



## MINUTES

Regular Meeting of July 14, 2021

- 1. Call to Order.** President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:01 p.m. on Wednesday, July 14, 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 – joined via Zoom  
Secretary Fryer  
Trustee Jankowski – joined via Zoom

LESA Staff: Jenn Damon, Dr. Michael Hubert, Alice Johnson, Sean LaRosa, Dave Larson, Judy Paulsen, Michelle Radcliffe, Jonathan Tobar, Stephanie Weese

C. Approval of Agenda

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

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

A. Superintendent's Recommendations

001-021-022

The Board approve the re-appointment of Sarah Smith, Fowlerville representative on the Special Education Parent Advisory Committee, for the period July 1, 2021 through June 30, 2024. Current term expired June 30, 2021.

002-021-022

The Board approve the overnight stay September 15-17, 2021 on Mackinac Island for Candice Davies (Director, Early Childhood), Patricia Jansen (Health Coordinator), and Kristen Kostielney (Early Childhood Specialist), current Michigan Head Start Association Board Members, to attend the Michigan Head Start Association Fall Board Meeting and Assembly.

003-021-022

The Board approve the following overnight travel:

Dr. Michael Hubert, MAISA Summer Conference, Houghton, MI, June 23-25, 2021

004-021-022

The Board approve the following overnight travel:

Dr. Michael Hubert, MASA Fall Conference, Traverse City, MI, September 21-24, 2021

005-021-022

The Board approve the following overnight travel:

Dr. Michael Hubert, AESA Conference, Houston, TX, December 1-4, 2021

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 May 2021
- Purchase Card Transactions of May 2021

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of June 9, 2021

**4. Action/Discussion Items.**

A. 2021-2022 LIPSA Wage Re-opener

Pursuant to the current LIPSA contract, the LESA and LIPSA negotiating team began discussing the 2021-2022 wages in May.

In preparing for the re-opener, the Agency had completed its final review of the budget for the 2021-2022 year. Although the State had not officially released its 2021-2022 budget, the funding to be received at the local level continues to show a positive impact with property valuations, which will benefit both the Agency and our constituent districts.

As a result of our projected financial position for the 2021-2022 year, we are recommending a 2% on-scale adjustment for the 2021-2022 year. The adjusted wage scale is included.

<b>LIPSA 2021-2022</b>							
<b>2% increase</b>							
<b>2021 - 2022 SALARY SCHEDULE</b>							
<b>Step</b>	<b>191 days</b>	<b>186 days</b>					
	<b>RN</b>	<b>COTA</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>LEVEL 5</b>
1	47,458	29,848	43,712	45,446	47,371	49,104	51,223
2	49,633	31,196	45,831	47,756	49,489	51,608	53,533
3	51,808	32,736	48,141	49,875	51,993	53,918	56,229
4	54,181	34,277	50,260	52,378	54,496	56,614	58,733
5	56,554	36,010	52,763	54,881	56,999	59,310	61,621
6	59,125	37,358	55,266	57,385	59,695	62,006	64,510
7	61,893	0	57,962	60,273	62,584	62,969	67,591
8	65,057	0	61,043	62,969	65,472	68,168	70,864
9	67,826	0	63,739	66,050	68,746	71,442	74,330
10	0	0	0	69,709	72,020	74,908	77,797
11	0	0	0	72,790	75,486	78,374	81,455
12	0	0	0	0	79,530	82,803	86,077
13	0	0	0	0	82,996	86,462	89,736

It was moved by Jankowski and seconded by Cortez that the Board approve the LIPSA wage changes.

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.

B. New Livingston Educational Teacher Assistant Association (LETAA)

The teacher assistant union group, formerly represented by AFSCME, has formed their own union group titled Livingston Educational Teacher Assistant Association (LETAA). AFSCME representation ended with the previous contract on December 31, 2020. After the LETAA group was formalized in February 2021, we began the negotiation process.

As a result of the negotiation process, the new LETAA contract for July 1, 2021 through June 30, 2023 is attached for your review and approval. The Agreement has been ratified by the LETAA membership.

It was moved by Fryer and seconded by Cortez that the Board approve the LETAA Agreement as presented.

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.

C. Technology Staff Wage Study and New Wage Scale Recommendation

The Agency worked with Rahmberg, Stover & Associates to complete a wage study focusing on the technology consortium positions and wage scale. The Technology Consortium has been a successful countywide program, and maintaining the high level of service and skill is vital to continuing the success. The goal is to retain current skilled staff while keeping the wages competitive for recruitment of new staff, as positions become available.

The wage study survey was sent to ISD's and data was provided from private industry as well. Rahmberg compiled the results and provided a comparison to the current salary schedules as shown below:

	LESA		WAGE STUDY		
	min	max	Schools		Market
			avg	avg	base
			min	max	
Network Engineer	73,259	89,045	69,581	88,183	84,946
Local Technology Director	71,039	86,348	85,435	105,736	92,893
Systems Administrator	57,145	69,462	64,034	81,732	79,384
Network Administrator	46,029	56,025	64,293	79,950	73,824
Network Desktop Tech II	16.09	19.54	23.15	28.90	24.72
Network Desktop Tech I	16.09	16.09	22.62	28.28	24.01

Upon review of the data, it was clear that an adjustment to the wage scales would be necessary to be competitive with private industry and ISD's. The current wage scale and proposed wage scale is included below. The goal with the proposed scale is for the Agency to remain competitive with ISD's and private industry. Recruiting and retaining highly skilled, high quality employees is the objective.

Along with the wage scale adjustment, the structure of the technology consortium will also be changing. Job titles have been updated on the proposed wage scale on the next page. The biggest change will be with the Network Engineer position. The current network engineer will become the Chief Technology Officer for the technology consortium. They will oversee the LESA consortium employees, along with providing network engineering services

to the local districts. Job descriptions are currently being updated to reflect the changes. With the proposed changes, the services provided to the participating local districts will continue to remain consistent.

**CURRENT WAGE SCALE**

Network Engineer	\$73,259	\$76,920	\$80,769	\$84,804	\$89,045
Assistant Technology Director	\$71,039	\$74,591	\$78,320	\$82,236	\$86,348
Systems Administrator	\$57,145	\$60,003	\$63,003	\$66,153	\$69,462
Network Administrator	\$46,092	\$48,397	\$50,817	\$53,357	\$56,025
Network Desktop Technician II(benefit eligible)	\$16.09	\$16.88	\$17.72	\$18.62	\$19.54
Network Desktop Technician I (non-benefit eligible)	\$16.09				

**PROPOSED WAGE SCALE**

Technology Consortium Wage Scale							Handbook
STEPS	1	2	3	4	5	6	
Chief Technology Officer	93,000	96,255	99,624	103,111	106,720	110,455	Administrator
Local Technology Director	76,000	78,660	81,413	84,263	87,212	90,264	Administrator
Systems Analyst	68,000	70,380	72,843	75,393	78,032	80,763	Administrator
Systems Engineer	62,100	64,274	66,523	68,851	71,261	73,755	Administrator
Systems Administrator	42,000	43,470	44,991	46,566	48,196	49,883	Classified
Technical Support Specialist II	39,330	40,707	42,131	43,606	45,132	46,712	Classified
Technical Support Specialist I	33,500	34,673	35,886	37,142	38,442	39,787	Classified

In addition to the wage scale adjustment, four positions will move to the administrator handbook, as noted above.

It was moved by Cortez and seconded by Jankowski that the Board approve the recommendation to adjust the Technology Consortium wage scale as presented.

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

The motion carried unanimously.

D. Early Childhood Handbook Revisions and New Wage Scale Recommendation

The Early Childhood Handbook has been reviewed. The recommendation provided below includes a salary scale change as well as the addition of Longevity Pay and an Attendance Merit Incentive for Division 1,2 and 3 which is comparable to LETAA. This recommendation is

a significant revision to the EC Handbook and salary scale intended to create a more desirable and competitive compensation package. This recommendation also includes a 2% increase for Division 4 employees.

Background Information:

The 2021-2022 approved state budget includes a per pupil increase for GSRP. This 18.7% increase takes the per pupil funding for a full day GSRP slot from \$7,250 to \$8,700. This increase, along with the new formula for allocating Head Start and GSRP funding that we began in 2019-2020, creates the budget to support the recommended salary scale changes.

The current wage scale is not competitive in today's market and has created challenges in recruiting and retaining employees. The result of this challenge has been that Division 1 employees step into Division 3 roles in order to avoid cancelling classes and sending children home. This is costly on several levels. Classes are staffed with over qualified, more costly employees, and Division 1 employees' workload is increased in order for them to perform their regular assigned duties.

In the absence of meaningful wage compatibility, we turned to local districts and surrounding ISDs to determine our wage scale recommendations. The result is the significant adjustments to our wage scale for the above noted reasons.

It was moved by Jankowski and seconded by Kaiser that the Board approve the 2021-2022 Early Childhood Handbook revisions and associated wage scale as presented.

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

The motion carried unanimously.

E. Classified Handbook Revisions (including Wage Scale)

The following changes are recommended for the Classified handbook. The changes are based upon the LIPSA wage scale increase and the LETAA longevity proposed for adoption by the Board.

1. Modify the longevity scale as follows:

Years of Service	Longevity Payment
5-10	\$500
11-15	\$1,000
16-20	\$1,500
21-24	\$2,000
25+	\$2,500

2. Increase the wage scale by 2% - proposed wage scale is attached.

Note: The technology scale changes are subject to approval of the Board in action item C.

It was moved by Cortez and seconded by Jankowski that the Board approve the recommendation to adjust the classified wage scale, and update the handbook language regarding longevity

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

The motion carried unanimously.

#### F. Specialized Transportation Handbook Revisions (including Wage Scale)

Alice Johnson, Executive Director of Transportation, and specialized transportation staff representatives met to review handbook language. The following is a brief summary of the recommended changes:

- To align with the RTC wages, the recommendation is to increase the wage scales (including the substitute scale) by .50 for 21/22 and .50 for 22/23. The updated wage scales are attached.
- Recommend offering a general purpose medical flexible spending account (FSA) to all transportation staff with a regular bus route (substitutes are not eligible). The Agency will contribute \$500 to each eligible employees FSA account each calendar year, beginning in January 2022. The employee also has the option to contribute to their FSA account by payroll deduction, up to the IRS limit.
- Add a fixed due date for transportation employees to complete the Safe Schools trainings.
- Add language requiring transportation staff to monitor electronic communications from the Agency.
- Add language to outline the Flexible Spending Plan benefit
- Modified hours stabilization language to outline the process if package hours are ever decreased under the amount that was bid, offering additional assignments to provide at least the number of hours that were originally bid.

It was moved by Jankowski and seconded by Kaiser that the Board approve the recommendation to adjust the specialized transportation wage scales, offer the general-purpose FSA with employer contribution, and update the handbook language.

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

The motion carried unanimously.

G. Administrator/Supervisor Handbook Revisions (including Wage Scale)

The Agency recently received information from the Office of Retirement Services (ORS) regarding the Board Paid 403(b) match within the Administrator handbook. Since the Board Paid 403(b) is set up as a match, ORS will not allow it to be reportable compensation. The Agency sought legal advice and changed the handbook language.

The complete handbook language related to the 403b match is below.

Board Paid 403(b)

Administrators that serve on the Superintendent's Executive Cabinet shall be eligible to receive a Board Paid 403(b) contribution that matches 100% of the individual Administrator's basic contribution (excluding any "catch-up" contributions) to the District's 403(b) plan, up to 6% of "Compensation" as defined in the 403(b) plan. The Board paid 403(b) match is considered a benefit and is not considered ORS reportable compensation.

- Increase the wage scale by 2% - proposed wage scale presented to the Board.

Note: The technology scale changes are subject to approval of the Board in action item C.

It was moved by Fryer and seconded by Cortez that the Board approve the recommendation to adjust the administrator wage scale, and update the handbook language regarding the board paid 403(b).

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.

H. Amendment to Superintendent Employment Contract

The Board conducted the Superintendent's annual evaluation on May 26, 2021. Considering the closure of schools ordered by the Governor and subsequent Executive Orders, there was no student growth data available and the evaluation was not required. The Board reviewed progress on the strategic plan and superintendent goals.

It was moved by Jankowski and seconded by Cortez that the Board extend the Strategic Plan target completion dates from June 30, 2021 to December 31, 2021 and extend the same evaluation rating from 2019-2020 of highly effective for the superintendent to the 2020-2021 school year. Further, that the Board extend the contract of the superintendent by 1 year and modify the terms of the contract as presented.

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.



I. Head Start Bus Purchase Recommendation

To keep the bus fleet current, the Head Start early childhood program replaces one bus every other year. Currently, there are ten buses in the fleet, eight are in the normal rotation with scheduled routes, and 2 buses used as spares. The most recent bus replacement was in July 2019, so we are on schedule to replace another bus. The bus being replaced was purchased in 2013, and has more than 80,000 miles.

Head Start grant funds will be used to purchase the bus, and has already been approved through the Head Start budget process.

The MSBO bus purchasing program was used to obtain quotes based upon the needed specifications. It is recommended to purchase the bus from Holland Bus Company.

It was moved by Cortez and seconded by Fryer that the Board approve the purchase of one 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. Cortez voted YES, Fryer voted YES, Jankowski voted YES, Kaiser voted YES, and Loy voted YES.

The motion carried unanimously.

J. Regional Transportation Collaborative Fuel Bid Recommendation

The Agency has historically initiated the proposal process for diesel fuel and gasoline for the districts that participate in the Regional Transportation Collaborative. The contract with the current vendor is expiring soon, so that process was once again undertaken by the Agency.

The competitive component of the proposals is the delivery cost and the cost of additives during the winter months. The fuel itself and associated taxes are the same for all responders because they are based on the published terminal net rack price at the time of purchase.

There were 4 bids submitted and those bids are noted on the bid tabulation presented to the Board. Upon a successful reference check, verification of the specifications requested along with demonstrated experience of the vendor and verification of the quality of the product they are bidding, we recommend that RKA Petroleum Companies, Inc. be awarded the bid for diesel fuel and gasoline as the overall lowest responsible bidder.

This contract would begin on August 1, 2021 and there are options to extend the agreement beyond July 31, 2022 if RKA Petroleum Companies, Inc. maintains competitive pricing and meets the expectations of the Agency and the members of the Regional Transportation Collaborative.

It was moved by Fryer and seconded by Jankowski that the Board award the bid for diesel fuel and gasoline to RKA Petroleum Companies, Inc. and authorize the Superintendent to negotiate and sign a contract to begin on August 1, 2021.

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

The motion carried unanimously.

K. Consortium Program Addendums

As part of the Strategic Plan, an analysis of all consortium programs in operation will be completed and reported to the Board of Education. The analysis and evaluation process began in 2019/2020, with the final report included in the June 10, 2020 board meeting. To continue the work and increase transparency with our consortium partners, agreement addenda have been created that outline the process.

The finalized consortium agreement addenda are included on the following pages. The purpose of the addenda is to fulfill the Agency's strategic objectives to ensure the collaborative programs are operating at an optimal level by outlining the evaluation process. The addenda included are for the current consortiums that have agreements in place. The finalized addenda have been reviewed and approved by all participating local districts.

It was moved by Cortez and seconded by Fryer that the Board approve the consortium agreement addenda as presented.

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

The motion carried unanimously.

**5. Reports**

A. Dr. Hubert:

- Showed the Board a fiber optic cable and talked about advancing access for the county.
- Shared a draft of 2021-2022 school year opening – all schools in the county are working with the health department to formulate guidelines for all districts.
- Recognized Howell Area Jr. Baseball Association for creating an opportunity for students with special needs to participate.

**6. Board Discussion**

President Loy commented she had an opportunity to visit the tiny homes built by students, and she was impressed with their work. She also reported she met with Superintendent Hubert,

Doug Haseley, and Julie Bonanni regarding literacy with our students. Board members were encouraged to attend AESA in December.

**7. Adjournment.**

It was moved by Cortez and seconded by Fryer to adjourn the meeting.

Loy declared the meeting adjourned at 7:13 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp