



## **MINUTES**

Regular Meeting of September 8, 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, September 8, 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, Sean LaRosa, Judy Paulsen, Michelle Radcliffe, Robin Schutz, Greg Thompson, Jonathan Tobar, Merribeth Tognetti, Stephanie Weese

Guest(s): Dotty Hottum, Jason Schrock, David Tognetti

C. Approval of Agenda

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

A roll call vote was taken. Kaiser voted YES, Cortez voted YES, Fryer 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 Cortez and seconded by Fryer to approve the Consent Agenda.

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.

#### **A. Superintendent's Recommendations**

009-021-022

The Board approve entering into contract with Teaching Strategies Gold in the amount of \$4,676.65 as the online child assessment tool for the 2021-2022 school year.

010-021-022

The Board approve entering into contract with Teaching Strategies Gold in the amount of \$5,000 as the online family engagement curriculum for the 2021-2022 school year.

011-021-022

The Board approve entering into contract with Pinckney Community Schools, for the School Year 2021-2022 to provide space for two classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$10,000.

012-021-022

The Board approve entering into contract with Dr. Ora for the School Year 2021-2022 to provide Contracted Dental Services to Head Start and Great Start Readiness children.

013-021-022

The Board approve entering into contract with Howell Public Schools, for the School Year 2021-2022 to provide space for eight classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$40,000.

014-021-022

The Board approve entering into contract with Fowlerville Community Schools for the School Year 2021-2022 to provide space for four classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$20,000.

015-021-022

The Board approve entering into contract with Hartland Consolidated Schools for the School Year 2021-2022 to provide space for three classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$15,000.

016-021-022

The Board approve entering into contract with Senior Nutrition for the 2021-2022 school year to provide lunch to the children enrolled in the LESA Early Childhood Programs at a rate of \$2.20 per meal.

017-021-022

The Board approve entering into contract with Brighton Area Schools, for the School Year 2021-2022 to provide space for two classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$10,000.

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 July 2021
- Purchase Card Transactions of July 2021
- Superintendent’s Reimbursement of Expenses

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of August 18, 2021

E. Superintendent’s Reimbursement of Expenses

**4. Presentation(s).**

A. MerriBeth Tognetti, the new Receptionist, Event Planner, and SCECH Coordinator was introduced, along with her husband, David Tognetti.

B. Robin Schutz presented an update on the 2021 Backpacks for Kids event.

C. New Intranet & Website Project Update was provided by Jenn Damon.

D. Curriculum and Instruction Work Plan and Network Updates was presented by Sean LaRosa and Jonathan Tobar. Doty Hottum, Hartland Round Elementary Principal, and Jason Schrock, Howell High School Principal, shared their experiences working with the curriculum and instruction team.

**5. Information Item(s).**

A. LETAA Chromebooks

During negotiations with the Livingston Educational Teacher Assistant Association (LETAA), there were discussions about the importance of using technology as an LESA employee. The conversation highlighted the need for a device assigned to the teacher assistant for use in and out of the classroom. The chrome book could also serve as an additional classroom device for use during lessons with students.

To properly equip the teacher assistants with technology, a chrome book has been ordered for each teacher assistant, along with a laptop bag for safekeeping. Currently there are 55 teacher assistants, the details of the purchase are as follows:

HP Chromebook 14"	\$253.43 each	\$13,938.65
Google licenses	\$32.00 each	\$1,760.00
Laptop bag	\$17.00 each	\$935.00

The total cost, with a 10% contingency, will not exceed \$18,500.

**6. Action/Discussion Items.**

A. First Impression Print & Marketing Purchase Approval

In accordance with procedures regarding purchases from First Impression Print and Marketing, Board approval is being requested in the amount of \$594.84 for the purchase of Home Visit forms and Written Prior Notice (WPN) Home Visit forms for Early On staff for the 2021-2022 school year.

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 Kaiser and seconded by Jankowski that the Board approve the purchase of Home Visit forms and WPN Home Visit forms for Early On staff for the 2021-2022 school year in the amount of \$594.84 from First Impression Print and Marketing.

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

The motion carried unanimously.

B. Technology Consortium Agreement – 3<sup>rd</sup> Amendment

The Agency has an existing Shared Services Agreement with Hartland Consolidated Schools, Brighton Area Schools and Fowlerville Community Schools for Technical Support Services. Pinckney Community Schools has requested to join the Shared Services Agreement.

The Third Amendment has been reviewed by each of the participating districts.

The Agency recently hired a Technical Support Specialist I, the position is currently split between Brighton and LESA, in anticipation of deploying the position to local districts as needed. Based upon Pinckney's current needs, this position can provide the requested services and will be deployed for 2 days per week. As the needs change for Pinckney, the Agency will work with Pinckney and determine if there is a need to hire additional staff.

It was moved by Jankowski and seconded by Kaiser that the Board approve the Third Amendment to Agreement for Shared Services and Technical Support as presented and authorize the Superintendent to sign the Agreement on behalf of the Agency.

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.

#### C. Flexible Benefits Plan

The Agency worked with Janet Lanyon, our employee benefits attorney from Dean & Fulkerson, to update the Section 125 Flexible Benefits plan. The overall plan defines the types of benefits that the Agency is able to offer their employees as well as the eligibility criteria for determining which employees are able to participate in the plan.

The plan was updated to include the Medical Reimbursement Plan option that is being offered to the Transportation employees beginning January 1, 2022. The RTC and Specialized handbooks that were approved in July include language offering the Flexible Spending Account benefit.

The Flexible Benefits Plan will be restated effective January 1, 2022.

It was moved by Cortez and seconded by Jankowski that the Board approve the restated Livingston Educational Service Agency Flexible Benefits Plan, effective January 1, 2022.

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.

## 5. Reports

#### A. Dr. Hubert:

- Reported that all Livingston County schools are now in session. Alice Johnson is busy this evening resolving a situation in one of the districts. There have been many concerns regarding masks, however, COVID rates have not spiked since the start of

- school. There has been a great deal of harsh criticism in the local districts. The County Education Committee is trying to find common ground.
- Expressed his gratitude to Cabinet for their support and hard work.

**6. Board Discussion**

President Loy indicated she is looking forward to possibly providing leadership training for all of the local Board members.

**7. Adjournment.**

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

Loy declared the meeting adjourned at 7:29 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp