



MINUTES

Regular Meeting of April 10, 2019

Call to Order

President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:00 p.m. on Wednesday, April 10, 2019, at the LESA Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

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

LESA Staff: Carie Cowger, Jenn Damon, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Ellen Koerner, Sean LaRosa, Candice Olrich, Judy Paulsen, Michelle Radcliffe, Lindsey Roberts, Laura Walters, Teresa Zigman

Guests: Guillermo Lopez, Michelle Sherman, Carolyn Wolfe

C. Approval of Agenda

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

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

The motion carried unanimously.

A. Approval: Superintendent's Recommendations

029-018-019

The Board approve out-of-state travel for Doug Haseley to the Mental Health Technology Transfer Center National Learning Collaborative March 13-15, 2019 in Columbia, Maryland.

030-018-019

The Board approve the submission of a grant application to the Department of Health and Human Services for the Head Start program to provide comprehensive child development service to 174 low income 3-5 year olds and their families residing in Livingston County or using program of choice in the amount of \$1,412,458 for the period July 1, 2019-June 30, 2020.

031-018-019

The Board approve submitting the COLA application in the amount of \$24,635 to the Department of Health and Human Services to permanently increase the Livingston ESA Early Childhood salary structure by 1.77% with the exception of one employee that falls under the Administrator Employee Handbook.

032-018-019

The Board approve entering into contract with Teachstone in the amount of \$540 as the online classroom assessment tool for the 2018-2019 school year.

033-018-019

The Board approve the submission of the grant application to the Department of Health and Human Services to extend the length of an additional 15 children (Total 30) from 462 hours to 1,020 hours.

034-018-019

The Board Approve entering into contract with Howell Public Schools for the School Year 2018-2019 to provide space for three classrooms for use by the Head Start and Great Start Readiness programs at cost of \$35,000.

035-018-019

The Board Approve entering into contract with Fowlerville Community Schools for the 2018-2019 school year to provide Great Start Readiness Program Services to 32 4-year olds for an amount not to exceed \$201,836.80.

036-018-019

The Board approve entering into a Cooperative Cash Match Agreement with Livingston County Community Mental Health Authority (LCCMHA), Howell,

MI; Livingston County Department of Health and Human Services (LCDHHS), Howell, MI; County of Livingston for Livingston County Health Department (LCHD), Howell, MI; 44th Judicial Circuit Court – Family Court Division/ Juvenile Unit (JCC), Howell, MI; Community Mental Health Partnership of Southeast Michigan (CMHPSM), Ann Arbor, MI; to provide cash match funding in order for the LCCMHA as the financial fiduciary and the managing entity for said venture, to coordinate behavioral health managed care services for specific children who are residents of Livingston County and who meet the enrollment criteria for said services for the period October 1, 2018 through September 30, 2019. The Cash Match Agreement total is \$1,318,074.

Funding obligations are as follows:

- \$40,000 – CMHPSM
- \$59,000 – JCC
- \$5,000 – LCHD
- \$104,000 – State Child Care Fund Match
- \$20,000 – LCDHHS
- \$20,000 – State Child Care Fund Match
- \$20,000 – LESA
- \$942,074 – LCCMHA's Medicaid Allocation
- \$108,000 – Community Reinvestment Funds

LESA Funding Source: Act 18 Funds

037-018-019

In accordance with MCL 380.1241 the Board hereby designates the Superintendent to work with the school safety commission created under section 5 of the comprehensive school safety plan act and the office of school safety.

038-018-019

The Board approve the purchase of five Blue Bird buses with a layout similar to those purchased in prior years. These units would replace the following buses in scheduled route service:

Bus 91-11	132,000 miles	Entered service 9/2010
Bus 92-11	139,000 miles	Entered service 9/2010
Bus 93-11	144,000 miles	Entered service 9/2010
Bus 94-11	127,000 miles	Entered service 9/2010
Bus 95-11	105,000 miles	Entered service 9/2010

The costs for special education buses are reimbursed by the State at the time they are amortized, which is over a period of seven years. The reimbursement rate is about 70 percent. The recommended “not-to-exceed purchase price” was taken from the Michigan School Business Officials statewide school bus bid. Special education buses are generally higher in cost than traditional general education buses due to the additional safety equipment (additional railings, wheelchair tie-downs and lifts, etc.) and supplemental climate control systems (heating and air conditioning).

The buses will be ordered upon approval and received in the 2019-2020 fiscal year and funded with 2019-2020 special education budget resources.

039-018-019

The Board approve the attached General Appropriation Resolution.

As required by the State of Michigan, the 2018-2019 Budget is presented for amendment by the Board of Education. This amendment is intended to update the budget based on more current financial information than was known in the spring of 2018 when the budget was adopted.

040-018-019

The Board approve the Head Start/GSRP Eligibility Priority Criteria, Selection Process for Placing Children and Proposed Program Locations

Each year Livingston ESA Early Childhood Programs review the criteria for placing children in our Head Start and GSRP classrooms throughout the county. As required by the Head Start program, the following Early Childhood documents are presented for approval by the Board of Education:

- 2019-2020 Eligibility Priority Criteria
- 2019-2020 Selection Process for Placing Children
- 2019-2020 Proposed Program Locations

041-018-019

The Board approve the Head Start/GSRP Strategic Plan with Program Goals and Professional Learning Guide

In 2019 the Livingston ESA Head Start and GSRP Early Childhood Programs will begin a new five-year improvement cycle focused on improving child outcomes and supporting staff capacity in order to positively impact child outcomes. As required by the Head Start program, the following Early Childhood documents are presented for approval by the Board of Education:

- 2019-2020 5-Year Strategic Plan with Program Goals
- 2019-2020 Professional Learning Guide

B. Personnel Board Reports

The February and March Personnel Board Reports were presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Registers – January and February
- Purchase Card Transactions – January and February

D. Approval: Minutes

The following minutes were presented for approval:

- Minutes of Board Retreat of April 4, 2019
- Minutes of Closed Session Board Meeting of April 4, 2019

E. Superintendent's Reimbursement of Expenses

Approval of third quarter 2018 expense reimbursement to R. Michael Hubert, Superintendent, in the amount of \$442.63.

Approval of fourth quarter 2018 expense reimbursement to R. Michael Hubert, Superintendent, in the amount of \$33.06.

4. Presentation(s)

- A. Superintendent Hubert introduced Carolyn Wolfe and Guillermo Lopez, who shared information about the SET SEG Education Excellence Award and presented it to Candice Olrich for her work with The Education Project. This is the third consecutive year that Livingston ESA has received an Education Excellence Award.
- B. Doug Haseley introduced Carrie Cowger, who introduced Ellen Koerner, Lindsey Roberts, and Michelle Sherman. They shared information about the social communications program they are implementing at Farley School in Pinckney – "Creating Impact in a Multi-Tiered System – How to Put Social Thinking in a School-wide Thought Bubble." They will be presenting this information at a global meeting in San Francisco in June. They also answered questions following their presentation.
- C. Laura Walters and Teresa Zigman shared the proposed 2019-2020 budget and answered questions from the Board.

5. Information Item(s)

A. School Bus Stop Arm Camera Purchase

As part of an ongoing effort to improve student safety at the bus stop, the Agency is implementing a pilot program to equip buses in each of our constituent districts and the agency with stop arm cameras.

These cameras can capture the license plates of motor vehicles that do not heed the alternating student loading lights of a school bus. The evidence collected can be given to law enforcement agencies for prosecution.

The initial stage of this trial would add 2 stop arm cameras to each district's fleet. The cost of the stop arm camera systems would not exceed \$17,215.

6. Action Items

A. Strategic Plan Update

It was moved by Cortez and seconded by Jankowski to table the Strategic Plan Update until the next Board meeting.

The motion carried unanimously.

B. Payroll Services Agreement

The Agency and Pinckney Community Schools have processed payroll for about a year through a collaborative agreement that shared staff. One key staff person left for other employment recently and it was mutually decided to return to the staffing structures that existed prior to the collaborative agreement effective on April 1, 2019. Accordingly, the attached amendment to the original agreement should be completed to bring proper closure.

It was moved by Cortez and seconded by Kaiser that the Board approve the amendment to the payroll and employee benefit shared service agreement and authorize the Superintendent to sign the amendment on behalf of the Agency.

The motion carried unanimously.

C. Achievement Initiatives Agreement

The partnership agreement with the Washtenaw Intermediate School District for the Achievement Initiatives Team expires on June 30, 2019. The work associated with the agreement has supported the growth and development of many leaders in Livingston County to the point that the current desire amongst leaders in Livingston County is to create a Curriculum & Instruction department at the Agency for Livingston County schools. Having a department at the Agency dedicated to the Livingston County Schools materially impacts the need for the Agency to financially contribute to the partnership agreement with Washtenaw Intermediate School District. In accordance with the notice provisions in the Agreement the Agency's Superintendent, Dr. Michael Hubert, provided written notice to Dr. Scott Menzel, Superintendent at the Washtenaw Intermediate School District through a letter dated March 14, 2019 (and presented to the Board) that will satisfy the termination provision. However, action by the Agency's Board of Education to perfect that notice is still required.

It was moved by Kaiser and seconded by Cortez that the Board desires to terminate the 2017-2019 Achievement Initiatives Team Agreement as of June 30, 2019 and desires to support the continued communications with Washtenaw Intermediate School District as outlined in Superintendent Hubert's March 14, 2019 letter.

The motion carried unanimously.

D. Board Policy Updates – Volume 33, No. 1, Second Reading and Approval

NEOLA Policy Update Volume 33, No 1 (Policies 1422, 1662, 2112, 2260, 2261, 2261.01, 3120, 3120.04, 3130, 3122, 3362, 4122, 4162, 4362, 5330, 5540, 5517, 5517.02, 5610, 5610.01, 6325, 6350, 8210) were presented for a Second Reading and Approval.

It was moved by Kaiser and seconded by Cortez that the Board approve NEOLA Policy Update Volume 33, No 1 (Policies 1422, 1662, 2112, 2260, 2261, 2261.01, 3120, 3120.04, 3130, 3122, 3362, 4122, 4162, 4362, 5330, 5540, 5517, 5517.02, 5610, 5610.01, 6325, 6350, 8210) for a Second Reading and Approval.

The motion carried unanimously.

E. Purchase Approval – First Impression Print and Marketing

Because First Impression Print and Marketing is owned by Board member Don Cortez, the Board approves an annual disclosure statement authorizing the purchase of items under \$1,000. In accordance with the disclosure statement, the Great Start Livingston department is seeking Board approval for their purchase of the Summer Activity Calendar that is part of the Kindergarten Readiness transition effort (2,000 quantity) in the amount of \$1,525.27.

It was moved by Kaiser and seconded by Jankowski that the Board approve the purchase of the Summer Activity Calendar that is part of the Kindergarten Readiness transition effort in the amount of \$1,525.27 from First Impression Print and Marketing.

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

The motion carried unanimously.

F. Purchase Approval – Transportation Lounge Furniture

The Agency would like to replace the long-serving lounge furniture of our Specialized and Regional Transportation Collaborative Bus Driver Lounges by using dollars from our Capital Projects fund.

Each lounge would be provided with chairs and tables based on staff size, as well as an office-style couch.

The requested vendor would be Kentwood Office Furniture, Lansing Michigan and the cost would not exceed \$65,364.16. This vendor satisfies the competitive bidding requirements because the pricing was established through statewide bids.

It was moved by Fryer and seconded by Jankowski that the Board approve the purchase of the transportation lounge furniture from Kentwood Office Furniture at a cost not to exceed \$65,364.16.

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

The motion carried unanimously.

G. NEOLA Bylaw Update, First Reading and Approval for Immediate Adoption

NEOLA Bylaw Update Volume 33, No 1 (Bylaws 0100, 0123, 0131.1, 0143.1, 0165.6, 0166, 0167.1, 0167.2, 0167.3, and 0167.6) as shown in Appendix E were presented for a first reading and approval for immediate adoption.

It was moved by Fryer and seconded by Cortez that the Board approve NEOLA Bylaw Update Volume 33, No 1 (Bylaws 0100, 0122, 0131.1, 0143.1, 0165.6, 0166, 0167.1,

0167.2, 0167.3, and 0167.6) as presented for a first reading and approval for immediate adoption.

The motion carried unanimously.

7. Reports

A. Superintendent's Report

Dr. Hubert shared an update on consortiums.

Dr. Hubert shared information on the upcoming MASB conference for ISDs at Ottawa ISD.

Dr. Hubert announced the United Way drawing for April, and names were drawn. Winners were: Cheryl Root – MetroParks Pass; Kelly Miller – Walmart Gift Card and Liz Snider – Howell Opera House (Heywood Banks) tickets.

8. Work Session

- A. Communication Needs Assessment – Dorreen Dembski joined the meeting via Zoom and shared initial results of Communication Audit.

9. Closed Session

A. LIPSA Negotiations Strategy

It was moved by Cortez and seconded by Jankowski to move into closed session to discuss LIPSA Negotiations Strategy. The motion carried, and at 8:25 p.m. the Board moved into closed session. Only LIPSA Negotiations Strategy was discussed, and at 8:34 p.m. the Board returned to Open Session.

10. Board Discussion

There was no discussion at this time.

11. Adjournment

Loy declared the meeting adjourned at 8:34 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp