

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
October 28, 2019
6:00 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Thomas Rollins, Treasurer
Connie Newlon, Trustee
Laura VanZomeren, Trustee (arrived at 6:06 pm)

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Adam Snapp, Finance Director
Robert Jansen, Bishop Elementary Principal
Nicole Holden, High School Principal
Mary Aldridge, Childs Elementary Principal
Robert Merritt, Transportation Director

OTHERS PRESENT

Edgar Brown, Jim Harless, Mary Domas, Mary Jane Instance, Raymond Schrock, Michele Williams, Mike Weathers, Ronda Selter, Laurie Price, Jenny Wheaton-Sloan, Suelyn Brodie, Teresa Jackson, Kyla Gurganus, Donna Bentley, Lori Veihl, Jamie Lehto, Sherry Smith, Terry Karns, Brenda Nagel, Leslie Schwegler, Jessica Goerlitz, Laura Carl, Ann M. Wesryn, Abby Smith, Karen Cook, Adrian Bastow, Paul Baston, Kimm Kenney and Julie Hyder

1.0 CALL TO ORDER

Vice President Czachorski called the meeting to order at 6:02 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Williams, VanZomeren 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 Newlon that we accept the agenda as presented.

Ayes: 4

Nays: 0

Motion carried 4-0

6.0 PRESENTATIONS

6.1 Employee of the Month

Lori continually leads by example. Lori is organized, efficient, professional, funny and multi-tasks many duties simultaneously. Lori has worked with less than a half-time secretary for several years. While working endlessly to provide the necessary support for Childs Elementary, she also leads in the skill sets it takes to do so. With little to no direction or training, Lori has mastered many applications required to do her job successfully; Including but not limited to, PowerSchool, AESOP/Frontline, NewWorld, Registration Gateway, Excel, MICIR, School Specialty, School Dude, and Google.

Lori is a poster child for a building secretary, and I am proud of how well she represents our district.

Nominated by: Jona Ramey

(VanZomeren arrived at 6:06 pm)

6.2 Strategic Plan Goal #5-Communication

Presented by Vicki Coury

- Develop and enhance community events
 - Review current and proposed events with District PTO at October meeting
 - Identified groups to connect with annually; Ministers, Realtors, Daycare Providers, Government Leaders
- Clearly communicate building processes parent/guardian for transition between buildings
 - Principals have met to identify opportunities buildings
 - Formal step up programming has been implemented
- Build alumni Relationships
 - Implemented LHS Alumni LinkedIn group and shared with recent graduates
- Build alumni relationships needing to identify pros/cons of current alumni association group
- Work with HR to ensure more diverse staffing, especially teaching staff and identify education partners and job fair opportunities
- Ensure website and social media highlight diversity

6.3 Bishop Elementary Presentation

Presented by Robert Jansen

- Enrollment: 471 (Fall) - Boys: 272 and Girls: 199
- Enrollment up in 2019-2020 by 15 students from 2018-2019 school year with 8 more School of Choice students.
- Daily attendance is slightly down to 94% for the 2018-2019 school year from 95% in 2017-2018.
- The number of student suspensions is down to 34 for the 2018-2019 school year.
- School Improvement Goals-four goals – Reading, Math, Positive Behavior, and Project Based Science and Social Studies
- New at Bishop include: Rain Garden, Watch D.O.G.S., RAHS clinic, Bishop Legends, American Sign-Language Immersion being explored.
- E3 Award winner four times!
- LSI started with one classroom in 2012 and has grown to 6 classrooms this year! 1-4th/5th grade classroom, 2-2nd/3rd grade classrooms, and 3-Kinder/1st grade classrooms
- 2019-2020 Bishop Exchange Program has 15 students interested in participating

6.4 Marketing/Enrollment Presentation

Presented by Vicki Coury

- For the first time in 10 years enrollment is up! Headcount on October 2, 2019 was 3768 students.
- New enrolled students for 2019-2020 school year total 98, down from 117 students in 2018-2019, we are retaining students at a higher rate than in years past.
- State/Federal Reporting - All databases talk with each other, so constant validation is needed.
 - MSDS (Count Day) General Collections - Fall, Spring, and EOY, Special Education, At-Risk/ Title I, English Learners, Reading Deficiency (3rd Grade Reading Law)
 - SRM (Student Records Maintenance) – at least Monthly
 - TSDL (Teacher Student Data Link) - Annually
 - GAD (Graduation and Drop Out) - Annually
 - SID (School Infrastructure Database) – Annually
 - REP (Registry of Education Personnel) – December and EOY
 - Early Childhood Collections – Fall, Spring, and EOY
 - CRDC (Civil Rights Data Collection) – Bi-annually
 - Days & Clock Hours – Annually
- District communication includes: Back to School Communicator, Direct Mail Postcards, District and School Website, Press Releases, Community Event Publicity, Annual Report, Electronic Marquee, District and School Marketing Materials, Lincoln PTO, Facebook, Twitter, Snapchat Geo Filters, School Messenger – Parent Access via PowerSchool, Email, Robo-calls and SMS Text – NEW

- Community Outreach-meeting with the Superintendent include: Coffee with the Superintendent, Soup with the Superintendent, Annual State of the District, Senior Citizens Luncheon, Realtor Luncheon, Daycare Providers Lunch, Ministers Breakfast and Government Leaders
- Community events include: Bounce Back to School, Super Splitter Tailgate, Reading in the Park (Summer 2019), Movie Night –June 2019 and Lincoln Middle School Summer Block Party
- Focus areas:
 - Continue to look for opportunities to promote the district though positive storytelling, using both professional and social media channels.
 - Provide opportunities with the greater Lincoln community to support the district through events and ambassadorship.
 - Focus on retaining students at critical transition years through relationship building and positive interactions.
 - Build alumni relationships.

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report
No report.

7.2 Finance Report

7.2.1 September 2019 Food Service Report
Report included in Board packet.

7.2.2 September 2019 Enrollment Report
Report included on Board packet.

7.3 Human Resources

- Substitute teacher shortage continues to be an area the District is addressing.
- Open Enrollment with take place November 1-30, 2019, for all employees that carry health insurance.

7.4 Public Relations/Marketing

- Pittman Room dedication will be held on October 31, 2019 at 3:30 pm in the Pittman Room.
- Superintendent McNatt hosted area Ministers on October 10th to help building community connections and partnerships. The next Leadership Breakfast will be held on Friday, November 1st with area and state leaders. These meetings are designed to provide district updates and seek out support from our community partners.
- The Lincoln District PTO met on October 3rd to review the proposed calendar of events for the 2019-20 school year and summer.
- Several members of the staff attended Pupil Accounting training at the WISD on September 25th prior to the October 2nd Count Day. Staff is currently working through the collection window to optimize the FTE count for the district.
- Central office now has a Public Relations Intern from EMU that will be working to create content and media opportunities throughout the semester.

8.0 PUBLIC COMMENT

- Sherry Smith, Paraprofessional, shared her beliefs that school breakfast being served is unhealthy.
- Michelle Williams, Senior Center, would like to know when construction will start and if they can get notice due to health issues with some of the senior citizens.
- Ray Schrock, citizen, would like better communication on the upcoming construction at the Senior Center.
- Theresa Jackson, Teacher High School, spoke of the substitute teacher shortage and presented the Board of Education with a letter covering the matter.
- Laura Carl, parent, spoke on the substitute teacher shortage and would like to see Lincoln pay subs more.
- Jessica Goerlitz, Teacher Bishop, spoke on her desire to have additional consistent paraprofessionals for her students with one on one support.
- Jamie Lehto, Teacher Brick, commented her need to enter the building on the weekend and after hours. She feels staff should be able to enter when they desire, and it makes it difficult the way the current process is being handled.

- Abby Smith, Teacher Bishop, demanded from the Board of Education more paraprofessionals be hired to assist in the classrooms. Also, would like buses to all line-up on time, currently approximately 3 buses are running late at the end of the day.

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
The next Board of Education meeting is scheduled for November 4, 2019, at 5:30 pm in the Superintendent's Conference Room.
- 9.2 Board Performance Committee Report
The Performance Committee will meet at 3:45 pm on October 31, 2019, in the Superintendent's Conference Room.
- 9.3 Board Planning Committee Report
The board Planning Committee will meet on October 30, 2019, to discuss Brick's front office and the move of classrooms at the High School.
*VanZomeren asked for an update on the cameras and monitors at the High School in front of the office.
- 9.4 Board Finance Committee Report
Next Finance Committee meeting will be determined at a later date.
- 9.5 Reports and Correspondence
Czachorski commented on a terrific season for Lincoln High School Cross Country Team.

10.0 NEW BUSINESS

10.1 Student Discipline Hearing Recommendations

10.1.1 Student #1

The Board Discipline Committee met on October 1, 2019, to conduct a disciplinary hearing for Student #1 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by LaBombarbe and second by Newlon that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #1 as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

10.1.2 Student #2

The Board Discipline Committee met on October 17, 2019, to conduct a disciplinary hearing for Student #2 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

The Superintendent's Office was notified by Amy Wilhelm that the Student Advocacy Center and University of Michigan Student Rights Project (SRP) will be present and Student #2 has requested Closed Session.

It will be necessary to enter closed session to discuss student discipline, to return to open session. A roll call vote will be necessary.

It was moved by LaBombarbe and seconded by Rollins in pursuant to Sections 8(b) of the Open Meetings Act, I move that we enter closed session to discuss the student discipline, to return to open session.

Ayes: 5 VanZomeren, Newlon, Rollins, LaBombarbe, Czachorski

Nays: 0

Motion carried 5-0

It was moved by LaBombarbe and seconded by Rollins that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #2 as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

10.2 WISD Parent Advisory Committee

The WISD Parent Advisor Committee includes one Special Education parent from each district within the WISD to serve and represent their home district on the committee. It is the recommendation on the Superintendent to have Misty Gray represent Lincoln Consolidated School. The decision of the Board shall be final. This was presented for information only; Board action will be requested at a subsequent meeting.

10.3 Professional Development Committee (PDC)

The Professional Development Committee shall be composed of a teacher member from each building and the Curriculum Director. The teacher member shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. This was presented for information only; Board action will be requested at a subsequent meeting.

High School-Jessica Winters
Middle School-Rebekah Ward
Brick-Jodi Vanhevel
Childs-Lizzie Hollowell
Bishop-Danielle Cole
Model- Angie Cyrbok

10.4 Curriculum Development Committee (CDC)

The Curriculum Development Committee shall be composed of a teacher member from each building one teacher member from special education, and the Curriculum Director. The teacher members of the committee shall be recommended by the Association for approval by the Board of Education for one-year terms. The decision of the Board shall be final. This was presented for information only; Board action will be requested at a subsequent meeting.

High School-Dominic Rosa
Middle School- Nathan Soos
Brick-Cari Berecz
Childs- Amy Baxter
Bishop-Abby Smith
Special Education-Amy Stamps

10.5 Middle Cities Risk Management Trust Trustee

Bylaws of the Trust require the appointment of a designated Trustee and an alternate Trustee as the district's representative(s) to the Trust's Board of Trustees. Sean McNatt is appointed as the district's designated Trustee representative to the Middle Cities Risk Management Trust's Board of Trustees and is authorized to cast the district's vote on all matters which come before the Board. He/ She shall serve as Trustee until replaced by this Board in its absolute discretion. This was presented for information only; Board action will be requested at a subsequent meeting.

10.6 Bus Camera System Proposal

The current camera system has many limitations that include but not limited to the following: poor quality, no view into seats, audio is garbled, approximately 30% of the units are not working, limited capabilities compared to current camera systems. The Pro-Vision camera system is the best choice that will give us all the improvements to have an up to date camera system with the best technology of today that includes plug and play hardware that can be changed out when technology improves. The software portion is free for upgrades and encrypted for security. The current system is very cumbersome and time consuming to review the video, whereas, the new system will allow for better control, quality, and timestamping capabilities so we are not watching the entire video to find a specific incident.

The recommendation of the Transportation Director and the Superintendent is the Pro-Vision camera system will allow for automatic download of video to a district server that any authorized user will be able to view from any device that we choose versus the current system that can only be viewed by the two computers in transportation. The new system will also record HD quality and include stop arm cameras that will help identify those people that run the flashing red lights that potentially cause a very serious accident. A new camera system will help with sharing video to law enforcement and parents with the blurring technology. The total price \$117,864.06. This was presented for information only; Board action will be requested at a subsequent meeting.

- 10.7 Sex Education Advisory Board (SEAB)
Included in the Board packet are the Sex Education Advisory Board's (SEAB) mission and visions statements, by-laws and board roster. According to State guidelines these need to be considered for Board approval. 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 Board Meeting September 23, 2019
11.1.2 Board Workshop October 14, 2019
Enclosed are the minutes of the September 23, 2019, Regular Meeting and October 14, 2019, Board Workshop.
- It was moved by LaBombarbe and seconded by Newlon that we approve the minutes of the September 23, 2019, Regular Meeting and October 14, 2019, Board Workshop as presented.
Ayes: 5
Nays: 0
Motion carried 5-0
- 11.2 2018-2019 Audit Report
The 2018-2019 District Audit was presented on September 23, 2018. All questions were to be directed to Adam Snapp. The Superintendent recommends approval as presented.
- It was moved by Newlon and seconded by VanZomerem that we accept the 2018-2019 District Audit as presented.
Ayes: 5
Nays: 0
Motion carried 5-0
- 11.3 Bus Procurement
We are looking at purchasing 2 possibly 3 regular conventional buses. Total budgeted by Adam Snapp was \$210,000.00. Our bus vendor has offered us stock on-lot buses at a discount. The stock unit buses can be purchased for \$83,153.00 each. To buy three would cost us \$249,459. The mechanic, Finance and Transportation Directors and I agree with buying of three stock buses. Buses on-lot would be able to be delivered in October early November after Board of Education approval. Board action was requested.
- 2 buses would cost \$166,306.00
3 buses would cost \$249,459.00
- It was moved by LaBombarbe and seconded by Newlon that we approve the purchase of three general education buses in the amount of \$249,459.000 as presented.
Ayes: 5
Nays: 0
Motion carried 5-0
- 11.4 Bishop Student Trip-Spain
Mr. Jansen is requesting the Board to approve a multicultural exchange trip where students from Madrid, Spain, would come to Lincoln and students from Bishop would travel to Madrid. Information on the student exchange is provided in the Board packet and this would be the third year of the student exchange program. Board action was requested.

It was moved by VanZomerer and seconded by Newlon that we approve the Bishop Student Trip to Spain as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

11.5 September 2019 Finance Report

Enclosed are the September 2019, Financial Reports. The Superintendent recommends approval as presented.

It was moved by VanZomerer and seconded by LaBombarbe that we approve the September 2019, Finance Report as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

11.6 September 2019 Check Register

Enclosed is the September 1-30, 2019, check register in the amount of \$2,641,173.37. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the September 1-30, 2019, check register in the amount of \$2,641,173.37 as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

11.7 September 2019 Trust and Agency

Enclosed is the September 2019, Trust & Agency Report. The Superintendent recommends approval as presented.

It was moved by LaBombarbe and seconded by Newlon that we approve the September 2019, Trust & Agency Report as presented.

Ayes: 5
 Nays: 0
 Motion carried 5-0

11.8 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Tasha Rogowski	Noon Supervisor/Childs Elementary	9/18/2019	New hire	
Patricia Jackson	Noon Supervisor/Childs Elementary	9/18/2019	New hire	
Amanda Lynch	Noon Supervisor/Childs Elementary	9/18/2019	New hire	
Sandra Amrhein	Noon Supervisor/Childs Elementary	9/18/2019	New hire	
Kenneth Wilson	Bus Aide/Transportation	9/24/2019	New hire	
Nancy Sizemore	Sub Noon Supervisor/Childs/Bishop Elementary	9/24/2019	New hire	
Allen Kennedy	Paraprofessional/Lincoln High School	9/26/2019	New hire	
Matthew Hirsch	5th Grade Teacher/Brick Elementary	9/30/2019	New hire	
James Wilson	Noon Supervisor/Lincoln Middle School	9/30/2019	Additional position	
Marcus Beeman	Bus Driver/Transportation	9/30/2019	New hire	
Terrance Heiligh	Bus Driver/Transportation	9/30/2019	New hire	
Demetrius Miller	Bus Driver/Transportation	10/1/2019	New hire	

Shaheen Eisenstein	Paraprofessional/Lincoln Middle School	10/7/2019	New hire	
Kimberly Kratzer	Assistant Building Secretary/Transportation	10/7/2019	New hire	
Eric Howard	Sub Mechanic/Transportation	10/7/2019	New hire	
Nicole Davis	Noon Supervisor/Brick Elementary	10/9/2019	New hire	

It was moved by LaBombarbe and seconded by VanZomeren that we approve the October 28, 2019, 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.

It was moved by LaBombarbe and second by VanZomeren in 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.

Ayes: 5 VanZomeren, Newlon, Rollins, LaBombarbe, Czachorski

Nays: 0

Motion carried 5-0

13.0 ADJOURNMENT

Mrs. Czachorski declared the meeting adjourned to closed session at 9:21 p.m. not to return to open session.