

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
May 9, 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
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Yoline Williams, Trustee
Jason Moore, Trustee (left meeting at 7:01 pm)

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, Chris Westfall and Kim Atkins

1.0 CALL TO ORDER

President Czachorski called the meeting to order at 6:04 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

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

5.0 ACCEPTANCE OF AGENDA

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

Ayes:7

Nays: 0

Motion carried 7-0

6.0 PRESENTATIONS

6.1 Employee of the Month
Ann Rowell, Bishop Teacher

Anne Rowell is an exceptional educator and a phenomenal team player. Anne has always been committed to educating her students to the best of her ability. She spends time learning more about best practice and science based teaching. Anne is always willing to share her knowledge with colleagues and shares strategies for the benefit of our students. Anne is dedicated to her profession and strives to ensure that every student in her classes feels respected, appreciated, and valued for all their unique traits.

This year, in addition to fulfilling and exceeding her responsibilities as an Upper House teacher, Anne was committed to providing all of our Upper House students with the opportunity to go to camp. Not only did Anne make this happen for twice as many students, who had attended camp in previous years, she did so all while working with a new camp that we had never attended before.

Anne worked with the team of Upper House teachers and parents to ensure that every Upper House student who wanted to attend camp was able to do so, despite any financial concerns. Anne set up, organized, and managed the fundraising efforts so every student in financial need was able to attend camp.

Despite the many obstacles and challenges, Anne never lost faith in the goal to send our Upper House students to camp for an amazing experience. Anne Rowell is so deserving of the recognition of being named Employee of the Month.

Nominated by Abby Smith

6.2 Middle School Presentation

Presented by Tim Green

Mr. Green presented a video showing the Middle Schools accomplishments and highlights throughout the year to music.

6.3 Childs Elementary Presentation

Presented by Mary Aldridge

- Enrollment: 470
- Boys: 239
- Girls: 231
- Students with disabilities: 115 (22%)
- English language learners: 15 students (3%)
- African American – 24%
- Caucasian – 59%
- Hispanic – 1%
- Multi-racial – 17%
- Asian – 1%

Staffing

- 19 classroom teachers
- 5 Special Education
- 6 Ancillary Staff
- 11 Paraprofessional Staff
- 5 Specials

Enrollment for 2021-2022 is 470 which is down 18 from the previous year

Suspensions for 2021-2022 are 25 with 11 students

Jason Moore, Trustee (left meeting at 7:01 pm)

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- Happy Birthday to Trustee Sparks!
- Parent information nights are happening in the next week
- The final Portrait of a Graduate meeting will be May 10th.

7.2 Finance Report

7.2.1 April 2022 Food Service Report

Report was included in Board packet.

7.2.2 April 2022 Enrollment Report

Report was included in Board packet.

7.3 Technology Report

- Network wireless overhaul of District waiting of Federal approval.
- Department collecting devices and working on ways to manage.

7.4 Human Resources Report

- Thank you to WCHD and WISD for supporting us in a time of need in the follow up to the Bishop Testing Protocols.
- We have a Health Resource Advocate that will be assisting us for the remainder of the school year which is fortuitous timing given the rising amount of COVID we are seeing in our community.
- We are in the midst of our staffing and bargaining conversations. We will provide updates in the coming days and weeks.

8.0 BOARD REPORTS/CORRESPONDENCE

8.1 Board Executive Committee Report

Minutes from the previous three meetings are in the Board packet. The next Executive Meeting will be held June 6, 2022, at 5:30pm in the Pittman Room.

8.2 Board Performance Committee Report

The next Performance Committee will meet on June 27, 2022, in the Pittman Room.

8.3 Board Planning Committee Report

The Planning Committee met on May 9, 2022, to close out the Bond project and will meet next on June 13, 2022.

8.4 Board Finance Committee Report

The Finance Committee will meet on May 23, 2022.

8.5 Reports and Correspondence

- Thanked all the nurses!
- May 4, 2022 was celebrated with a ribbon cutting ceremony at the new baseball and softball fields.

9.0 PUBLIC COMMENT

9.1 Response to Prior Public Comment

- Jim Harless, community member, addressed the Board of Education about security issues at the Transportation Department. Mr. Jansen and Mr. Harless spoke via the telephone on April 25th.
- Elizabeth Wynn, community member, address the Board of Education about the lack of communication about the football and cheer programs from the Athletic Department. Mr. Jansen and Mrs. Wynn spoke via the telephone on April 25th regarding her concerns.

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.

- Kim Atkin, employee, stated her displeasure over the Middle School football program changes.

10.0 NEW BUSINESS

10.1 WISD 2022-2023 Budget

Included in the Board packet are the 2022-2023 Budget/Election timeline, the General Education Original Budget, the Special Education Original Budget, the WISD Budget Resolution for board adoption, and the PowerPoint presentation that was presented at the Washtenaw Association of School Boards Board of Directors Budget Review Meeting on April 12, 2022.

June 1, 2022 is the deadline for local district response to the WISD General Fund budget. The local district Boards of Education must consider a resolution of support for or disapproval of the proposed general fund budget by June 1 of each year and may indicate specific recommendations for changes by June 1, 2021. Board action was requested and is time sensitive.

It was moved by LaBombarbe and seconded by Rollins that we approve the WISD Budget Resolution indicating support for the proposed 2022-2023 budgets as presented.

Ayes:6

Nays: 0

Motion carried 6-0

10.2 Pediatric Therapy Associates, LLC 2022-2023 Contract

Lincoln Consolidated Schools has partnered with Pediatric Therapy Associates since 2000 to provide additional ancillary support staff. Pam Curtis, the owner of Pediatric Therapy Associates provides staffing solutions across Washtenaw County at competitive rates.

Ancillary support staff are speech language providers, occupational therapists, and physical therapist. These roles are required for the implementation of special education services across the district. These services provide much of our Medicaid revenue. As such, they are funded through Act 18 special education funds and not IDEA. This was presented for information only at this time; Board action will be requested at a subsequent meeting

10.3 Tenure and Continuing Probation Recommendations

Enclosed are the 2022-2023 probationary and tenure teacher recommendations from administration. This was presented for information only at this time; 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 25, 2022

11.1.2 Closed Session April 25, 2022

Enclosed are the minutes of April 25, 2022, Regular Meeting and Closed Session.

It was moved by LaBombarbe and seconded by Rollins that we approve the minutes of the April 25, 2022, Regular Meeting and Closed Session as presented.

Ayes:6

Nays: 0

Motion carried 6-0

11.2 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 replaced 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 maintenance items have come up since the budget amendment in November that has used up most of the HVAC and land and building 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.

Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the 2021-2022 Budget Amendment as presented by the Finance Director.

Ayes:6

Nays: 0

Motion carried 6-0

11.3 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. Board action was requested.

It was moved by LaBombarbe and seconded by Bentley that we approve the purchase of District and Building Front Office Computers as presented.

Ayes:6

Nays: 0

Motion carried 6-0

11.4 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. Board action was requested.

It was moved by LaBombarbe and seconded by Rollins that we authorize the Superintendent or designee to enter into a contract with Red Rover Absence Management and Timekeeping in an amount not to exceed \$20,000 and to replace Frontline/Aesop.

Ayes:6

Nays: 0

Motion carried 6-0

11.5 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. Board action was requested

Merri Lynn Colligan & Solomon Zheng

It was moved by LaBombarbe and seconded by Bentley that we enter into contract with WISD Technology for three years with option one as presented.

Ayes:6
Nays: 0
Motion carried 6-0

11.6 Total Sports Contract

For discussion, information provided by Christ Westfall, Athletic Director.

I'm advising that we exercise our opt out clause of the LAB contract with Total Sports, for the purpose of renegotiating a contract with them.

At the outset of the contract, the goal with Total was to ensure immediate revenue, and to minimize any concerns about needing time to "ramp up" activity. Also included was uncertainty regarding the staffing and management of the building - how much of the operation would fall on Total to support facility management? This first almost 18 months of operations have met that goal, as using Total as an "anchor tenant" has kept the building profitable in our startup phase.

At this time, we have built a very successful relationship with Dave York from Total and hope to continue to work with them to maintain efficiency in filling evening and weekend rental times - when we are not hosting our "own" revenue opportunities. However, several factors have changed the nature of our relationship. Staffing, scheduling, and supervising LAB operations have fallen nearly exclusively to Katie and I, without any need for managerial oversight by Total Sports. Our growth in building programming (mostly Track) and outside relationships (MSYSA/FAAST) have limited the need and our ability to offer Total Sports the rental time to maximize their contract - we're filling a lot of time on our own.

As we near the end of this fiscal year, total revenue from Total Sports will be less than \$180,000, for a contractual fee of \$60,000. At this time, we believe we can maintain a positive working relationship with Total Sports that still allows them to be the "anchor tenant" that we need at a greatly reduced cost to the LAB, and therefore to the district.

While I'm confident that a middle ground is likely with Total, we must acknowledge the possibility that ending this version of the contract exposes the LAB to having no relationship going forward with Total Sports. Even with that possibility, I believe new relationships and programming can outperform this year's result.

Moving forward, I believe the compromise position creates the proper balance of security and value for Lincoln's relationship with Total Sports. We love the idea of having their teams locked in for large portions of the schedule and believe we can find the fee structure that better favors the LAB and LCS. **This topic is for discussion.**

11.7 April 2022 Finance Report

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

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

Ayes:6
Nays: 0
Motion carried 6-0

11.8 April 2022 Check Register

Enclosed is the April 1-30, 2022, check register in the amount of \$1,838,966.35. The Superintendent recommends approval as presented.

I was moved by LaBombarbe and seconded by Bentley that we approve the April 1-30, 2022, check register in the amount of \$1,838,966.35 as presented

Ayes:6
Nays: 0
Motion carried 6-0

11.9 April 2022 Trust and Agency

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

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

Ayes:6
Nays: 0
Motion carried 6-0

11.10 Personnel Transactions

ACTION ITEMS				
Name	Position/Building	Effective Date	Status	Major/Step
Gretchen Marshall-Tothfejel	Spanish Immersion Teacher/Bishop Elementary	4/25/2022	New Hire	MA Step 8
Nancy Fox	Senior Center Director/Golden Ages Senior Center	4/25/2022	New Hire	
Alize Harvey	Bus Aide/Transportation	4/20/2022	Resignation	
Terrance Johnson	Paraprofessional/Lincoln High School	5/4/2022	New Hire	
Timothy Cates	Bus Driver/Transportation	5/6/2022	New Hire	
Lasonja Jones	Bus Driver/Transportation	5/9/2022	New Hire	

It was moved by LaBombarbe and seconded by Rollins that we approve the May 9, 2022, Personnel Transactions Summary as presented.

Ayes:6
Nays: 0
Motion carried 6-0

12.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Williams that we adjourn the meeting at 8:06 p.m.

Ayes: 6
Nays: 0
Motion carried 6-0