



MINUTES

Regular Meeting of May 8, 2019

Call to Order

President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:04 p.m. on Wednesday, May 8, 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

LESA Staff: Jenn Damon, Ryan Fox, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Ted Kroll, Sean LaRosa, Judy Paulsen, Michelle Radcliffe, Joel Render, Mark Rogers, Shelley Starr, Teresa Zigman

Guests: Dorreen Dembski, Bob Lusk

Absent were:

Board Members: Treasurer Kaiser
Trustee Jankowski

C. Approval of Agenda

It was moved by Fryer and seconded by Cortez to approve the agenda as presented.

The motion carried unanimously.

2. 2019-2020 Budget Hearing

In accordance with PA 621, the Uniform Budget and Accounting Act, the Board must adopt a budget by June 30 after a public hearing. The purpose of the Public Hearing is to allow the community to give the Board input regarding the Agency's 2019-2020 budget. All supporting documents are available on the LESA website. The Act also requires that (1) the budget be

transmitted to the Board according to the time schedule in board policy; and (2) the schedule allows time for review and adoption by the Board.

In accordance with the Agency's budget adoption timeline the Public Hearing is scheduled for this meeting. The Agency presented this budget to the local districts during the month of April. Each of the local school districts are required to pass a resolution approving or disapproving the LESA budget by June 1st.

The 2019 maximum allowable millage levy for the allocated millage of 0.0655 mills and for the special education millage of 3.2488 mills will be discussed at the hearing.

The Board will consider adoption of the 2019-20 budget after it takes into consideration public comment as well as the resolutions approved by the local school districts.

3. Gallery Walk of Education Center & Reception

The Board members were escorted on a gallery walk of the Education Center and met many staff members who shared great information about their respective responsibilities.

4. 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.

5. Approval of Consent Agenda

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

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

The motion carried unanimously.

A. Approval: Superintendent's Recommendations

041-018-019

The Board approve the following overnight travel – R. Michael Hubert, MAISA Summer Conference in Midland, MI, June 26-28, 2019

042-018-019

The Board approve the following overnight travel – R. Michael Hubert, MASA Fall Conference in Acme, MI, September 18-20, 2019

043-018-019

The Board approve the following overnight travel – R. Michael Hubert, AESA Conference in Phoenix, AZ, December 3-7, 2019

044-018-019

The Board approve overnight stay May 16-17, 2019 in Kalamazoo for Patricia Jansen, Early Childhood Health Coordinator, to attend the Michigan Association of School Nurses Annual conference

045-018-019

The Board approve the 2018-2019 Budget Revision reallocation up to \$8,000 in combined Salaries and Fringe Benefits line items to the Equipment line item to purchase a new SPOT screener

046-018-019

The Board approve the following overnight travel – Amy Manosky, Teresa Grostic and Candice Davies to attend 2019 Childplus Training in Las Vegas, NV, November 11-15, 2019

047-018-019

The Board approve the following overnight travel – Candice Davies to attend Michigan Head Start Directors Summer Networking Event, July 22-23, 2019

B. Personnel Board Reports

The April Personnel Board Report was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register – March 2019
- Purchase Card Transaction – March 2019
- ACH Registers – January, February, March 2019

D. Approval: Minutes

The following minutes were presented for approval:

- Minutes of Board Retreat of April 10, 2019
- Minutes of Closed Session Board Meeting of April 10, 2019

6 Presentation(s)

- A. Bob Lusk from Lusk & Albertson provided information on their board policy service.
- B. Ted Kroll shared WAY+ Status of Program Improvements and state of alternative education in Livingston County.
- C. 1st Quarter Finance Report – This item was tabled to the June 19 meeting.

