

**A. General Information**

The Livingston ESA serves as the central support system for all public, charter and non-public schools that operate within the Agency. There are 56 other Educational Service Agencies (ESAs) Intermediate School Districts (ISDs) or Regional Education Service Agencies (RESAs) in the state of Michigan. No two are exactly alike. Each bases its work on the specific needs of its constituent school districts. All offer leadership, programs, and services in the areas of instruction, career and technical education, special education, technology, and business related functions.

	FY 2017-2018
Total Budget (Final Expenditures for the Fiscal Year - All Governmental Funds)	\$ 61,292,477
Pupils (Combined LEA and ISD Membership as of August, 2018)	28,010.83
ISD Employees (Paid Employees as of June, 2018 REP Submission as reported at MI School Data)	597
Constituent Districts (5), PSAs (4), Nonpublic Schools (12)	21

**B. Travel Information - Fiscal Year Ending 2018**

As ISDs seek to provide leadership, programs and services to their constituents, staff seek out best practices, gain state and national educational perspectives, gather knowledge and skill levels that reflect the latest trends, innovations and challenges. This requires more travel to conferences and trainings than you would typically experience in a K-12 school district. Individual board member's and/ or administrator's travel expenses that exceed \$3,000.00, in a combination of the designated areas, are shown below.

Livingston Educational School District (47000)		
<b>R. Michael Hubert, Ed.D., Superintendent</b>		
FY 2018 total cost of air fare		\$477.40
FY 2018 total cost of overnight lodging		\$3,005.48
FY 2018 total cost of car rental		\$0.00
FY 2018 total cost of meals		\$53.67
<b>Dates</b>	<b>Purposes</b>	<b>Locations</b>
9/20-9/22/2017	MASA Fall Conference	Traverse City, MI
11/28-12/2/2017	AESA Annual Conference	San Antonio, TX
1/24-1/26/18	MASA Mid-Winter Conference	Kalamazoo, MI
3/15-3/16/2018	MAISA Spring Meeting	Saginaw, MI
6/27-6/29/2018	MAISA Summer Conference	Traverse City, MI

**C. Contract Information**

The Livingston ESA entered into a variety of contracts during the 2017-2018 fiscal year. Some of the contracts were entered into on behalf of county-wide services, while others were entered into as part of our annual processes to achieve cost containment efficiencies. The following represent those contracts in excess of \$100,000 and contracts in excess of \$25,000 that were not competitively bid.

Purpose and Subject Matter	Cost	Bid?	Signed by	Position
Brighton Fire Department CTE Program	\$46,000.00	No	M. Hubert	Superintendent
Brighton Institute of Technology CTE Program	\$45,125.00	No	M. Hubert	Superintendent
EIDEX Focus Software	\$36,702.00	No	T. Zigman	Executive Director of Administrative Services
Gennesee ISD Seat Time Waivers	\$51,975.00	No	M. Hubert	Superintendent
Livingston County EMS CTE Program	\$40,000.00	No	M. Hubert	Superintendent
Super Flite Fuel Consortium	\$961,717.00	Yes	M. Hubert	Superintendent
Washtenaw ISD Instructional Services	\$335,402.00	No	M. Hubert	Superintendent
Workskills Janitorial Services	\$156,642.00	No	M. Hubert	Superintendent
Castaway Play Café GSRP Services	\$65,250.00	No	Candice Davies	Director of Early Childhood
Down on the Farm GSRP Services	\$91,261.00	No	Candice Davies	Director of Early Childhood
Little Country Kids GSRP Services	\$68,337.00	No	Candice Davies	Director of Early Childhood
Fowlerville Schools GSRP Services	\$208,800.00	No	Candice Davies	Director of Early Childhood

**D. Contract Modification Information**

There were no contract modifications in excess of \$25,000 for the 2017-2018 school year. Additionally, there were no contracts that after modification resulted in the contract exceeding \$100,000 if competitively bid or \$25,000 if not competitively bid.

Modification Description	Additional Amount	Revised Total
N/A		

**E. Salary, Expense Account, & Supplemental Compensation Information**

The Livingston ESA employees with the highest compensation package are disclosed as required. Using the number of Livingston ESA employees as reported above as the basis for calculating the top 3%, the top twenty people are disclosed. Supplemental compensation includes items such as auto allowance, board paid 403(b), tuition reimbursement, and payout of unused vacation days.

Employee	Contract Amount	Exp. Acct.	Reimb. Exp.	Suppl. Comp.
SUPERINTENDENT	\$161,225.00			\$9,011.20
EXECUTIVE DIRECTOR OF ADMINISTRATIVE SERVICES	\$122,720.00			\$11,233.52
EXECUTIVE DIRECTOR OF SPEC ED	\$122,720.00			\$4,720.00
EXECUTIVE DIRECTOR OF EARLY CHILDHOOD SPECIAL ED	\$112,320.00			\$10,940.00
DIRECTOR OF SPECIAL EDUCATION	\$114,905.00			\$4,419.20
EXECUTIVE DIRECTOR OF TRANSPORTATION	\$104,000.00			\$13,369.90
EXECUTIVE DIRECTOR OF EARLY CHILDHOOD SERVICES	\$112,320.00			\$4,320.00
DIRECTOR OF SPECIAL EDUCATION	\$109,884.00			\$4,226.40
EXEC DIRECTOR OF SECONDARY SCHOOL OPTIONS	\$104,360.00			\$7,790.00
DIRECTOR OF SPECIAL EDUCATION	\$109,884.00			\$2,113.20
DIRECTOR OF SPECIAL EDUCATION	\$107,599.00			\$4,138.40
DIRECTOR OF SPECIAL EDUCATION	\$109,212.00			\$0.00
DIRECTOR OF SPECIAL EDUCATION	\$106,008.00			\$0.00
ASST DIRECTOR OF SPECIAL ED	\$87,143.00			\$3,352.00
SPEECH & LANGUAGE PATHOLOGIST	\$85,393.00			\$2,625.00
SPEECH & LANGUAGE PATHOLOGIST	\$85,393.00			\$2,625.00
PROGRAM CONSULTANT ASD	\$85,393.00			\$2,625.00
SCHOOL PSYCHOLOGIST	\$85,393.00			\$2,625.00
SCHOOL SOCIAL WORKER	\$85,393.00			\$2,625.00
OCCUPATIONAL THERAPIST	\$85,393.00			\$2,625.00

**F. Fiber Optic/Cable Equipment & Operating System Software for Fiber Optic/Cable Equipment Networks**

The Livingston ESA does not operate any Fiber Optic or Cable Equipment and Operating System Software for Fiber Optic or Cable Equipment Networks that require disclosure.

**G. Public Relations, Polling, Lobbying, and Legal Services**

The Livingston ESA incurred legal services in the normal course of conducting business. Most of the legal assistance incurred was for the complex legal area of special education and for the review of legal agreements prior to approval by Agency staff or the Board of Education. Additionally, legal services were required for implementing an updated 403(b)/457 plan for the Agency and local districts.

Vendor	Services	Amount
Thrun Law Firm	Legal	\$ 16,599
Dean & Fulkerson P.C.	Legal	\$ 27,158
Secrest, Wardle, Lynch, Hampton, Truex & Morley P.C.	Legal	\$ 748
School Equity Caucus	Lobbyist	\$ 5,233
Oakland Schools Education Foundation - School Finance Research Project	Lobbyist	\$ 10,562
Karoub Associates	Lobbyist	\$ 11,500

**H. IRS Tax Form 1099s in Excess of \$25,000**

The Livingston ESA issues the federal income tax form 1099 on an annual basis. Those 1099's issued for calendar year 2017 in excess of \$25,000 are disclosed below.

Name	Amount	Project(s)	Services
SOLIANT HEALTH	\$25,301.25	Professional Services	Professional Services
FRONTLINE TECHNOLOGIES GROUP, LLC	\$26,394.80	Recruitment/Substitute Management	Software
JENNIFER L LANGE, LMSW, LLC	\$29,483.90	Professional Services	Professional Services
MICHELLE SANBORN	\$31,728.00	Professional Services	Professional Services
JESSICA DALE	\$32,323.50	Professional Services	Professional Services
MANER COSTERISAN PC	\$34,800.00	Audit	Audit
EIDEX LLC	\$38,013.00	Data Analytics	Software
LINDHOUT ASSOCIATES	\$58,950.04	Professional Services	Architect Services
CASTAWAY PLAY CAFE LLC	\$85,450.34	Professional Services	Professional Services
DOWN ON THE FARM	\$150,153.12	Great Start Readiness Program	Early Childhood Education

**I. Certain ISD Expenditures**

The Livingston ESA employees administrative staff for (1) the primary operations of the Livingston ESA and (2) the operation of County-Wide and Local District special education programs. The Livingston ESA employees the administrative staff necessary to operate the local district special education programs as a means to maximize the reimbursement to Livingston County for the administrative costs associated with operating special education programs. However, those costs are reported under the "226 - Supervision and Direction of Instructional Staff" function codes. According to the Michigan Department of Education Guidelines, to achieve consistency in reporting those costs are excluded. The administrative costs that are included are for both the general education fund and the special education fund as categorized in the "230 - General Administration" and "240 - School Administration" function codes.

	\$ Amount	% of Budget
Administrative costs	\$ 1,175,012.00	1.92%
Public Relations, surveys, polling, lobbying legal fees	\$ 71,800.00	0.12%

**J. Motor Vehicle Expenses**

The Livingston ESA operates programs on a county-wide basis for Special Education as well as Head Start. Accordingly, vehicles are required to provide maintenance and food service for those programs. Additionally, the Livingston ESA operates a county-wide transportation system for Special Education. Maintenance vehicles are required to provide on-road repair services for those school buses operated by the Livingston ESA. Personal use of Livingston ESA vehicles is strictly prohibited.

Motor Vehicles			Purpose		
1997	GMC	SIERRA - 2500 Green	Maintenance/Operations		
2001	CHEVROLET	K2500HD/Black	Maintenance/Operations		
2010	FORD	PICKUP/bus garage	Maintenance/Operations		
2010	FORD	PICKUP	Maintenance/Operations		
2012	GMC	SAVANA 3500	Maintenance/Operations		
2014	FORD	ECONOLINE VAN	Transportation		
2015	FORD	PICKUP	Maintenance/Operations		
2016	FORD	PICKUP	Maintenance/Operations		
2017	GMC	SAVANA 3500	Maintenance/Operations		