otherwise) or the work is a specific requirement of the Agreement;
  - b. Any documents (electronic or otherwise) created and or developed by the District while under contract with the WISD; or
  - c. The WISD voluntarily transfers the copyright, in whole or in part, to the District in the form of a written document signed by said District and WISD.
4. The work done by the WISD shall be to the entire satisfaction of the District, but Lincoln acknowledges that WISD will need time to become acquainted with the Lincoln Technology operations. If Lincoln has concerns regarding the performance of this contract, the District and WISD agree to work together to remedy the situation in order to foster a positive working relationship and effective contractual agreement. Should the WISD unsatisfactorily perform the duties, Lincoln may cancel the Agreement with 60-days unwritten notice with or without cause and the WISD shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination and wind-up costs, detailed in Section IV, number 6 and its subsections.
5. Either party may terminate this Agreement by giving the other 90 days advance written notice, with or without cause.
6. Additionally, the Parties agree that if this Agreement is terminated or not renewed, the wind-up costs associated with this Agreement including but not limited to unemployment, compensated absences, workers compensation liability of WISD shall be allocated between the Parties as follows:
  - a. If Lincoln terminates this Agreement with unwritten notice in accordance with Section IV, item 4, Lincoln agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
  - b. If Lincoln terminates this Agreement with written notice without “cause” in accordance with Section IV, item 5, Lincoln agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
  - c. If either Party terminates this Agreement with written notice with “cause” in accordance with Section IV, item 5, WISD agrees to be responsible for any wind-up costs incurred by WISD as a direct result of the termination of this Agreement, such as any unemployment liability of WISD.
7. Termination rights and remedies under this Section following a material breach by a Party shall be in addition to and not in lieu of any rights or remedies of the aggrieved Party. The Parties acknowledge that the payments required following a termination of this Agreement are an integral component of the overall pricing of the Services and are not intended to be a penalty.

## SECTION V – INSURANCE COVERAGE

WISD and Lincoln understand that their respective liability insurance policies do not afford any coverage to each other for any work associated with this contract. Therefore, both parties agree to hold each other harmless for any sum related to the cost of liability insurance and any associated attorney fees arising out of the performance of the work described in **Appendix A**. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

**NOT APPLICABLE:** In the event that the WISD utilizes Contractors who may use motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

**NOT APPLICABLE:** The Contractor shall maintain at his/her own expense during the term of this Contract the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
  
- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

**SIGNATURES**

The District representative(s) acknowledges by signature that the Contract has been read and understood and understands same and agrees that this Contract constitutes the total agreement between the Parties and that anything not included in this Contract is expressly excluded.

Agreed to on \_\_\_\_\_, 2022

\_\_\_\_\_  
Lincoln Consolidated School District DATE \_\_\_\_\_

\_\_\_\_\_  
Lincoln Consolidated School District DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District DATE \_\_\_\_\_

\_\_\_\_\_  
Washtenaw Intermediate School District DATE \_\_\_\_\_

## APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

### WISD SERVICES & RESPONSIBILITIES IN SCOPE:

#### Network Services

- Managed Wide Area Network
  - Network services will be provided through the WISD county wide area network and services will be provided as described by the Fiber Consortium core services
  - WISD will connect the district network to the County Fiber at the demark
- Managed Local Area Network
  - Coordinate Adds, Moves and Changes to cabling and data drops
  - Maintain Network switches and routing infrastructure
  - Maintain Firewall and content filter
  - Monitor Network connectivity
- Managed Wireless Services
  - Maintain Wireless controllers and APs

#### Server Support

- Management of Core Network Servers
  - Active Directory
  - DNS
  - DHCP
  - Storage
  - Print (Papercut)
  - Cisco Call Manager (VoIP Phones)
- Management of Application Servers
  - PowerSchool
  - New World
  - CEO Imaging
  - School Messenger
  - VersaTrans
  - VI/Digital Watchdog Security Camera Server
  - AutoCad
  - Digital Signage
  - DRC Insight (M-Step/WIDA)
  - Registration Gateway

#### Security Monitoring and Support

- Cisco AMP Security client license and monitoring: \$18.00 per server node requested
- Hourly rate per requested Security Review Support Instance: \$79.49

#### Google Domain Managed Services

- Domain Administration and Security
- Google Account Creation and Password Management
- Manage Mobile Device Enrollment and Management

## APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES

### Hosted Application & Data Support

- Level 2 application support, System Administration and maintenance:
  - PowerSchool Student management
  - CEO Scanning
  - PowerSchool Special Education (PSSE)
  - Registration Gateway
  -
- State Reporting support
- Data Hub connection
- Data migration between hosted systems (i.e. PowerSchool to Meal Magic, Registration Gateway to Power School, Clever)

### Telephone Services

- Level 1 support for basic troubleshooting of telephones on LCS telephone system
- Maintain the call manager, assigning and allocating both internal and external (DID) numbers
- Maintain E911 location inventory
- Escalate and initiate phone repairs with major service providers (AT&T and/or Windstream)

### Printing Services

- Konica contract covers printer support.
- Network and initial setup support
- Papercut server support

### Transportation

- Maintain the server for VersaTrans.
- Support other vendor integrations as needed for initial setup.
- Tyler provides ongoing maintenance support.

### Food Service

- Food Service Computer will be set up to connect to the network and access the PS100 System.

### Staff Technology

The following services will be provided to Staff Devices purchased through district funds:

- Maintain the asset and inventory of which staff/buildings are allocated individual devices
- Maintenance, upgrades, and replacements will be maintained by the Technology Department
- Network support for devices configured to connect to the LCS network



## **APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES**

- Device enrollment into Supported MDM or Imaging system
- Troubleshooting of network connectivity
- Software installation of District supported applications
- Facilitate and provide consultation for all technology-related perishable items

### Student Technology

- LCS owned Student technology equipment: laptops, iPads, Chromebooks and desktops
  - Network support for devices that will be configured to connect to the LCS network
  - Device enrollment into Supported MDM
  - Troubleshooting of network connectivity and software installation
- LCS Lab computers will be configured to connect to the LCS network
- Maintain the asset and inventory of which students/buildings are allocated individual devices
- Maintenance, upgrades, and replacements will be maintained by the Technology Department

### Instructional Technology Support

- Classroom management of device integration
- Google Domain Application Management or training
- Instructional software support and training
- Classroom and instructional technology consultations

### Security System

- The security system is on the LCS network for cameras
- Maintain and provide access to the security camera infrastructure
- Facilitate the repair and installation of network cameras

## **WISD SERVICES & RESPONSIBILITIES OUT OF SCOPE:**

### Security System

- Any concerns for these systems must be routed through LCS facilities support
- The security and alarm systems are on the LCS network.

### Environmental Systems

- These are on the LCS network
- Any concerns for these systems must be routed through LCS facilities support

### Equipment Warranty Management

## **APPENDIX A – WASHTENAW INTERMEDIATE SCHOOL DISTRICT INVENTORY OF SERVICES & RESPONSIBILITIES**

- LCS is responsible for maintaining warranty and maintenance for all LCS equipment (e.g, computers under warranty, Chromebooks that are broken, printers, copiers and projectors)
- LCS will be charged for any repair parts or expenses incurred to repair devices not covered under warranty.

### **DISTRICT SERVICES & RESPONSIBILITIES:**

#### Administrative Responsibilities

- Policy alignment
- State and Federal compliance reporting
- Section 504 Title II ADA Compliance for district website(s)
- Cost of Bond and/or Sinking Fund technology design and implementation fulfillment efforts

#### Fiscal Responsibility

- Technology purchases, i.e. computers, servers, firewalls, network electronics
- Peripheral purchases, i.e. licenses, software and applications, data analysis software, curriculum management, etc.
- Procurement processing
- Conversion costs common to applications
- New data, voice, video cabling
- Warranty renewals and maintenance contracts for all LCS equipment as indicated in WISD Services & Responsibilities Out of Scope under section Equipment Warranty Management

## APPENDIX B - LEA Technology Support Teams

### Administrative Support

Solomon Zheng LEA Technology Director szheng@ycschools.us, zhengs@lincolnk12.org	TBD LEA Site Coordinator
Archana Bhide Office Professional Support abhide@washtenawisd.org	Jaclyn Mullins Building Support Technical Assistant jmullins7@ycschools.us mullinsj@lincolnk12.org

### Network Support

Charles Stevenson Network Administrator cstevenson7@ycschools.us cstevenson@lincolnk12.org	TBD Network Administrator
Nahal Meshinchi Network Administrator nmeshinchi@washtenawisd.org	

### Hosted Application Support

Melissa Dubiel PowerSchool Administrator mdubiel6@ycschools.us dubielm@lincolnk12.org	
--	--

### End User Support

Sharon Borton Building Support Specialist sborton6@ycschools.us sborton@lincolnk12.org	Kendra Wilson Instructional Technologist kwilson3@ycschools.us wilsonk@lincolnk12.org
Daniel Sackmann Building Support Technical Assistant dsackmann7@ycschools.us sackmann@lincolnk12.org	Jay Kirby Building Support Technical Assistant kirbyj@lincolnk12.org
Jaclyn Mullins Building Support Technical Assistant jmullins7@ycschools.us mullinsj@lincolnk12.org	TBD Building Support Technical Assistant
Jason Burbo Building Level End User Support Technician – Level 1 Support YCS Email TBD LCS Email TBD	TBD Assistive Technology Support Specialist
YCS Help Desk techdirector@ycschools.us <a href="https://ithelp.washtenawisd.org/">https://ithelp.washtenawisd.org/</a>	LCS Help Desk <a href="https://ithelp.washtenawisd.org/">https://ithelp.washtenawisd.org/</a>

## Appendix C

### Proposed Lincoln Consolidated Technology Services Contract

#### Estimated In Scope Staff Expenses

Lincoln Technology Staff	FTE Split PROJECTIONS	22-23	23-24	24-25
		Total LCS Cost 12 Billable Months	Total LCS Cost 12 Billable Months	Total LCS Cost 12 Billable Months
Technology Director (LCS/YCS)	50/50	\$89,436.49	\$92,089.68	\$94,835.67
Building Support Tech Specialist (LCS/YCS)	50/50	\$61,493.78	\$62,699.54	\$63,905.30
Instructional Technologist (LCS/YCS/WISD)	45/45/10	\$54,541.34	\$56,068.12	\$57,649.64
Network Administrator (LCS/YCS)	50/50	\$63,763.23	\$65,013.49	\$66,263.75
PowerSchool Administrator (LCS/YCS)	50/50	\$47,842.01	\$49,181.27	\$50,564.16
Building Support Tech Asst (LCS/YCS)	50/50	\$45,238.23	\$46,677.78	\$48,197.52
Building Support Tech Asst (LCS/YCS)	50/50	\$47,511.68	\$48,765.68	\$50,064.91
Building Support Tech Asst (LCS/YCS)	75/25	\$69,912.59	\$71,181.59	\$72,501.59
Technician - Level 1 Support (LCS/YCS)	50/50	\$24,443.51	\$24,783.25	\$26,416.61
Network Services (WISD/LCS/YCS)	90/5/5	\$6,895.36	\$7,085.94	\$7,283.94
<b>Total Personnel Costs</b>		<b>\$511,078.22</b>	<b>\$523,546.34</b>	<b>\$537,683.09</b>
Indirect (5%)		\$25,553.91	\$26,177.32	\$26,884.15
<b>Total LCS Costs</b>		<b>\$536,632.13</b>	<b>\$549,723.65</b>	<b>\$564,567.24</b>
<b>Total Contract Cost Estimates 2022-2025</b>				<b>\$1,650,923.02</b>

PROPOSAL PROJECTIONS				
POSITION	FTE SPLIT	22-23	23-24	24-25
LEA Site Coordinator (LCS)	100	\$ 100,986.82	\$104,014.66	\$107,245.79
Assistive Tech Support Specialist (LCS)	100	\$114,771.52	\$117,922.56	\$121,202.98

**Assumptions**

- 5% Indirect Cost includes contract management, implementation, monitoring, and payroll
- Staff are WISD staff or contracted via WISD
- Payroll increases reflect the Salary Schedule - 230\*\* Work Days for Non-Bargaining WISD staff in the WISD Staff Manual for Non-Affiliated Personnel (2019-22)
- \*\*Technician - Level 1 Support payroll increases reflect the Salary Schedule - 230 Work Days for Non-Bargaining WISD Staff

#### Out of Scope Estimated Service Requests Expenses:

**Assumptions**

- All support service rates listed in this section are on a per-instance hourly rate
- Requesting District designee should submit a CSR through appropriate ticket management system to log request or put request in writing to WISD CIO and/or LEA Technology Director for review and cost proposal
- Hourly support service rates are based on staff salary and benefit rates and are updated yearly and subject to review and change

Network Infrastructure Support Services:	\$79.95
PowerSchool Support Services:	\$76.71
State Reporting Support Services:	\$58.70
Building Level Desktop Support Services:	\$68.14
Server Support Support Services:	\$83.76
Security Review Support Services	\$79.49
Assistive Tech Support Services	\$70.26

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**April 11, 2022**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
Allie Sparks, Secretary  
Jason Moore, Treasurer  
Matthew Bentley, Trustee  
Yoline Williams, Trustee

**ADMINISTRATORS PRESENT**

Robert Jansen, Superintendent  
Karensa Smith, Assistant Superintendent of Curriculum and Instruction  
Adam Blaylock, Human Resources Director  
Adam Snapp, Finance Director

**OTHERS PRESENT**

Edgar Brown, Jim Harless, Robert Merritt, Len Rezmierski, Jessica Petty, Kellie Davis, Matt Petty, Steve Korte, Robert Williams, Leslie Schwegler, Reghan Scharlach, Alexis Rose, Claire Lovins, Yinti Pathale, Brenda Johnson, Laurie Price, Jason Sperle and Chris Westfall

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:01 pm.

**2.0 ROLL CALL**

Roll call showed all Board Members were present with the exception of Rollins.

**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 Sparks that we accept the agenda as presented.

Ayes:6

Nays: 0

Motion carried 6-0

**6.0 PRESENTATIONS**

**6.1 Employee of the Month**

Regarding: Ms. Vinti Pathak Nomination for LHS Employee of the Month.

It is with great pleasure and honor that I nominate Ms. Vinti Pathak for employee of the month recognition. I believe Ms. Pathak embodies the values and attributes of an educator committed to student learning and success. She demonstrates this commitment first and foremost through challenging and supporting her students daily whether through hands-on engaging chemistry experiments and testing chemical reactions, through her scientific process-based discussions where students have dialogue around hypotheses, data, and conclusions, or through her 1:1 conversations with students providing support and encouragement. Ms. Pathak also demonstrates her commitment

through her willingness to support her colleagues whenever needed. She lives out leadership as a mentor and coach to colleagues new to Lincoln and hosting a student teacher, as well as the Curriculum Lead for the science department. She additionally represents what it means to care for the whole student through her guidance as the advisor for Student Council and her engaging collaboration through the district's Portrait of a Graduate work.

While this high level of engagement and effort may exhaust some, Ms. Pathak is consistently energetic, positive, and driven. I have often heard her say, "we CAN do this, OUR students can do this!", "I love Lincoln! We have such a special place here!". It is this positive energy and dedication to our students and to our community that I believe is worth highlighting, and Ms. Pathak fully lives this out daily. Again, I am honored to recommend Ms. Pathak for recognition as employee of the month and appreciate your consideration.

Shane Malmquist, High School Principal

6.2 Red Cross Presentation

An award from the American Red Cross was presented to Lincoln Consolidated Schools in recognition of excellence in supporting the Red Cross and continued efforts in holding several blood drives a year.

6.3 Student Services Presentation

Presented by Mr. Williams

- Current IEPs District wide-785
- Staffing

Building Level TC	7
Special Education Teachers	25
Speech Language Provider	10
School Social Worker	7
Occupational Therapist	6
School Psychologist	2.25
ECSE Teachers	2
Total	59.25

- Vacancies as of April 4, 2022-Four special education teachers, two school psychologists and one early childhood special education teacher

**7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

7.1 Superintendent's Report

- Thanked Board of Education for continued support and dedication.
- April 27, 2022, is Administrative Assistant Day
- Portrait of a Graduate work continues.
- May 4, 2022 is the ribbon cutting ceremony for the baseball and softball fields.
- The Administrative team is working on end of the year wrap up.

7.2 Finance Report

- 7.2.1 March 2022 Food Service Report  
Report was included in Board packet.
- 7.2.2 March 2022 Enrollment Report  
Report was included in Board packet.

7.3 Curriculum & Instruction Report  
Curriculum

- The state assessment window opened today and ends May 27th. This includes testing for the following - M STEP, PSAT 8/9, PSAT 10, SAT, ACT with WorkKeys, and Mi Access. As part of my role as District Coordinator, I must meet with the building administrators and Building Assessment Coordinators to ensure we are ready for the assessments. We met last week

during Ad Council with those roles and played a game of Kahoot to test their knowledge on being prepared.

- MDE is requesting that districts administer the MiPHY (Michigan Profile for Healthy Youth) survey. The Michigan Profile for Healthy Youth (MiPHY) is a completely anonymous online student health survey offered by the Michigan Departments of Education and Health and Human Services to support local and regional needs assessment. The MiPHY will ask about behavior and attitude related to nutrition, physical activity, and injuries in grades 7, 9, and 11. The survey also measures risk and protective factors most predictive of alcohol, tobacco, and other drug use and violence. MiPHY results, along with other school-reported data, will help schools make data-driven decisions to improve prevention and health promotion programming, inform health education curriculum and instruction, and seek possible grants for targeted programming. It is my understanding that these surveys have been administered to some of our students previously, but I just wanted the Board to know that we are administering them again.
- At a previous meeting, the Board wanted more information on the benefits of summer school for the students that attended. I have reviewed the data and the math behind it is complicated and more involved than time to present, however, I can confidently say that summer school helps prevent the summer slide. I can say with 72% confidence in reading, 71% confidence in math and 65% confidence in science (MS takes NWEA) that summer school had a positive impact on our students and our spring 2020-21 to fall 2021-22 RIT scores. If you want to see the numbers and how we got to them specifically, I can meet with you individually.
- The Curriculum Leaders met with their grade level/departments to discuss professional learning for next year. Some themes we saw were to have sessions in person, if possible, more specific support in SEL and behavior/discipline, and putting our equity learning into action with support. I think with the Board going through equity training with Dr. Shivers, we can begin to discuss equitable policies which in turn will support the staff in curriculum and instructional practices decisions.

## **8.0 BOARD REPORTS/CORRESPONDENCE**

- 8.1 Board Executive Committee Report  
The Board Executive Committee meeting was held on April 5, 2022, minutes are in Board packet.
- 8.2 Board Performance Committee Report  
The next Performance Committee will be held on April 25, 2022, in the Pittman Room,
- 8.3 Board Planning Committee Report  
The Planning Committee met on April 11, 2022 and will meet next on May 9<sup>th</sup> in the Pittman Room.
- 8.4 Board Finance Committee Report  
Next regularly scheduled Finance Committee meeting is June 6, 2022.
- 8.5 Reports and Correspondence
  - No reports

## **9.0 PUBLIC COMMENT**

- 9.1 Response to Prior Public Comment
  - Robin McCoy, candidate for State Representative, approached the Board about her run for the seat. Mr. Jansen called Ms. McCoy.
  - Theresa Jackson, parent, addressed the Board about a situation at Brick. Mr. Jansen followed up with parent.
- 9.2 Public Comment  
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 sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

---

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.

- Jason Sperle, parent, approached the Board with is displeasure about consolidating the Middle School and Community Ed football programs.
- Marcus Johnson, employee, made comment that he was a Middle School coach and did not want the programs merged.

## 10.0 NEW BUSINESS

### 10.1 Transportation Routing Software Transfinder

The transportation department is recommending the approval of the following recommendations contained in the report dated March 21, 2022, to the Superintendent of the Lincoln Consolidated School District. Mr. Merritt has been in negotiations since this document was prepared and has been given additional price breaks.

**PURPOSE:**

The transportation department is seeking to purchase new routing software to replace the aging routing software that is antiquated and complicated to use. This new software will replace the server-based system that we currently have with a cloud-based system that can be used from any device anywhere.

**ANALYSIS:**

We will gain efficiency with routing and be able to route from anywhere through the cloud-based system. The routing software also has a parent application built in like the one that we are purchasing from Synovia. This new routing software is easier to use, creates better efficiencies, communicates directly to the parents instead of going through robocalls, and many other features at Versatrans does not have, including boundary routing through geofencing. Purchasing this new routing software will help the new route planner to learn how to route on a more modern system that will be easier to use and come with training from the software company.

**RECOMMENDATION:**

It is my recommendation to purchase this new routing software through Transfinder to make routing easier, more accessible, and better communication with the parents and drivers.

It is recommended that:



The Superintendent approves the purchase of the Transfinder for \$16,870.00 (less \$3,360 from the ordinal quote for Stopfinder GeoAlerts until current Synovia contract expires) for the 1st year and \$8,330.00 for each year hereafter. The Superintendent also approves the additional \$8,850.00 for training and Transfinder routing since we do not have enough time for the fall schedules. The two separate amounts total \$25,720.00.

This was presented for information only; Board action will be requested at a subsequent meeting.

10.2 School Trips

10.2.1 Middle School- Band Cedar Point

Please see the attached students trip information. This is an out of state trip for the 7<sup>th</sup> and 8<sup>th</sup> grade bands to Cedar Point in Sandusky, Ohio. 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 21, 2022

11.1.2 Closed Session March 21, 2022

Enclosed are the minutes of March 21, 2022, Regular Meeting and Closed Session.

It was moved by LaBombarbe and seconded by Sparks that we approve the minutes of the March 21, 2022, Regular Meeting and Closed Session as presented.

Ayes:6

Nays: 0

Motion carried 6-0

11.2 School Trips

11.2.1 High School-Band Camp

Requesting approval of annual LHS Band Camp to YMCA Sherman Lake in Augusta, Michigan. The trip will be an overnight trip from 8/06/2022 to 8/10/2022. Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the annual High School Band Camp Trip as presented.

Ayes:6

Nays: 0

Motion carried 6-0

11.2.2 Childs-Howell Nature Center

Childs Elementary School Student Fifth Grade Trip Proposal is an out-of-town overnight request to attend a fifth-grade camp. Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the Childs Howell Nature Center Fifth Grade Camp as presented.

Ayes:6

Nays: 0

Motion carried 6-0

11.3 Washtenaw County Schools Fiber Consortium

Please read the attached Washtenaw County Schools Fiber Consortium Master Service Agreement. Board action was requested.

It was moved by LaBombarbe and seconded by Sparks that we approve the Washtenaw County Schools Fiber Consortium as presented.

Ayes:6

Nays: 0

Motion carried 6-0

- 11.4 Resolution in Support of the IDEA Full Funding Act  
Please read the attached statement of support of the IDEA Full Funding Act.

It was moved by LaBombarbe and seconded by Sparks that we execute the Resolution in Support of the IDEA Full Funding Act as presented.

Ayes:6  
Nays: 0  
Motion carried 6-0

11.5 Athletics

1. Addition of Dance Team to full status, was "club" in 21-22  
Dance program was introduced in 2021-22 as a "club" program for performance at Boys/Girls Basketball games with 20 student athletes. Approval of "Varsity" Dance program will include performances at football games in the fall, boys and girls basketball games in the winter, and students would also compete in winter dance competitions. Salary for coaches will match salaries assigned to sideline cheerleading in the current Schedule B language for the fall season (6% Varsity/5% JV). Salary for winter season will match Competitive Cheer levels (11% Varsity/9% JV). Dance is not recognized as an official MHSAA sport but will be administered like all other sports under MHSAA guidelines, including academic standards. This is presented for information only; Board action will be requested at a subsequent meeting.
2. Addition of MS Lacrosse to full status, was "club" in 21-22  
Addition of Lacrosse Program at Middle School level. 7/8 team and 6/7 team, depending on student participation to support both levels. MS Lacrosse program was introduced in 2021-22 as a "club" program for competition in the spring of 2022 with 25 student athletes. Addition of MS Lacrosse program will provide coaches salary and equipment support and allow students to participate using existing "participation" fee. Salary for coaches will match salaries assigned to existing spring sports of baseball/softball in the current Schedule B language for the fall season (7% per team). Lacrosse is as an official MHSAA sport at the MS level, and will be administered like all other sports under MHSAA guidelines, including academic standards. Equipment needs will be managed under existing equipment budgets. This is presented for information only; Board action will be requested at a subsequent meeting.
3. Elimination of MS Football/Cheer to join MS program with LYFCC.  
Consolidation of MS Football and Cheer with the Lincoln Youth Football and Cheer Club. For at least 15 years, students in the 7<sup>th</sup> and 8<sup>th</sup> grades have been split between competing programs to play football in the Lincoln community. This consolidation would end the competition between two choices. LYFCC has moved to a new conference, with rules allowing several advantages for our middle school athletes:

- Increased practice time
- More games
- Expansion to full community/bring athletes into LCS
- Changes to youth league allow for full participation
- Opportunity to offer multiple teams per age group if participation allows

Board action was requested.

It was moved by LaBombarbe and seconded by Sparks move that we approve the additions to the athletic catalog of a Varsity Dance Team and Middle School Lacrosse and eliminate Middle School Football and Cheer, this will consolidate Middle School Football and Cheer with the Lincoln Youth Football and Cheer Club as presented.

Ayes:6  
Nays: 0  
Motion carried 6-0

- 11.6 Summer School  
11.6.1 Elementary Summer School 2022  
Vision:

Provide at-risk students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades K-5 NWEA and standards/skills deficit areas district wide.

Rationale:

Spring 2021 M-STEP data and Fall 2021 NWEA scores show that achievement gaps in our sub-populations (Economically Disadvantaged, Diverse Populations, and Special Education) still exist. We need to continue to address these areas so that all of our students are successful. Summer school data from previous years has shown success for our At-Risk population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth this summer especially given these abnormal times.

Please read additional information included in the Board packet. Board action was requested.

It was moved by LaBombarbe and seconded by Williams that we approve the 2022 Elementary Summer School proposal as presented.

Ayes:6  
Nays: 0  
Motion carried 6-0

11.6.2 Middle School Summer School 2022

Vision:

Provide at-risk students with the opportunity to maintain and improve skills taught during the previous school year and increase their academic achievement level in targeted language arts and math instruction in grades 6-8 NWEA and standards/skill deficit areas district wide.

Rationale:

Spring M-STEP and Fall 2021 NWEA scores show that achievement gaps in our sub-populations (Economically Disadvantaged, Diverse Populations, and Special Education) still exist. We need to continue to address these areas so that all of our students are successful. School data from previous years has shown success for our At-Risk population in reducing summer loss and showing growth. We would like to continue to provide them this opportunity for growth this summer especially given these abnormal times.

Please read additional information included in the Board packet. Board action was requested.

It was approved by LaBombarbe and seconded by Williams that we approve the 2022 Middle School Summer School proposal as presented.

Ayes:6  
Nays: 0  
Motion carried 6-0

11.6.3 High School Summer School 2022

Vision:

Provide at-risk students the opportunity to recover lost credit and improve academic skills. Proposed courses will include Language Arts, Science, Math, and Social Studies for grades 9th – 12th.

Rationale:

According to current Powerschool records, there is a significant number of Lincoln students that are off-track to graduate on time with their 4-year cohort class. During the 2021-22 school year, we have identified approximately 100 students not currently on track to graduate with their 4-year group (more precise counts will be determined after exams). We will need to offer this summer program to help address the credit deficit. It is the goal for

this summer academy to provide students an opportunity to earn up to 2 full credits in core content. Our hopes are:

- To help students regain credits to regain eligibility to graduate with the 4-year cohort
- To help students move on to the next level of specific subject areas
- To decrease student failure rates and drop-out rates
- To increase knowledge and improve MME/ACT success and increase overall test scores
- To help build positive self-concept

Please read additional information included in the Board packet. Board action was requested.

It was moved by LaBombarbe and seconded by Williams that we approve the 2022 High School Summer School proposal as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.7 March 2022 Finance Report

Enclosed are the March 2022, Financial Reports. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the March 2022, Finance Report as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.8 March 2022 Check Register

Enclosed is the March 1-31, 2022, check register in the amount of \$2,417,758.14. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the March 1-31, 2022, check register in the amount of \$2,417,758.14 as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.9 March 2022 Trust and Agency

Enclosed is the March 2022, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Sparks that we approve the March 2022, Trust & Agency Report as presented.

Ayes:6  
 Nays: 0  
 Motion carried 6-0

11.10 Personnel Transactions

<u>ACTION ITEMS</u>			
Name	Position/Building	Effective Date	Status
Alize Harvey	Bus Aide/Transportation	3/21/2022	New Hire
Karina Santos	Bus Aide/Transportation	3/23/2022	New Hire
Devin Ryan	Lifeguard/Community Education	4/5/2022	New Hire

Mark Lowe	Teacher/Lincoln High School	3/25/22	Resignation
Jessica Rivera-Dishnow	Bus Driver/Transportation	4/6/2022	New Hire

It was moved by LaBombarbe and seconded by Sparks that we approve the April 11, 2022, Personnel Transactions Summary as presented.

Ayes:6  
Nays: 0  
Motion carried 6-0

**12.0 CLOSED SESSION**

**12.1 Superintendent Informal Evaluation**

It will be 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 LaBombarbe 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 Evaluation, not to return to open session.

Ayes: 6            LaBombarbe, Sparks, Bentley, Moore, Williams and Czachorski  
Nays: 0  
Motion carried 6-0

**13.0 ADJOURNMENT**

President Czachorski declared the meeting adjourned to closed session at 7:50 p.m. not to return to open session.



REQUEST FOR PURCHASE PROPOSAL – ROUTING SOFTWARE TRANSFINDER  
March 21, 2022

The transportation department is recommending the adoption of the following recommendations contained in the report dated March 21, 2022 to the Superintendent of the Lincoln Consolidated School District.

**1. PURPOSE**

The transportation department is seeking to purchase new routing software to replace the aging routing software that is antiquated and complicated to use. This new software will replace the server based system that we currently have with a cloud based system that can be used from any device anywhere.

**2. ANALYSIS**

We will gain efficiency with routing and be able to route from anywhere through the cloud based system. The routing software also has a parent application built in like the one that we are purchasing from Synovia. This new routing software is easier to use, creates better efficiencies, communicates directly to the parents instead of going through robocalls, and many other features at Versatrans does not have, including boundary routing through geofencing. Purchasing this new routing software will help the new route planner to learn how to route on a more modern system that will be easier to use and come with training from the software company.

**RECOMMENDATION**

It is my recommendation to purchase this new routing software through Transfinder to make routing easier, more accessible, and better communication with the parents and drivers.

It is recommended that:

1. The Superintendent approves the purchase of the Transfinder for \$16,870.00 (less \$3,360 from the ordinal quote for Stopfinder GeoAlerts until current Synovia contract expires) for the 1st year and \$8,330.00 for each year hereafter. The Superintendent also approves the additional \$8,850.00 for training and Transfinder routing since we do not have enough time for the fall schedules. The two separate amounts total \$25,720.00.

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

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

**APPROVALS:**

\_\_\_\_\_  
**Adam Snapp**  
*Director of Finance, Lincoln Schools*

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

**APPROVALS:**

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

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

3/21/22, 11:31 AM

Lincoln Consolidated Schools Mail - Transfinder Updated License Agreement, Professional Services Statement of Work, Sample...



Robert Merritt <merritr@lincolnk12.org>

---

## Transfinder Updated License Agreement, Professional Services Statement of Work, Sample Letter of Intent, & Competitive Upgrade Power Point

1 message

---

Matthew Egan <MEgan@transfinder.com>

Fri, Mar 18, 2022 at 4:07 PM

To: Robert Merritt <merritr@lincolnk12.org>, "merrittb@lincolnk12.org" <merrittb@lincolnk12.org>

Hi Bob,

Thank you for meeting with T and I earlier. I have attached the following:

- Transfinder License Agreement that can be assigned when approved to move forward with the project
- Professional Services Statement of Work that outlines the work Transfinder Professional Services will be doing on the project and outlines project timelines
- Sample Letter of Intent for what you could send in March to lock in 2021 pricing (\$2,000 additional discount) and let us get started on the project before board approval
- Competitive upgrade power point that can you can present to administration

The agreement includes:

- 6 months of one on one instructor lead online training
- Unlimited access to training portal Transfinder Community with all of our training guides, videos, and webinars
- Dedicated Project Manager throughout the entire implementation process
- 1 registration to a Transfinder University Livestream Course
- Transfinder Professional Services- Routebuilding Services- Up to 51 AM bus runs

Please let me know if the competitive upgrade powerpoint is what you are looking for. If you have any questions please do not hesitate to contact me. Thank you once again for your time and I look forward to speaking with you again soon!

Have a great weekend!

-Matt

**Matthew D. Egan**

**Sales Consultant**



## **Contract, Software License & Hosting Agreement**

Prepared for  
**Lincoln Consolidated School District**  
8970 Witaker Road  
Ypsilanti, MI 48197

Prepared on 1/25/2022  
by  
**Matthew Egan**

**Transfinder**  
440 State Street  
Schenectady, NY 12305  
Phone: 800-373-3609  
Fax: 518-377-3716

**This document is your Transfinder® Software Contract & Software License Agreement. It is a contractual agreement between Transfinder and Lincoln Consolidated School District. It describes your rights and liabilities as they pertain to the use of your Transfinder Software System. To expedite this purchase, sign, fax, and mail this entire agreement, along with a purchase order, to Transfinder.**

**This contract expires on 3/31/2022, if not signed and accepted.**

**This is a non-transferable and non-exclusive Contract between Transfinder and Lincoln Consolidated School District (Licensee). This Contract is subject to the specified terms and conditions for use of the program, product, optional features, and related materials. This Contract applies to any enhancements or improvements to which Lincoln Consolidated School District may be entitled. This pursuant to the price terms described below. The provisions of the Contract include:**



## I. TRANSFINDER SOFTWARE SYSTEM TOTAL COST

Software Modules	Qty	Year 1	Year 2
<b>Routefinder PLUS includes:</b> <ul style="list-style-type: none"> <li>Single User Software License Routing and Scheduling System</li> <li>GIS Map Conversion for <b>Washtenaw County</b></li> <li>Tools for route overlap analysis, Stop Sequence Optimization, and Policy Analytics</li> <li>Eligibility Assessment &amp; Walk Zone definition</li> <li>Driver Certification Functionality</li> <li>Field Trip resource tracking, cost calculator, billing, invoicing, &amp; reporting</li> </ul>	1	\$10,595	\$3,350
<b>Additional Routefinder PLUS Licenses</b>	1	\$2,595	\$900
<b>Additional County GIS Map Conversions for Wayne &amp; Monroe Counties</b>	2	\$3,000	
<b>Satellite Imagery Service</b> <ul style="list-style-type: none"> <li>Adds a satellite layer to Routefinder</li> </ul>		Included	Included
<b>Attendance Boundary Planning</b> <ul style="list-style-type: none"> <li>Manage School Attendance Boundaries</li> <li>Assess school zone changes for impact on students, grades, and school bus routes</li> </ul>		Included	Included
<b>Viewfinder</b> <ul style="list-style-type: none"> <li>Schedule Automated Reports to be emailed to unlimited staff with vital information</li> <li>Browser-based, any device, unlimited users, lookup access for staff (role-based security)</li> <li>View critical data about students, routes, stops, trips, maps, etc.</li> </ul>		\$2,000	\$1,000
<b>Tripfinder</b> <ul style="list-style-type: none"> <li>Browser-based Field Trip System, Site License with Unlimited users</li> <li>Includes online requests &amp; approvals, cost tracking, reporting, etc.</li> </ul>		\$3,000	\$1,000
<b>Stopfinder GeoAlerts</b> <ul style="list-style-type: none"> <li>Send electronic invitations to parents and guardians for easy onboarding process</li> <li>Two-way communication with registered parents and guardians (subscribers)</li> <li>Define Geo Alerts for buses</li> <li>Notification based on Enter or Exit GeoAlert Zone</li> <li>Pickup, Drop-off, School or any locations defined by user</li> <li>Parents/Subscribers can choose when to be alerted: View historical events for today, yesterday, this week, last week</li> <li>Track only student's bus in real-time</li> <li>See Trip path and stop information (based on settings)</li> </ul> <i>*Stopfinder GeoAlerts customers will require a Transfinder approved GPS hardware provider.</i>	35 Vehicles	\$3,360	\$3,360
<b>Transfinder Market Connect</b> <ul style="list-style-type: none"> <li>Provides data integration from Transfinder's Database to a Transfinder Partner Database for Integration</li> <li>Market Connect is offered per Partner</li> </ul>	35 Vehicles	\$2,380	\$2,380
<b>Transfinder Hosting Services powered by Amazon Web Services (AWS)</b> <ul style="list-style-type: none"> <li>Hosting includes database server, application servers, storage, and data maintenance</li> <li>Hosting Service is due with initial purchase and is included in the future Hosting Service</li> </ul>		Included	Included
<b>Transfinder Software Retail Pricing</b>		<b>\$26,390</b>	<b>\$11,990</b>
<b>Discount</b>		<b>-\$6,700</b>	<b>-\$300</b>
<b>Transfinder Software Promotional Pricing</b>		<b>\$20,230</b>	<b>\$11,690</b>

<b>Implementation, Training and Professional Services</b>			
<b>Project Management</b> <ul style="list-style-type: none"> <li>Dedicated Project Manager assigned through Project Completion</li> <li>Manages Transfinder resources to meet Licensee's goals</li> <li>Project Manager will assist through 1st fall opening</li> </ul>		<b>Included</b>	
<b>Data Management</b> <ul style="list-style-type: none"> <li>Data Engineer will create a custom import process for automating data updates with the Student Information System</li> <li>GIS Engineer will review available County GIS data with Licensee and convert GIS data for use in software</li> </ul>		<b>Included</b>	
<b>Online Training</b> <ul style="list-style-type: none"> <li>Online Training timeframe begins on first completed training date</li> <li>Dedicated Trainer conducts Weekly Online Sessions</li> <li>Trainings conducted with Customer's Maps and Student Data</li> </ul>	<b>6 Months</b>	<b>Included</b>	
<b>Transfinder University Livestream</b> <ul style="list-style-type: none"> <li>Routing System Proficiency Course</li> <li>2 days of online training in a Routefinder PLUS training dataset</li> <li>Routefinder PLUS Certification provided upon successful completion of the class proficiency exam</li> <li>Class hours 8:30 am-5:00 pm Eastern Daylight Time</li> </ul>	<b>1 User</b>	<b>\$1,750</b>	
<b>Professional Services - Route Implementation Services</b> <ul style="list-style-type: none"> <li>See Attachment A for full Statement of Work</li> <li>Transfinder Staff will input current regular education bus runs using route sheets and data provided by customer</li> <li>Transfinder Staff will work with district staff to verify route sheet accuracy</li> <li>Transfinder Staff will process student data geocoding and map editing to support the initial route input</li> </ul>	<b>51 Bus Runs</b>	<b>\$7,100</b>	
<b>Technical Support &amp; Software Updates</b> <ul style="list-style-type: none"> <li>Unlimited Online Technical Support</li> <li>Software updates and upgrades</li> <li>Access to Transfinder Community client resources portal for documentation, training videos, webinars, and report library</li> </ul>		<b>Included</b>	<b>Included</b>
<b>Implementation, Training, and Professional Services Pricing</b>		<b>\$8,850</b>	
<b>TRANSFINDER SOFTWARE, TRAINING, PROFESSIONAL SERVICES AND HOSTING SERVICES TOTAL</b>			
<u>INITIAL SYSTEM COST:</u>  <input type="checkbox"/> _____ x _____ Initial here		<b>\$29,080</b>	
<u>ANNUAL SERVICE FEE FOR SUPPORT AND SOFTWARE HOSTING SERVICES:</u>  <input type="checkbox"/> _____ x _____ Initial here  This fee is due upon the anniversary date of the initial software activation.		<b>Included</b>	<b>\$11,690</b>

<b>TRANSFINDER® SOFTWARE ANNUAL SUPPORT PROVISIONS</b>	
This is a declaration of your Transfinder Annual Support Provisions. It describes the benefits you enjoy as a Transfinder client “in good standing” by remaining current in your payment of your Annual Support Fees.	
<b>Routefinder PLUS Software System Annual Support</b>	
Unlimited Technical Support on for technology staff and for each site operator	<b>Included</b>
Software Upgrades and program enhancements as they are developed	<b>Included</b>
Access to MyTransfinder - an exclusive part of our website dedicated to your organization offering Training, User Manuals, our Knowledgebase, Download Capabilities and more	<b>Included</b>
Custom Data Integration module modifications and maintenance as needed	<b>Included</b>
<b>Viewfinder, Tripfinder, Stopfinder, Wayfinder and Infofinder I Software System Annual Support</b>	
Unlimited Technical Support on for technology staff and for each site operator	<b>Included</b>
Software Upgrades and program enhancements as they are developed	<b>Included</b>
<b>Servicefinder Annual Support</b>	
Unlimited Technical Support on for technology staff and for each site operator	<b>Included</b>
Software Upgrades and program enhancements as they are developed	<b>Included</b>
System maintenance of the Servicefinder server on the Transfinder Hosted Network	<b>Included</b>

## II. RESPONSIBILITIES

**Data Conversion** - Lincoln Consolidated School District (hereinafter “District” or “Licensee”) will assist Transfinder in acquiring all the required student and school information for the Routefinder PLUS system. The data must be provided in required .csv, .xls, .txt, .dat, and .dbf file format and/or the Licensee will enter the data manually. Transfinder will convert the student and school data to the Routefinder PLUS system format.

**Confidentiality** - Transfinder will maintain the confidentiality of any and all personally identifiable information about staff, parents, students and any other school constituent unless Transfinder has the prior written permission of the Licensee. To the extent that Transfinder will come into possession of student records and information, and to the extent that Transfinder will be involved in the surveys, analysis, or evaluation of students, incidental to this agreement, Transfinder shall use its best efforts to comply with all requirements of the Family Educational Rights and Privacy Act. Transfinder shall be required to keep any and all student information it receives confidential and will not use the information for any purpose other than as necessary to provide the services to Licensee under this contract. Transfinder will delete and destroy the student and any other data provided by the Licensee from Transfinder’s servers after performing initial conversion and deliver the converted data to the Licensee or Transfinder Hosted Network (THN).

**County Map Data** - Transfinder will convert a compatible GIS map data provided by the Licensee, or will provide commercially available map data as stated in Section I of this agreement.

**Installation** - SaaS Deployment - Hosted on Transfinder Hosted Network (THN) through Amazon Web Services (AWS). The Transfinder Software environment and all Licensee data files will reside on servers within the United States.

**Activation** - Activation, as defined here includes loading Routefinder PLUS files and map files required to support the licensee’s area, and student data resulting from the initial download and data conversion to the Transfinder Hosted Network (THN).

**Training** - Transfinder will provide system training as stated in Section I of this agreement. Additional Training may be purchased.

**Hosting Services Uptime** - Transfinder will exceed 99% uptime between 5:00AM and 5:00PM Eastern Monday through Friday (excluding holidays) to the Licensee. Maintenance periods are scheduled after business hours but Transfinder reserves the right to schedule maintenance periods during business hours that will not constitute downtime. Downtime refers to the inability to access the hosted environment. Standard support issues, which would occur in a locally installed environment, will not constitute downtime. Downtime will be calculated from the time Licensee reports an outage to the time Transfinder resolves the issue. Licensee must submit an email reporting downtime to support@transfinder.com.

Below is a schedule for compensation for Transfinder’s failure to meet the uptime requirements. Credits will be given toward future support fees. The downtime is calculated on a calendar year resetting January 1st. Transfinder agrees to credit Licensee as follows.

Targeted Attainment	Actual Attainment	Credit Amount
100%	98% - 99%	Remedial Action
100%	97.99% - 95%	4% of Annual Support Fee
100%	< 95%	5% of Annual Support Fee

This uptime policy excludes anything that is reasonably outside of Transfinder's control including force majeure. To resolve technical issues Transfinder may require the cooperation of Licensee. If Licensee's Department of Technology (DoT) staff is unable or unwilling to assist Transfinder IT staff with resolving technical issues within 48 hours, Transfinder will not be held responsible for the resulting downtime from the time of Transfinder request for assistance from Licensee's DoT.

**Remote Connectivity** – Licensee must have a high-speed Internet connection and agrees to permit Transfinder Corporation to connect remotely to Licensee's computers and network for online training, support and software installation. Transfinder will connect to Licensee's computer(s) using secure remote desktop sharing technologies.

**System Maintenance** - Transfinder will provide on-line remote support, unlimited telephone support, updates, and revisions. In order to manage any changes in pupil transportation, Transfinder will upgrade Routefinder PLUS on a consistent basis to satisfy the growing demands of pupil transportation. There is not an additional charge for the upgrades unless they are unique for Lincoln Consolidated School District.

### **III. FEE & PAYMENT SCHEDULE**

The Term of this agreement is for (1) one-year. The Transfinder Software system initial cost of **\$29,080.00** is due upon execution of this agreement.

In accordance with the 1-year Term, Transfinder will provide Technical Support, Product Updates and Hosting Services to the Licensee for one year starting on the initial Activation Date. The costs for the Technical Support, Product Updates and Hosting Services is included.

Upon the completion of the initial 1-year term, the Licensee will have an option to continue to pay the Annual Service Fee amount of **\$11,690.00**, when due on the anniversary of the original Activation Date, in order to continue to receive Technical Support, Product Updates and Hosting Services from Transfinder. Transfinder will continue to provide software, hosting services and technical support, which includes system updates, to the Licensee as long as the Annual Service Fee is paid and kept current.

Future Annual Service Fee prices are subject to change given prior notice. Transfinder will notify Licensee of any annual support fee increases (60) sixty days in advance of the payment date.

If onsite training or services are purchased, the expenses for travel and living will be billed to Licensee at cost as incurred.

If not tax-exempt, any Federal and/or State Sales or local taxes are the responsibility of the Licensee. The Licensee acknowledges the responsibility by signing this contact.

All invoices will be paid, by or on behalf of the Licensee within (30) thirty-days.

### **IV. LATE PAYMENT**

If any valid invoice rendered by Transfinder is not paid when due, in addition to such other rights, Transfinder shall reserve the right to, without limitation, suspend updates, maintenance, support services and consulting, training and implementation services. However, Transfinder shall give the Licensee written notice of non-payment and give the

Licensee fifteen days to cure prior to suspending any updates, maintenance, support services, consulting, training, and implementation of services.

## **V. LICENSE AGREEMENT**

**Grant of License:** Transfinder grants the Licensee a non-exclusive, non-transferable license to use and access Routefinder PLUS, and the accompanying documentation on the Transfinder Hosted Network (THN). A Routefinder PLUS license is required for each concurrent user/computer accessing the THN. Transfinder retains the title to Routefinder PLUS and related materials. You agree to protect Routefinder PLUS from unauthorized use, duplication, reproduction, distribution, or publication. In addition, you will not allow any person, company, organization, or other entity to have access to Routefinder PLUS and related materials. Transfinder reserves all rights not specifically granted in this license. Routefinder PLUS is a © copyright of Transfinder. All rights reserved.

**Non-permitted Uses:** You may not make copies of Routefinder PLUS. You may not use Routefinder PLUS on a network unless you pay for and obtain a separate licensed Software package for each terminal or workstation from which Routefinder PLUS will be actually accessed. You may not rent, lease, sub-license, timeshare, or lend Routefinder PLUS under this license. You may transfer it on a permanent basis if the person receiving it agrees to the terms and conditions set by Transfinder. You may not alter, decompile, disassemble, or reverse-engineer Routefinder PLUS, or make any attempt to unlock or bypass the initialization system or encryption techniques utilized by Routefinder PLUS. You may not remove or obscure Transfinder or any other copyright and trademark notices.

**Duration:** This agreement is effective from the day you sign the Contract. Your license continues until terminated. This license will terminate automatically without notice from Transfinder if you fail to comply with any provisions of this license, subject to the terms and conditions of article VII. Upon termination, you destroy all written materials, the Routefinder PLUS software, data and all software and data copies. Transfinder can also enforce its other legal rights.

**General Terms:** Only a written agreement authorized by both the Licensee, and Transfinder's President/CEO, shall constitute a warranty or increase the scope of this warranty. This warranty gives you specific legal rights. You may have other rights, which vary from state to state. This Limited Warranty is governed by the laws of the State of New York and shall benefit Transfinder its successors and assignees.

## **VI. LIMITED WARRANTY**

**Covering Routefinder PLUS Sale of Software:** Routefinder PLUS is a customized product. Transfinder warrants the training and technical services will be provided in good and workman like manner. Furthermore, Transfinder guarantees that the software sold will be free of gross negligence. You assume the entire risk as to the results and performance of the Software. The software has not been sold on a trial basis, and the Licensee acknowledges that it has seen a demonstration and had ample opportunity to view the product in operation using Transfinder's reference list, which has been provided. Neither Transfinder nor anyone else who has been involved in the creation, production, or delivery of this product shall be liable for any direct, indirect, consequential, or incidental damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use, misuse, or inability to use such product even if Transfinder has been advised of the possibility of such damages. In no event shall Transfinder's liability exceed the amount paid for the software.

**Bankruptcy:** All rights and licenses granted under or pursuant to this Agreement by Licensor to Customer are, and shall otherwise be deemed to be, for the purpose of Section 365(n) of the U.S. Bankruptcy Code, and any similar or successor federal statute, all as the same shall be in effect at the time (the "Bankruptcy Code"), licenses of rights to

“intellectual property” as defined under Section 101 of the Bankruptcy Code. The parties agree that Customer, as a licensee of such rights under this Agreement shall retain and may fully exercise all of its rights and elections under the Bankruptcy Code. The parties further agree that, in the event of an adjudication of a bankruptcy proceeding by or against Licensor under the Bankruptcy Code, Licensee shall be entitled to a complete access to, as appropriate any such intellectual property and all embodiments (including source code) of such intellectual property, and same, if not already in its possession shall be promptly delivered to Licensee upon Licensee’s written request (i) upon any such adjudication of a bankruptcy proceeding, unless Licensor elects to continue to perform all of its obligations under this Agreement; or (ii) if not delivered under (i) above, upon the rejection of this Agreement by or on behalf of Licensor. Licensee shall have the right to modify, adopt and prepare derivative works based on such intellectual property only for maintenance, support and internal development purposes. Nothing herein implies the transfer of property rights, but deals only with access to such software or source code.

## **VII. BREACH AND TERMINATION**

If Licensee shall have committed a material breach of this Agreement, then Transfinder may give written notice of such breach, and Licensee shall have (60) sixty-days within which to cure. If Licensee fails to cure such breach within such (60) sixty-day period, then Transfinder shall have the right to terminate this Agreement.

If Transfinder shall have committed a material breach of this Agreement, then Licensee may give written notice of such breach, and Transfinder shall have (60) sixty-days within which to cure. If Transfinder fails to cure such breach within such (60) sixty-day period, Licensee then shall have the right to terminate this Agreement.

If the default relates to the original Licensing fee **(\$29,080.00)** when due, then Transfinder, at its option may affirm the agreement and recover the full purchase price and agreed expenses, plus costs of collection, including attorney fees; or may terminate this agreement and has the right to remove all access to and or remove all original software product, installation modifications, work product, including any product upgrades and any local copies thereof, if any; and will further be entitled to all its reasonable costs in delivering, installing, modifying the program, and training Licensees employees including legal fees if any reasonably required to recover same.

## **VIII. NOTICE, SEVERABILITY & JURISDICTION**

**Notice:** Service of all notices under this Contract shall be mailed by Certified Mail, Return Receipt Requested to the party involved at its respective address herein before set forth or at such address as the party may provide in writing from time to time.

**Severability:** If any provision or portion thereof of this Contract is invalid under any applicable statute or rule of law it is so to that extent to be deemed omitted from this Contract and with the balance of the Contract remaining in full force and effect.

**Jurisdiction:** This is a New York Contract to be interpreted under the laws of New York. The parties agree that all disputes arising under this Contract that cannot be settled between the parties shall be resolved in the courts located in New York. This Contract represents our entire understanding and agreement between the parties regarding the Routefinder PLUS system and supersedes any prior purchase order, communications, advertising, or presentations. This license may not be changed verbally, but only by agreement in writing, signed by authorized representatives of both parties. If any provisions of this Contract shall be unlawful, void, or for any reason unenforceable, it shall be deemed severable from, and shall in no way affect the validity or enforceability of the remaining provisions of the Contract. This Contract will be governed by the laws of the State of New York and shall benefit Transfinder, its

successors and assignees. Licensee consents to jurisdiction in the state and federal courts located in the State of New York.

**TRANSFINDER**

Antonio Civitella, President/CEO

Name and Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**LICENSEE – Lincoln Consolidated School District**

**Federal Tax ID#:** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

X

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# transfinder

## Implementation Services Agreement

*Prepared for*

**Lincoln Consolidated School District**

8970 Witaker Rd  
Ypsilanti, MI 48197

*Prepared on March 18, 2022 by  
T Doolen, Professional Services Manager*

**Transfinder Corporation**

440 State Street  
Schenectady, NY 12305  
Phone: 800-373-3609  
Fax: 518-377-3716

---

## Statement of Work

Date	March 18, 2022
Client	Lincoln Consolidated School District
Job Name	Implementation of Bus Runs
Requested by	Matthew Egan, Sales Consultant
From	T Doolen, Professional Services Manager

---

## Summary

Lincoln Consolidated School District (LCSD) has requested Transfinder Professional Services (TPS) provide implementation services to enter their 2021-2022 regular education bus runs into the Routefinder Plus system.

---

## Project Scope

This SOW is preliminary and will be further defined as Transfinder's Professional Services (TPS) team works with Lincoln Consolidated School District (LCSD) resources and staff. The following are the preliminary activities and deliverables.

- A comprehensive project plan outlining the work to be done by both LCSD and TPS will be developed upon receipt of this signed statement of work. This project plan will include deadlines for work to be completed. Both parties understand that missing dates on any assigned tasks will cause the dates for all subsequent tasks to be delayed.
- Transfinder will host the Routefinder Plus data for LCSD in the Transfinder Hosted Network (THN). This will enable TPS and LCSD to collaborate on the implementation project.
- LCSD will be asked to assist in geocoding students. This will be done during some of the early training sessions to be conducted on the THN.
- LCSD will provide the most recent copies of route sheets used by their drivers for entry of the bus runs.
- TPS routers will create LCSD's AM bus runs (up to 51 runs) within Routefinder Plus using the route sheets LCSD provided. *(Note: This is limited to regular education runs serving district schools, other runs will not be created)*
- Transfinder will attempt to assign as many students as possible based on the student's listed home address. There may be students who are transported to or from Alternate Sites (locations that are not a student's home address). TPS will create the stops based on the route sheets provided, but the student will only be assigned to a stop if the student's home address lies within an existing walk to stop area. After TPS delivers the completed bus runs, LCSD will need to assign Alternate Sites for students and then assign the students to the stop.
- The newly created AM bus runs will be delivered to LCSD in the form of a new database in Routefinder Plus. This will provide the district with a data source that will be representative of the district's 2021-2022 bus runs.
- Transfinder staff will instruct LCSD staff during training to copy the AM runs to PM, and make adjustments to PM runs as needed, at the appropriate point in the project.
- A fresh import of student enrollment data for the 2022-2023 school year will need to be brought into the database at LCSD. LCSD will then need to adjust the bus runs to accommodate changes in student enrollment.

---

## Key Assumptions

This agreement is based on the following assumptions:

- LCSD staff will provide current route sheets from which TPS will enter the AM bus runs.
- LCSD will provide other pertinent data (student data, no travel streets, low clearance bridges, railroad crossings, bus garage location, school loading zones, etc.) that may be needed for the entry of bus runs.
- LCSD will provide walk-to-school and walk-to-stop parameters.



- Students will be assigned to routes based on their home address. LCSD will need to enter Alternate Sites and assign students to those sites after delivery of the routes to ensure proper route assignment.
- Once bus runs are delivered, LCSD will review thoroughly and provide timely feedback. If no feedback is provided within 60 days, Transfinder will assume that bus runs are accepted as is.

## Schedule

All dates will be determined based on signed contract date.

Task	Finish Date
LCSD signs contract with Transfinder	April 8, 2022
LCSD delivers AM route sheets, student data and other necessary data	April 22, 2022
Transfinder will install data environment in THN and TPS begins building of routes	May 6, 2022
TPS builds up to 51 AM bus runs from route sheets	June 10, 2022
TPS delivers AM bus runs to LCSD	June 13, 2022
LCSD reviews bus runs and accepts project completion	Two weeks after delivery
LCSD continues to train on usage of Routefinder Plus for maintaining the routes going forward.	June 2022 onward

## Pricing

All costs listed below are based on the scope and assumptions included in this Statement of Work.

Item	Price
Transfinder Professional Services routing fees:	\$7,100.00
<b>COST TO CLIENT</b>	<b>\$7,100.00</b>

## Acceptance

The client named below verifies that the terms of this Statement of Work are acceptable. The parties hereto are each acting with proper authority by their respective companies.

### Lincoln Consolidated School District

Company Name

Full Name

Title

Signature

Date

## Lake Central Transportation

8855 Wicker Avenue  
Tel: (219) 365-3141

St. John, IN 46373  
Fax: (219) 365-6424

*website: [lcsc.us](http://lcsc.us)*



**Charles Strebar**  
*Director of Transportation*

March 3, 2022

Transfinder Corporation  
440 State Street  
Schenectady, NY 12305

Intent to Purchase Software

It is the intention of Lake Central School Corporation to sign and return the attached agreement pending approval by March 7<sup>th</sup>, 2022. Please accept this letter to begin the implementation process.

Respectfully,

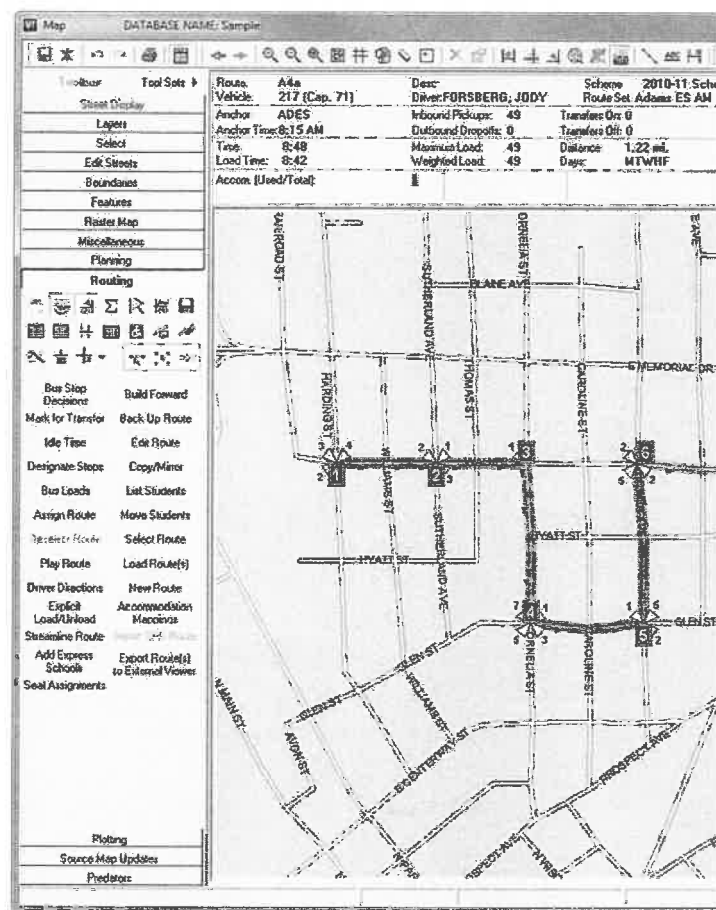
A handwritten signature in black ink, appearing to read 'Charles Strebar'.

Charles Strebar  
Director of Transportation

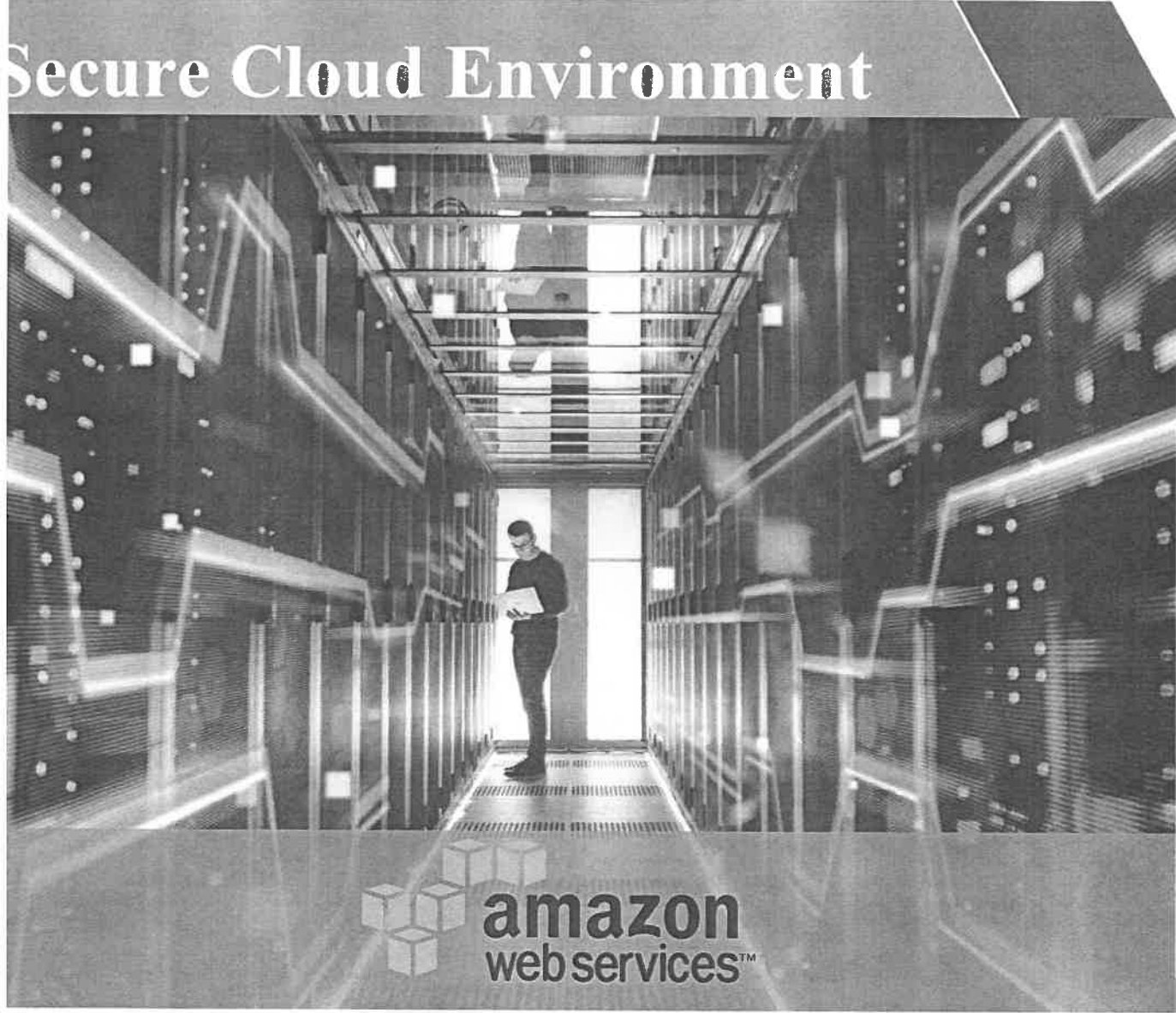
SAMPLE

# Current System

- Older software system
- Installed on local servers
- Windows based
- Maps use Approximate Locations, staff need to double check
- Difficult to adjust stop times
- Assigns kids to wrong stops sometimes, requiring staff to go override the system
- Limited ability to handle students with multiple locations







- p
- .
- Easy
- Acce
- Redu
- Autc
- Sear
- Cont
- Peac
- Cont



# Exact location matters

transfinder

The new system will locate each home at its exact location, based on our local County GIS Department.



  
route finder plus



# View-Only for Staff



## STUDENTS

Filter: None, Layout: Default ( modified )

Name	School of Attendance	Grade	Geo Street
AARON, EMILY	Craig Elementary Sch...	K	2132 Baker Ave E
ABBASZADEH, ANDR...	Iroquois Middle School	06	821 RED OAK DR
ABBASZADEH, CARA	Glenclyff Elementary S...	03	873 RIVERVIEW RD
ABBASZADEH, FRAN...	Niskayuna High School	09	36 LINDA LN
ABDU, GIOVANNA	Hillside Elementary S...	03	955 ST. DAVIDS LANE
...	...	01	1426 Rosehill Blvd
...	...	02	873 HARRIS DR
...	...	01	14 CHESTNUT LN
...	...	02	1047 LAMPLIGHTER RD
...	...	KP	1020 Woodfield Dr
...	...	05	1078 CORNELIUS AVE
...	...	03	1078 CORNELIUS AVE
...	...	03	1020 Woodfield Dr
...	...	07	19 CHESHIRE PL

**ANDREW V ABBASZADEH**

821 RED OAK DR  
NISKAYUNA, NY 12309

Schedule

<b>PICK UP</b>	
Home	TRIP ASSIGNMENT 22 AM Iroquois
	VEHICLE 188
<b>DROP OFF</b>	
Home	TRIP ASSIGNMENT 22 PM Iroquois
	VEHICLE 188

Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Unlimited school staff can have View-Only access to as much information as we want to share.

“What Bus is Johnny assigned to?”

“Where is the roster for Route 4?”

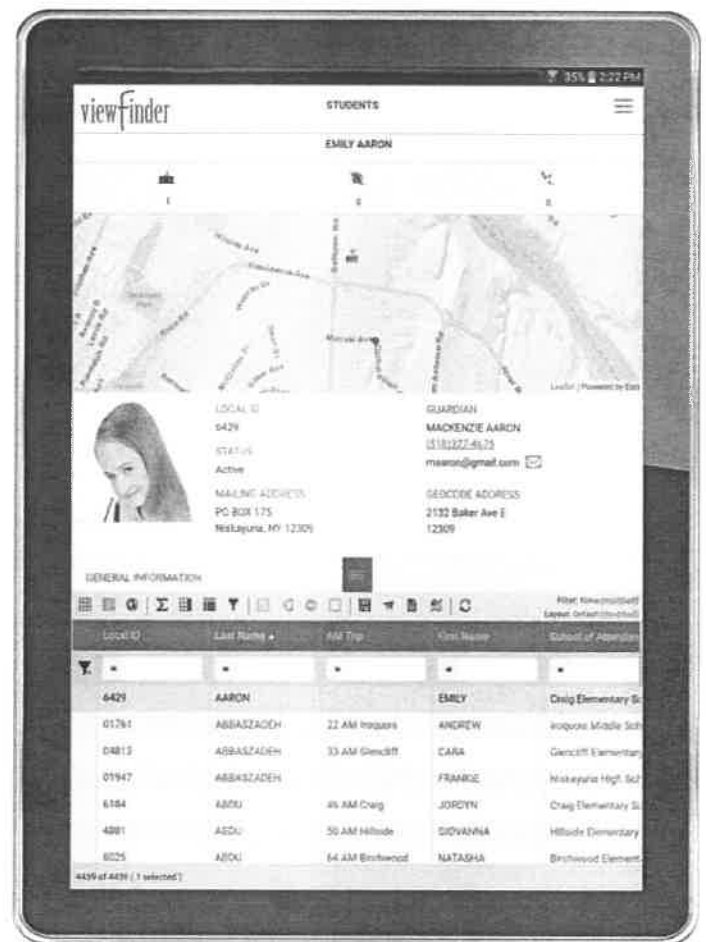
# View-Only for Staff

ransfinder



Unlimited school staff can have View-Only access to as much information as we want to share.

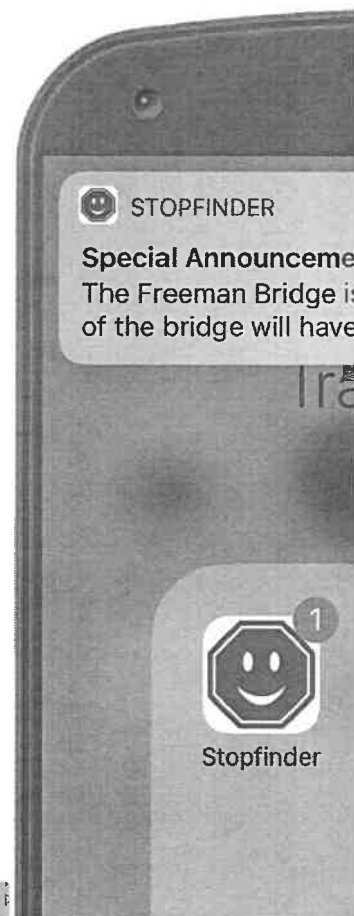
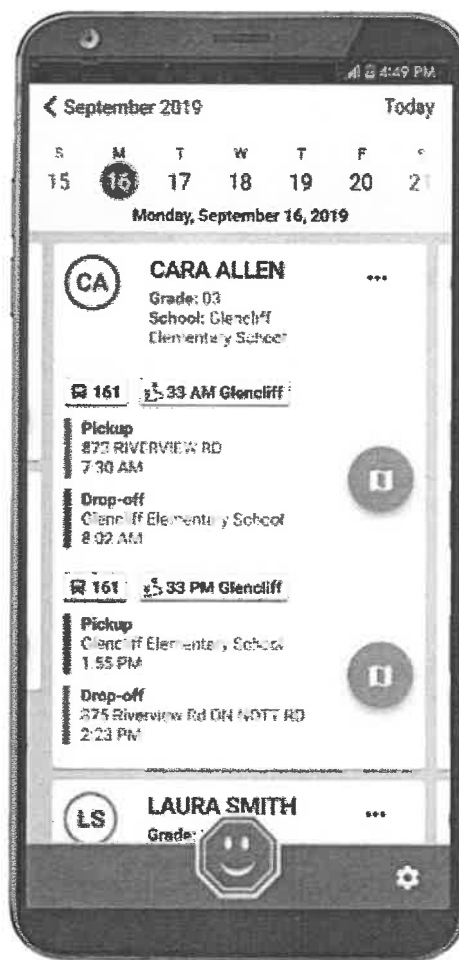
“What Bus is Johnny assigned to?”  
“Where is the roster for Route 4?”



## Parent App – Improving Communication

- Parent/Guardian can subscribe to the Stopfinder Bus App
- Subscribers can see the plan for **their** child/children
- They can also receive announcements & push notifications

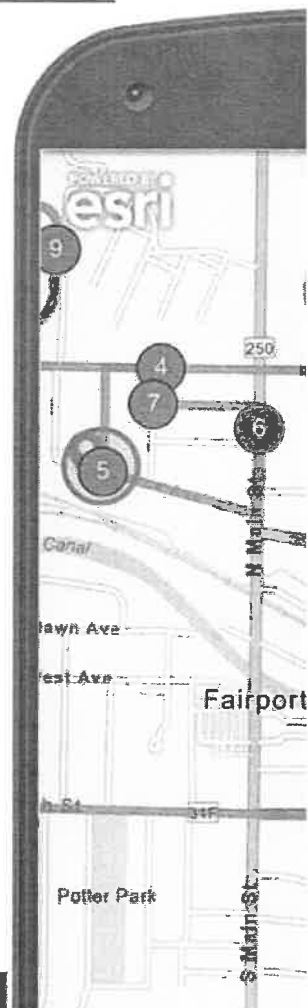
stopfinder



## Alerts When You Need Them

- Parents/Subscribers can Set MULTIPLE Alerts
- Parents aren't glued to the phone as they stay informed:
  - Bus is 15 mins away
  - Bus is at the end of the street
  - Bus is pulling up now

stopfinder



# Field Trip Request & Approval

tripfinder

Search Trips...

Field Trips

My Submitted Requests

Reports

Settings

## FIELD TRIPS

Filter: None, Layout: Field Trip Approvals

Name	Trip Stage	School Name
VOTECH Orientation	Level 1 - Request Submitted	Capital Region VOTECH
Math Club	Transportation Approved	Niskayuna High School
Science Club	Completed - Request Completed	Niskayuna High School
Field Day	Transportation Approved	Craig Elementary School
Math-fetes	Level 2 - Request Approved	Niskayuna High School
Saturday Game at Albany High School	Level 1 - Request Submitted	Niskayuna High School
Saturday Game at Nisky Field	Level 1 - Request Submitted	Niskayuna High School
Musical Field Trip - Hamilton	Completed - Request Completed	Niskayuna High School
Crossgates Mall - Labor Day Trip	Level 2 - Request Approved	Niskayuna High School
Cross Country or Track Invitational	Transportation Approved	Niskayuna High School
Great Escape	Level 1 - Request Submitted	Capital Region VOTECH
	Request Approved	Niskayuna High School
	Request Approved	Iroquois Middle School
	Transportation Approved	Alternative Education HS

Unlimited school staff can have request field trips / sports trips as needed.

Appropriate staff can approve trips, and streamline the process



### Add Field Trip unsaved changes

#### General Information

Field Trip Name \*  
Saturday Game - SCCC

School \*  
Schenectady County Community College

Department \*  
ATH

Classification  
TSFF

Contact \*  
John Brown

Phone \*  
(555) 555-5555

Email

#### Passengers

# Students \*  
36

# Wheelchairs \*  
0

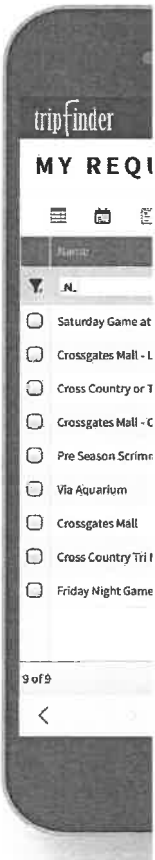
# Adults \*  
4

# Vehicles \*

Save Save as Template Save &

# Field Trip Request & Approval

ransfinder



Unlimited school staff can have request field trips / sports trips as needed.

Appropriate staff can approve trips, and streamline the process

# ransfinder Summary...

Changing to Transfinder will:

- Improve our Route planning on a Browser Based Platform
  - Give us accurate maps using exact student locations
  - Let us trust the system's assignment of students to safe stops
  - Flexible stop times to share accurate information with the co
- Improve Internal Communication
  - Staff will have access to rosters, maps, everyone on the same
- Improve Parent Communication
  - Parent App in the same platform as routing system

<b>LINCOLN CONSOLIDATED SCHOOLS</b>
<b>PERSONNEL TRANSACTIONS SUMMARY</b>

<b>ACTION ITEMS</b>				
Name	Position/Building	Effective Date	Status	Major/Step
Tanya Taylor	Paraprofessional/Lincoln Middle School	4/7/2022	Resignation	
Deshawn Walls	Bus Driver/Transportation	4/7/2022	Resignation	
Eugenia Rankins	Bus Driver/Transportation	4/11/2022	New Hire	
Jessica Rivera-Dishnow	Bus Driver/Transportation	4/14/2022	Resignation	
Patricia Smith	Special Education Teacher/Bishop Elementary	4/18/2022	New Hire	MA+30/Step 7
Margaret Alexander	Noon Supervisor/Bishop Elementary	4/18/2022	New Hire	
Alyssa Watts	Noon Supervisor/Bishop Elementary	4/18/2022	New Hire	
Denise Bodo	Noon Supervisor/Childs Elementary	4/18/2022	Resignation	
Briana Jones	Noon Supervisor/Bishop Elementary	4/19/2022	New Hire	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved