



## **MINUTES**

Board Retreat of August 22, 2018

- 1. Call to Order.** President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:03 p.m. on Wednesday, August 22, 2018, at the 2/42 Church, Brighton, Michigan.

- A. Roll Call

Present were:

Board Members: President Loy  
Vice President Cortez  
Treasurer Kaiser  
Secretary Fryer  
Trustee Jankowski

LESA Staff: Dr. Michael Hubert

- B. Approval of Agenda

It was moved by Don Cortez and seconded by Gary Kaiser to approve the agenda as presented.

The motion carried unanimously.

- 2. Call to the Public/Correspondence.** The President asked if anyone wished to speak on any items or had received correspondence.

There was no correspondence or public comment at this time.

- 3. Approval of Consent Agenda.**

It was moved by Eileen Jankowski and seconded by Don Cortez to approve the Consent Agenda.

A roll call vote was taken. Fryer voted YES, Cortez voted YES, Kaiser voted YES, Jankowski voted YES, and Loy voted YES.

The motion carried unanimously.

Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of August 8, 2018

- 4. School Board Professional Learning – AESA National Conference and MASB Leadership Conference.**

The board discussed plans for attending conferences this year and each board member will notify Judy Paulsen of their intentions regarding attending the AESA National Conference and the MASB Leadership conference so that travel and lodging arrangements can be made.

## **5. Strategic Plan Changes**

The board discussed various processes to update and modify the strategic plan and intends to act as necessary after the 2<sup>nd</sup> and 4<sup>th</sup> quarter Superintendent evaluation updates.

## **6. Board Communications**

The board discussed the monthly administrative reports and heard a recommendation from the Superintendent to pilot an alternative communication this fall that would be sent to all employees and interested stakeholders. The basis of the pilot will be a bi-weekly communication with seven sections as follows (limited to 250 words in each section): (1) Information for parents, (2) Superintendent Message, (3) Service to our Constituent Districts, (4) Special Education, (5) Early Childhood Education, (6) Secondary Options, (7) Collaborative & Support Services.

## **7. Board Finance Report**

The board discussed the monthly finance report and their interest in holding a work session during the November board meeting to further explore alternative report formats and review the board's legal obligation for financial oversight. Additionally, the board is interested in exploring the possibility of having quarterly financial presentations by the administration.

## **8. Administrator Wage Scales**

The board discussed the current administrative wage scales and heard the superintendent's concern that some positions are not keeping pace with neighboring ISDs. The superintendent will do additional research into the wage scale and will report back to the board.

## **9. Superintendent Goals**

The board discussed adding the following goals for the superintendent:

- (1) Create a document to explain what the Agency does and features the people that make the Agency services valuable to the community. A key objective of the communication is to inform people unfamiliar with the Agency in a way they will understand it and also to provide contact information.
- (2) Publish an organizational chart for the Agency.

## **10. Superintendent Salary**

The board discussed the superintendent's salary. The Board President intends to work with the Board's attorney to develop a contract amendment that would be considered for action at the September 12, 2018 board meeting.

## **11. Adjournment**

Loy declared the meeting adjourned at 8:58 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp