



LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / STUDY SESSION
January 13, 2025
5:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Jennifer LaBombarbe, President
Matthew Bentley, Vice President
Jason Moore, Treasurer
Jennifer Czachorski, Trustee (arrived 5:33pm)
Alisa Soos, Trustee

ADMINISTRATORS PRESENT

Robert Jansen, Superintendent
Paula Robinette, Human Resources Director
Karensa Smith, Assistant Superintendent Curriculum & Instruction
Adam Snapp, Finance Director
Vicki Coury, Information & Communications Director
Chris Westfall, Athletic Director

OTHERS PRESENT

1.0 CALL TO ORDER

President LaBombarbe called the meeting to order at 5:10 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present except Smith.

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 PRESENTATIONS

5.1 Curriculum and Instruction Presentation

ELA

Elementary ELA - ARC Program

- ELA adoption committee made up of Y5-12 teacher leaders including general ed, special ed, interventionists, and Spanish Immersion
- All classroom teachers have adopted the ARC curricular resource this year
- What is in place for teacher success:
 - 2 ARC coaches meet with teams of teachers/month
 - District ARC coach available by email and phone
 - Teacher leader coach in each building; attends training with their teams
 - LCS Literacy Coach attends all training to help support at all levels

- Principals and building level coach receiving monthly professional learning
- District ARC coach meets with Asst. Supt. and Literacy Coach monthly
- Built an ARC GC with resources and supports and continue to add as needs arise
- Walkthroughs in classrooms with coach and administrator with specific look for

Next steps

- Continued training and support for including ARC tips from early adopters/coaches on February 18th
- Walkthroughs and feedback
- Collect and analyze student work examples
- Review and discuss SchoolPace data on a consistent basis

MS/HS ELA - Into Literature

- ELA adoption committee made up of Y5-12 teacher leaders including general ed, special ed, interventionists, and Spanish Immersion
- Included MS/HS ELA teachers
- What is in place for teacher success:
 - All day in person Professional learning with IL coach
 - Virtual check ins professional learning with IL coach; coachly training for 9th grade teachers
 - In person check ins once/month
 - Administrators part of the professional learning including meetings with administrators after coaching sessions
 - SI teacher is using Arriba Lectura (K-6 program) and intertwining Into Literature concepts; getting Coachly training package

Next steps Middle School

- Plan for how students will receive devices
- Deep dive with Writable
- Planning collaboratively with IL coach
- One-on-one coaching with all MS ELA teachers

Next steps High School

- 9th grade focus
- Planning collaboratively with IL coach
- One-on-one coaching with all HS ELA teachers-Coach to observe a portion of direct instruction/facilitation of a lesson and debrief
- Assessments scope and sequence reviewed in the Ed platform
- Assessment/Standard-based reports

Math

Elementary-What is in place

- Each teacher has three one on one math best practices coaching sessions
- The new principal has math best practices coaching
- SIS is working with curriculum leaders and grade level teacher leaders to curriculum map our standards, math best practices, and Math Expressions
- SIS helped created summative assessments based on our power standards

Middle School Math - 23h grant Improving Mathematics Teaching and Learning

60 days with two SIS math coaches that are coaching on best practices

- Principals meet with math coaches
- Math coaches work with teachers to collaborate on designing the course curriculum incorporating the 8 mathematical practices. This includes identifying essential skills and concepts from specific curriculum standards, selecting appropriate instructional materials, and developing assessment strategies.
- Teachers will engage in interactive professional learning to explore new instructional methods, such as project-based learning, cooperative learning structures, and formative assessment strategies.

High School Math 23h grant - Improving Mathematics Teaching and Learning

- WISD math coach will work with teachers to collaborate on designing the course curriculum incorporating the 8 mathematical practices. This includes identifying essential skills and

- concepts, selecting appropriate instructional materials, and developing assessment strategies.
- Teachers will engage in interactive professional learning to explore new instructional methods, such as project-based learning, cooperative learning, and formative assessment strategies.
- Washtenaw ISD math coordinator will provide training on how to analyze student data inform instructional decision-making and differentiate instruction to meet the diverse needs of students.

Michigan School Index System

- The School Index accountability requirements set forth in the federal Every Student Succeeds Act (ESSA) of 2015. The purpose of the School Index is to identify schools for supports based on their performance. Each school, component and student group receive a 0-100, percent of target met, index.
The school has one or more subgroup consistently underperforming
 - High School
 - Students With Disabilities performing below the 25% in growth, proficiency graduation rates, school quality and school success, and assessment participation
 - Virtual Academy
 - Economically Disadvantaged performing below the 25% in growth, proficiency, school quality and school success, and assessment participation
 - Next Steps
 - HS administrators, Director of Special Services, and VA Coordinator are to submit a corrective action plan to me by January 24th

6.0 PUBLIC COMMENT

- No Public Comment

7.0 SUPERINTENDENT UPDATE

- On January 13th we had a Districtwide internet outage, and several transportation employees became ill causing school to close.
- Thank you to former President Czachorski for her three years serving as Board President.
- Our Lincoln Roadmap Team will be coming to a future Board meeting to update the Board of Education on all their progress.

8.0 COMMITTEE OF THE WHOLE

8.1 Executive Committee

8.1.1 Lincoln App and Aptegy Update (D)-Vicki Coury

Following a vendor demo of the Aptegy Unified Communication Solution and discussions about other potential tools, the district initiated a comprehensive review of communication tools and practices. Historically, communication tools were added to address immediate needs. However, advancements in technology and increasing expectations highlight the necessity of a cohesive, strategic approach. Guided by the MTSS Initiative Framework, the Communication Goal Team conducted a structured evaluation of Lincoln's current communication tools and practices. This ensures alignment with the district's goals while addressing the outlined needs in the Strategic Plan.

Goal #4-Communication

LCS will design a modern, consistent, and sustainable district-wide communication system that promotes positive engagement with all current and potential stakeholders.

Enhance communication for equitable family participation in education.

- Use diverse channels like calls, emails, texts, and social media.
- Set clear communication frequency, response time, and tone.
- Ensure accessibility for all families, regardless of language or ability.

Strengthen the district's brand and reputation locally, regionally, and nationally.

- Develop a consistent branding strategy showcasing unique strengths.

- Implement a media plan for social media, emerging channels, and traditional media.
 - Assign communication roles and compensated media coordinators for buildings.
 - Create branded templates for social media.
 - Develop building and district social media calendars with daily posts.

Next Steps

IDENTIFY NEEDS & RESOURCES- by 2/1/2025

Using the Hexogon Tool results, staff will identify needs that current tools and systems are not addressing. Where possible, we will leverage grant funding to help support the cost of new implementation.

RESEARCH POTENTIAL SOLUTIONS - by 3/1/2025

Through established networks, staff will identify potential solutions and reach out to vendors for demonstrations and/or quotes.

EVALUATE SYSTEMS - by 4/1/2025

The Communications Goal Team will evaluate systems and determine which system meets the long-term needs of the district. A recommendation will be made to the Board for approval, as needed, during the month of April.

IMPLEMENT SYSTEM & PROCESSES FOR 2025-26

Working with vendors, any migration of existing information, data integrations, and procedures will be completed before the start of the 2025-26 school year. Communication plans for staff, students and families will be created, including Parent University supporting videos. Additional resources for staff and families will be created and shared throughout the 2025-26 school year.

8.2 Finance Committee

8.2.1 Finance Update (D)-Adam Snapp

Adam Snapp presented the monthly financial reports. These reports will be kept monthly in the Board of Education shared drive-Financials. The Check Register, Finance Reports and T & A report will remain in the Consent Agenda portion of the Regular Meeting for Board approval.

8.2.2 LAB Winter Schedule Update (D)-Chris Westfall

The LAB is fully scheduled for the Winter season, with several new events added to this year's roster, including the local Islamic Games, Gymnastics, and a potential craft show vendor. Discussions are ongoing between Trinity Health and Chris Westfall regarding the establishment of a physical therapy office in the LAB. Additionally, Chris Westfall is working on gathering quotes and developing an equipment replacement plan. A finalized quote for the track replacement will be required for the Board's review and approval before moving forward.

8.3 Performance & Policy Committee

8.3.1 Therapy Animal Policy (N)

Paula Robinette will reach out to Miller Johnson to discuss and incorporate additional language into the Administrative Regulations-AR regarding the spaying and neutering of therapy animals. This amendment aims to ensure that the policy aligns with best practices and addresses any concerns related to the management of therapy animals. Policy moves forward for approval.

8.3.2 Policy Manual Update (N)

Policy Manual moves forward for approval.

8.3.3 Human Resource Update & Personnel Transactions (D)-Paula Robinette

The High School Principal posting will come down on Wednesday, January 15, 2025. Personnel Transaction-no questions, moves forward to the Consent Agenda.

8.3.4 Curriculum & Instruction Update (D)-Karensa Smith

Karensa Smith covered upcoming Professional Learning opportunities for January 27th Special Ed and February 18th is a full six-hour professional learning day. The morning will be geared towards curriculum needs for each grade level/department. The afternoon will be spent on various EdTalk topics based on the survey results

8.4 Building & Site Committee

8.4.1 Facilities & Grounds Update (D) Trane Update (D)-Phil Bongiorno

Phil Bongiorno's update and Trane update will move to February 3, 2025, Study Session.

8.4.2 Technology Update (D) Network Storage & Servers Infrastructure (N)-Solomon Zheng

Solomon Zheng updated the Board of Education about the Network Storage & Servers Infrastructure. This item will move forward to the Board Agenda.

Our current servers and storage for the servers are on an older system that has been slowly failing. Our host (the device that allows us to build virtual servers) has been failing and we are down to two hosts. For safety we need 3 hosts to ensure we have redundancy and the ability to bring down a host for updates and such. Also, our storage needs to be compatible with the new hosts and an increase of capacity is needed. This project was delayed last year due to the funding allocated being spent on Chromebooks for testing. This year, the cost has increased beyond the original budget amount but I do think there is space in the total technology budget to cover the difference.

This is essential equipment to allow us a stable platform for hosting servers. Our entire HVAC, printing, and part of our identity management are hosted on our current servers to name a few of the critical systems impacted.

The Student Device Acceptable Use Agreement was reviewed and discussed in detail. The Board emphasized the importance of ensuring the agreement is comprehensive and reflective of current best practices. To aid in this process, Solomon Zheng was tasked with reaching out to surrounding school districts to gather examples of their Student Device Acceptable Use Agreements for comparison and reference.

Additionally, the Board highlighted the necessity of requiring all students from Y5s (Young Fives) through 12th grade to sign the agreement annually to reinforce expectations and accountability. Solomon Zheng was requested to incorporate the findings and any relevant updates into the agreement and present the revised draft at the Study Session meeting scheduled for February 5th. This presentation will provide an opportunity for further discussion and refinement before the agreement is finalized.

9.0 OTHER BUSINESS

On December 15, 2024, Trustee Thomas Rollins tendered his resignation from the Lincoln Consolidated Schools (LCS) Board of Education (BOE) effective December 31, 2024. We thank Mr. Rollins for his service to LCS during his time on the Board. We wish him and his family the very best.

The term for the vacant seat ends December 31, 2026. The LCS BOE is seeking applications for the newly vacant position on the BOE. State law requires that the position be filled within 30 days of the vacancy. An individual will be appointed to fill the vacant position through December 31, 2026. Interested persons must submit a resume, a letter expressing interest in the Board position, and their qualifications for the position. These items should be sent to the Board Executive Committee at boardofeducationexecutivecommittee@lincolnk12.org no later than 6:00 pm on January 17, 2025.

Following a review of the submitted materials, the Board will schedule interviews with selected candidates. Only qualified candidates for the Board vacancy will be interviewed. The Board has scheduled a time on Wednesday, January 22, 2025 at 5:00 p.m. to conduct the interviews, as needed.

10.0 CLOSED SESSION

10.1 Negotiations

It was necessary to enter closed session to discuss Negotiations, to return to open session.

A roll call vote will be necessary.

Pursuant to Sections 8(c) of the Open Meetings Act, it was moved by Bentley and seconded by Moore that we enter Closed Session to discuss Negotiations, to return to open session.

Ayes: 5 LaBombarbe, Bentley, Soos, Czachorski and Moore

Nays: 0

Motion carried 5-0

9:15pm enter Closed Session/9:43pm returned to Open Session

11.0 ADJOURNMENT

It was moved by Czachorski and seconded by Moore that we adjourn the meeting at 9:44 p.m.

Ayes: 5

Nays: 0

Motion carried 5-0

President LaBombarbe declared the meeting adjourned.