



MINUTES

Regular Meeting of November 10, 2021

1. **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, November 10, 2021 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
Treasurer Kaiser
Secretary Fryer
Trustee Jankowski – joined via Zoom

LESA Staff: Jenn Damon, Doug Haseley, Dr. Michael Hubert, Ted Kroll,
Michelle Radcliffe, Shelly Starr, Jonathan Tobar, Stephanie Weese

Guest: John Cartier

C. Approval of Agenda

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

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

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 Kaiser and seconded by Jankowski to approve the Consent Agenda.

Kaiser expressed a concern regarding the number of open staff positions and the affect it may have on our ability to operate.

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

The motion carried unanimously.

A. Superintendent's Recommendations

028-021-022

The Board approve the following overnight travel:

Dr. Michael Hubert, AASA Conference, Nashville, TN, February 15-19, 2022

B. Personnel Board Report

The Personnel Board Report was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register of September 2021
- Purchase Card Transactions of September 2021
- ACH Reports – July, August, September 2021
- July-September Quarterly Board Report

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of October 13, 2021

4. Presentation(s).

A. Stephanie Weese presented the July-September Quarterly Finance Report.

B. Ted Kroll shared a video of students in the WAY+ program and then introduced John Cartier, who shared his experiences as a student in the WAY+ program.

5. Information Items

A. Bus Camera Bids

Livingston ESA currently owns 10 buses in the Head Start/GSRP fleet. These buses do not have camera systems installed but all other agency buses in the Specialized Transportation department do have cameras. To ensure the buses are outfitted with comparable technology, a quote was requested for cameras and installation for 8 buses used for regular routes. The remaining 2 buses are spare buses, so cameras will not be installed at this time.

The camera system will be installed on the interior of the buses, along with a camera on the stop arm to capture video when the student is crossing the road.

The pricing to purchase and install 8 camera systems is under the state bid threshold, so board approval was not required.

The total cost for the bus cameras, including installation, is \$25,936 and will be paid using Capital Project funds.

6. Action/Discussion Items

A. First Impression Print & Marketing Purchase Approval – Head Start

In accordance with procedures regarding purchases from First Impression Print and Marketing, Board approval is being requested in the amount of \$1,839.23 for the purchase of t-shirts for Head Start staff.

Transactions less than \$5,000:

1. Board Vice-President Don Cortez shall provide written disclosure of the transaction to the Board President at least seven days prior to the meeting at which the transaction will be considered for approval by the Board of Education.
2. The Board President shall include the disclosure in the Agency's Open Meetings Act notices at least 18 hours before the meeting occurs.
3. Approval of the transaction must occur in open session and by two-thirds' vote of the full board (which is all four members, excluding Don Cortez).
4. After the transaction is approved by the Board of Education First Impression Print and Marketing may begin work to fulfill the transaction.
5. After the transaction is successfully completed payment may be made to First Impression Print and Marketing up to the amount approved by the Board of Education.

It was moved by Fryer and seconded by Kaiser that the Board approve the purchase of t-shirts for Head Start staff in the amount of \$1,839.23 from First Impression Print and Marketing.

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

The motion carried unanimously.

B. RTC Brighton Bus Purchase Recommendation

The Brighton Area Schools recently requested that the Agency replace 2 of the old and high-mileage buses in the Regional Transportation Collaborative fleet deployed in Brighton with low-mileage used buses.

To secure the used school buses the Agency is required to comply with MCL 380.1274 for the purchase of equipment and that law requires competitive bids to be obtained. The Agency's

Board Policy 6320 mirrors the requirements of MCL 380.1274 and further defines the process for competitive bids to be "...sealed and shall be opened by the Superintendent or designee in the presence of at least one witness." Public advertisements for such bids are not required.

The market availability of used school buses changes daily. To comply with the intent of MCL 380.1274 and Board Policy 6320 the Superintendent has delegated to the Executive Director of Transportation the authority to make direct requests to vendors regarding the availability of used school buses. Pricing and unit availability are submitted as a competitive bid via email directly to the Executive Director of Transportation. Using the information submitted, the Executive Director of Transportation prepares a bid tabulation and identifies the used buses that should be considered. The Executive Director of Transportation initiates an inspection of the used school buses by Agency bus mechanics and then develops the purchase recommendation for the Agency and files an intent to purchase the units with the vendor.

The bid tabulation worksheet was sent separately. Prior to delivery, the Agency has the used school buses outfitted with a digital video system to match the rest of the bus fleet. In this purchase transaction the vendor will be doing the installation at a negotiated cost of \$3,200 per bus. This modification is considered separate from the competitive bid requirements and therefore outside the scope of the board recommendation because it is below the state bid threshold. However, for purposes of transparency it is included in this report for reference. As is customary, Brighton will pay the Agency for the full cost of the purchase through the Regional Transportation Collaborative service agreement. No financing will be required.

It was moved by Kaiser and seconded by Cortez that the Board approve the purchase of two used 2018 model year 77 passenger school buses from Holland Bus Company in the amount (excluding the digital video system) not to exceed \$145,000.

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

The motion carried unanimously.

7. Reports

A. Dr. Hubert:

- Reported the new website will launch tomorrow.
- Reported Veterans Day is tomorrow and thanked Veterans for their service.
- Shared that Section 61b grants were announced and the agency will be receiving approximately \$530,000.

8. Board Discussion

The Board will revisit board policy regarding the sealed bids process.

9. Superintendent’s Quarterly Evaluation – Closed Session

The Board moved into Closed Session at 7:14 p.m. No action was taken and only the superintendent’s quarterly evaluation was discussed. The Board returned to Open Session at 8:02 p.m.

10. Adjournment

It was moved by Jankowski and seconded by Kaiser to adjourn the meeting.

Loy declared the meeting adjourned at 8:03 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp