

**LINCOLN CONSOLIDATED SCHOOLS**  
**Ypsilanti, Michigan**  
**BOARD OF EDUCATION / REGULAR MEETING**  
**April 25, 2022**  
**6:00 p.m.**  
**District Boardroom-Lincoln High School**

**OFFICIAL MINUTES**

**BOARD MEMBERS PRESENT**

Jennifer Czachorski, President  
Jennifer LaBombarbe, Vice President  
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, Ryan Rowe, Lauria Price, Paula Robinette, Morques Johnson, Pam Robbins, Elizabeth Wynn and, Sean wynn

**1.0 CALL TO ORDER**

President Czachorski called the meeting to order at 6:00 pm.

**2.0 ROLL CALL**

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

**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 Williams that we accept the agenda as presented.

Ayes:5

Nays: 0

Motion carried 5-0

**6.0 PRESENTATIONS**

6.1 SWWC Presentation  
Presented by Ryan Rowe

**CTE Opportunities for 2022-2023**

- The SWWC Open House & Business Showcase "*Preparing Tomorrow's Essential Employees Today*" occurred at the Saline High School Tuesday, November 30th from 6:00 - 7:30 p.m.
- The event was presented by the SWWC and the Saline Area Chamber of Commerce (SACC)
- 10th, 11th, and 12th grade students from the Consortium districts of Chelsea, Dexter, Manchester, Milan, Lincoln, and Saline were invited to attend with their parents/guardians
- The event offered an opportunity for students and parents to venture to the classroom/lab that most interested them or in which they were currently enrolled

- Business and industry leaders, many from the advisory committee, were present in classrooms/labs
- One business/industry leader for each program spoke in each classroom/lab to discuss the state of their respective industry as well as potential employment opportunities

#### **Projected Enrollment for 2022-2023**

- The November 30th SWWC Open House & Business Showcase was a tremendous success
- Approximately 650 individuals participated in the event with 37 businesses present to align with SWWC CTE programs. There was approximately 150 business representatives, faculty, staff and administration in addition to 250 students -- prospective 10th graders along with currently enrolled 11th and 12th grade students. Finally, around 250 parents/guardians accompanied their child.
- Students acquired a "CTE Passport to their Future" to tour through the engagement stations and chose one preferred program to speak with the teacher, employers, and to view the lab. Two (2) \$50.00 Amazon gift cards, donated by Liebherr, were provided to two of the students who completed the Passport and entered the raffle. Fair to say that they were very excited!
- The Engagement Stations offered fun and engaging activities for the participants. The gourmet mac & cheese, sponsored by the Saline Area Chamber of Commerce, was very popular and the auction raised \$1,090 dollars for the SWWC Student Organizations.
- A survey was sent to various participants and information collected was shared with the SACC Business Development Committee.

#### 6.2 Transportation Presentation

Presented by Bob Merritt

##### **Fleet**

- 35 BUSES IN SERVICE
- 25 buses are used daily for all routes-All those buses are newer than 4 years old
- We have 3 spare SPED buses
- We have 7 spare Regular buses

##### **Staffing**

- Staff Hired
  - 16 staff that have been hired in the last year
    - We have hired over 35-40 new employees in the past year, but have lost staff for various reasons
- Staff Needs
  - 6 bus aides
  - 14 bus drivers

##### **2021-2022 Notable Changes**

- 3-Tier System
- Synovia Ridership program
- Adopted the S.O.A.R. Behavior system
- All transportation requests are required to be completed on our website for tracking purposes
- We have completed several SOP's and working to complete a SOP handbook for the entire department
- Working on security for the Transportation building and bus yard

#### 6.3 Middle School Presentation

Presented by Tim Green

Postponed until the May 09, 2022, Regular Board of Education Meeting.

### **7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE**

#### 7.1 Superintendent's Report

- Thanked Board of Education for their ongoing work and support of their community.
- May 1, 2022 is Principals Day.
- The first week in May is Teacher Appreciation Week.

- Next meeting for Portrait of a Graduate is May 10, 2022.
- Opening Day ribbon cutting ceremony at the baseball and softball stadium is scheduled for May 4, 2022.

7.2 Transportation Report

- Currently planning for Fall 2022-2023 school year routes
- Excited for training of new routing software.
- We currently have three open routes.

**8.0 BOARD REPORTS/CORRESPONDENCE**

8.1 Board Executive Committee Report

The Board Executive Committee met on April 18, 2022, and will meet next on May 5, 2022.

8.2 Board Performance Committee Report

Next Performance Committee meeting is on June 27, 2022.

8.3 Board Planning Committee Report

May 9, 2022, is the next scheduled Planning Committee meeting at 4:30pm in the Pittman Room.

8.4 Board Finance Committee Report

The June 6, 2022, Finance Committee meeting is canceled and rescheduled for May 23, 2022.

8.5 Reports and Correspondence

- No reports

**9.0 PUBLIC COMMENT**

9.1 Response to Prior Public Comment

- Jason Sperle, parent, approached the Board with his 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.

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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.

- Jim Harless, community member, addressed the Board of Education about security issues at the Transportation Department.
- Elizabeth Wynn, community member, address the Board of Education about the lack of communication about the football and cheer programs from the Athletic Department.

## 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 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.

This was 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 was 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.

It was moved by LaBombarbe and seconded by Bentley that we approve the Middle School Choir Camp Trip as presented.

Ayes:5

Nays: 0

Motion carried 5-0

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 was 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 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 April 11, 2022

11.1.2 Closed Session April 11, 2022

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

It was moved by LaBombarbe that we approve the minutes of the April 11, 2022, Regular Meeting and Closed Session as presented.

Ayes:5

Nays: 0

Motion carried 5-0

### 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 was requested.

It was moved by that we approve the Middle School Cedar Point Trip as presented.

Ayes:5

Nays: 0

Motion carried 5-0

### 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 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.

Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the purchase of Tranfinder to replace Versatrans as presented.

Ayes:5  
 Nays: 0  
 Motion carried 5-0

11.4 Personnel Transactions

<b><u>ACTION ITEMS</u></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	

It was moved by LaBombarbe and seconded by Bentley that we approve the April 25, 2022, Personnel Transactions Summary as presented.

Ayes:5  
 Nays: 0  
 Motion carried 5-0

**12.0 CLOSED SESSION**

12.1 Negotiations

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

A roll call vote was necessary.

In pursuant to Sections 8(c) of the Open Meetings Act, it was moved by LaBombarbe and seconded by Bentley to enter closed session to discuss the negotiations, not to return to open session.

Ayes: 5 LaBombarbe, Bentley, Moore, Williams and Czachorski  
 Nays: 0  
 Motion carried 5-0

**13.0 ADJOURNMENT**

President Czachorski declared the meeting adjourned to closed session at 7:14 p.m. not to return to open session.