7. Action Items

A. Strategic Plan Update

Background: The Board of Education adopted its strategic plan on February 21, 2018 after an extensive process led by the Michigan Association of School Boards that used a

data-driven approach. The Agency's vision, mission, and beliefs were updated as part of this process and the following sources of data were utilized in the development of the strategic plan goals:

- Constituent district grade-level academic performance
- Student socioeconomic status
- Constituent district finance and personnel data
- Constituent district demographic data
- External stakeholder surveys
- Internal stakeholder surveys
- Focus groups

Each constituent district expressed support for the strategic plan. Various updates and reports regarding progress on the strategic plan have been made to the Board by the Administration and also provided to internal and external stakeholders. After the first year operating under the strategic plan many objectives were completed and new laws and challenges have emerged. Accordingly, a revision to the strategic plan is proposed for the Board to consider.

In support of this report there are three documents. The first document is the page recommended for adoption by the Board of Education. The second page shows how the strategic goals will be summarized for public distribution. The third document shows the strategic objectives that are recommended to define the work of the administration and to facilitate the understanding of and communication regarding progress that will be made towards achieving the goals adopted by the Board. This approach is recommended to support the periodic modification of the strategic objectives as needed to achieve the strategic goals but without the need to initiative formal board action.

It was moved by Cortez and seconded by Loy that the Board approve the updated strategic plan goals as presented.

The motion carried unanimously.

B. Approval of Head Start Bus Purchase

The recommendation for 2019 is to order one Blue Bird Vision with specifications similar to those purchased in prior years using the Michigan School Business Officials statewide bid pricing. This unit would replace the following bus in scheduled route service:

Bus 40-09	130,000 miles	Entered service 12/2009
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It was moved by Fryer and seconded by Cortez that the Board approve the purchase of 1 bus from Holland Bus Company for an amount not to exceed \$90,000 to be used for Head Start student transportation.

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

The motion carried unanimously.

C. Computer Purchase Recommendation

The Agency replaces technology equipment utilized by all staff on a life cycle basis. The equipment scheduled for replacement this summer is primarily for the Pinckney and Howell professional staff, RTC and Specialized Transportation administrative and support staff, and for our Early Childhood Department classrooms throughout the county. Included within this request are several Smartboards which also need to be replaced (due to the age of the units) in the Pathway building and in our Early Childhood Programs.

Pricing for each of the units is based upon the State REMC Bid List. A comparison was done between Dell and HP direct sales and the REMC Bid List and the REMC listing was found to have the lower prices.

The following computers/monitors/smartboards are recommended for purchase:

- Dell OptiPlex 3060 SFF Desktop Units
- Dell Professional 2219H Monitors
- 14" HP Probook 440 G6 Laptops
- 13" Dell Latitude 3300 Laptops
- 13" MacBook Pro Laptops
- SmartBoard 6265v2 package
- iPad 6th Generation 128 gb

All of these units have been reviewed by the IT Department staff and are consistent with previous purchases which will complement our current inventory of technology equipment.

Prices for these items range from \$147 (monitors) to \$4,900.50 (smartboards). Included in the cost of this purchase are three (3) additional units for each of the Dell/HP computers and one (1) additional MacBook Pro to accommodate staffing changes/backups during the year.

Based on the attached schedule, the cost of the Early Childhood Department purchase will be \$80,899.48; the total costs of the other Agency-wide programs purchases will be \$121,702.00. For Agency-wide purchases we are requesting an additional 10% contingency to be approved for the 19-20 year to cover any needs in excess of those currently identified. In total, we are requesting \$214,771.68 for the purchase of all replacement items. This purchase would be funded through a combination of capital projects funds, Head Start and GSRP grant funds and special education funds.

It was moved by Fryer and seconded by Cortez that the Board approve the computer/smartboard purchases and the early childhood technology purchases as presented.

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

The motion carried unanimously.

D. Administrator Employee Group Contract Extensions

The Administrator Employee Group Handbook specifies that, "Administrators having at least five (5) years' service in a current or like LESA Administrative position shall be placed on a two-year contract of employment to be renewed on or before July 1 of each year for a subsequent two-year period..." Although unstated, the assumption is that administrators with fewer than five years of service in the administrative group are placed on a one-year contract of employment.

Current administrators subject to the individual contract provisions are:

Eligible for a 2-year contract:

- Candice Davies, Director of Early Childhood Service
- Douglas Haseley, Assistant Superintendent of Special Education
- Alice Johnson, Executive Director of Transportation
- Sean LaRosa, Assistant Superintendent for Early Literacy
- Marci Moloney, Program Improvement and Accountability
- Sue Pearson, Director of Special Education
- Kristin Resseguie, Director of Special Education
- Laura Walters, Director of Finance & Budget
- Kimberly Wooster, Director of Special Education

Eligible for a 1-year contract:

- Michelle Allison, Director of Special Education
- Carie Cowger, Director of Special Education
- Theodore Kroll, Director of Alternative & Adult Education
- Sara Leggett, Director of Early Childhood Special Education
- Malissa Patrick, Director of Special Education
- Michelle Radcliffe, Executive Director of Secondary School Initiatives
- Teresa Zigman, Assistant Superintendent for Administrative Services

It was moved by Cortez and seconded by Fryer that the Board extend the contracts of employment of the LESA administrators per the terms of the Administrator and Supervisor Handbook.

The motion carried / failed unanimously.

E. Certification of 2019 Tax Levy Rates

The L-4029 forms must be filed in early June to facilitate the summer tax levy. The Livingston County Equalization Director is not able to supply all of the information for the Board to take action in May so an alternative approach to approving the tax levy rates and filing the L-4029 forms is recommended.

The recommendation provided below will satisfy the legal requirement for the Board of Education to certify the millage to be levied and delegate to the Superintendent the authority to amend the levy if the Headlee Millage Reduction Fraction ("MRF") is calculated by the Livingston County Equalization Director to be less than 1.0. A "MRF" of less than 1.0 would result in the reduction of the maximum allowable levy.

Once the Livingston County Equalization Director provides all of the necessary information to complete the L-4029 the forms will be completed and signed by the Board President and Board Secretary. The forms will then be filed as required and posted on the Agency's website.

It was moved by Cortez and seconded by Fryer that the Board certify the 2019 maximum allowable millage levy for the allocated millage of 0.0655 mills and for the special education millage of 3.2488 mills and authorize (1) the Superintendent to adjust the levy if the Headlee Millage Reduction Fraction is less than 1.0; and (2) the Board President and Secretary to execute the 2019 L-4029 reflecting the reduced millage rate due to the Headlee rollback, if any.

The motion carried unanimously.

F. Approval of Perkins V Agreement

The new federal enactment of Perkins V requires a new or re-establishment of one fiscal agency for each Career and Technical Education region. With the support of our local schools including public schools and academies through cooperative agreements, Livingston Educational Service Agency is selected to be the fiscal agency for the duration of Perkins V for the region.

Each region supports cooperative planning and delivery by creating more efficient and accountable funding procedures as well as delivering, funding and evaluating Career and Technical Education within the region.

It was moved by Fryer and seconded by Cortez that the Board approve the agreement to serve as the fiscal agency for Perkins V Strengthening Career and Technical Education for the 21st Century Act.

The motion carried unanimously.

8. Reports

A. Superintendent's Report

Dr. Hubert reported that the newly appointed State Superintendent is Dr. Michael Rice from Kalamazoo.

Dr. Hubert provided an update of snow day legislation.

Dr. Hubert reported that the LCASB survey results were favorable.

Dr. Hubert announced the United Way drawing for May, and names were drawn. Winners were: Bordine gift card – Lindsey Babbitt, Bordine gift card – Denise Wood, and Walmart gift card – Amy Uphouse.

9. Work Session

- A. Communication Plan – Dorreen Dembski provided updates to the communication plan audit.

10. Board Discussion

President Loy indicated she wants to attend the 2019 AESA conference.

11. Adjournment

Loy declared the meeting adjourned at 8:53 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp