



Livingston
**EDUCATIONAL
SERVICE** Agency

MINUTES

Regular Meeting of February 9, 2022

1. **Call to Order.** President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:02 p.m. on Wednesday, February 9, 2022 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 – (arrived at 6:04)
Secretary Fryer
Trustee Jankowski – joined via Zoom

LESA Staff: Amy Baad, Julie Bonanni, Jenn Damon, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Sean LaRosa – joined via Zoom, Judy Paulsen, Michelle Radcliffe, Tracie Schanen, Jonathan Tobar, Stephanie Weese

Guests: Amy Pashak, Eric Schrock

C. Approval of Agenda

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

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

Kaiser joined the meeting at 6:04 p.m.

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, Jankowski voted YES, Kaiser voted YES, and Loy voted YES.

The motion carried unanimously.

A. Personnel Board Report

The Personnel Board Report was presented for approval.

B. Approval: Financial Information

The following financials were presented for approval:

- Check Register of December 2021
- Purchase Card Transactions of December 2021
- ACH Transactions of October 2021
- ACH Transactions of November 2021
- ACH Transactions of December 2021
- Quarterly Finance Report of October-December 2021

C. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of January 12, 2022
- Closed Session of January 12, 2022

4. Presentation(s)

A. Doug Haseley shared some background on the Hope Squad: Peer-2-Peer Suicide Prevention Initiative and introduced Eric Schrock and Amy Pashak from Howell Public Schools, who presented detailed information about the program.

B. Doug Haseley introduced Amy Baad, Julie Bonanni, and Tracie Shanen, who shared information about Accessibility and Student Utilization of Assistive Technology within the Pathway Programs. They also demonstrated some of the technology and provided hands-on opportunities for the Board members.

C. Stephanie Weese presented the October-December Financial Report, and Board members thanked her for making the report so understandable.

5. Action/Discussion Items

A. MASB Board of Directors Resolution

The 2022 MASB Board of Directors Election takes place in March. Three candidates are up for a three-year term to represent our region:

- Guillermo Lopez, Lansing School District*
- Susan Marlin-Zeilser, Monroe Public Schools
- Michael McVey, Saline Area Schools

* = *Incumbent*

Candidate information was sent to the Board. Once the Board determines which candidate it wishes to vote for, the superintendent secretary will submit the ballot.

It was moved by Fryer and seconded by Cortez that the Board vote for Michael McVey to represent our region for a three-year term on the MASB Board of Directors.

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

The motion carried unanimously.

B. Custodial Services

As shared at the January 2022 meeting, the Agency's contract with Work Skills to provide custodial services to Pathway, the specialized bus garage and the Education Center is terminating on February 1st. Work Skills provides two full time and three part time custodial staff.

While exploring the various options, it was important to keep the focus on what is best for students, the current custodial staff and the Agency. For the students at Pathway, it is important to keep the building clean and accessible to support their learning. The current part time staff servicing Pathway are meeting those needs, so one of the priorities was to find the best option to retain the staff. The current full-time staff servicing the Education Center are also providing high quality service and providing value to the Agency.

A few of the factors in determining the best option to retain the current staff were:

- The implications of the retirement system.
- Staffing shortages.

The recommendation for custodial services is provided below.

Livingston ESA will employ two full time custodial staff as of February 1, 2022. The two employees will join the Classified group and will be added to the current maintenance and maintenance utility scales as shown below.

Division III - Operations (2,080 hours)	SCALE	Step				
		1	2	3	4	5
Maintenance/ Lead Custodian	2	18.20	19.13	20.08	21.09	22.14
Maintenance Utility/Custodian	3	17.86	18.21	18.58	18.95	19.33

The Agency will contract with a local custodial company, The CleaningSmith Service & Supplies, Inc, to provide the part time staffing for Pathway and the bus garage. The two current part time staff will be retained by The CleaningSmith and will continue to provide service at the same high level. The CleaningSmith will fill the vacant position, and already has staff available to accomplish that task. Along with providing the part time staff, they will also provide the supplies needed for the proper cleaning of the buildings. A copy of the contract was provided for the Board to review.

It was moved by Kaiser and seconded by Jankowski that the Board approve the contract with The CleaningSmith Service & Supplies, Inc. as of February 1, 2022. In addition, it is recommended that Livingston ESA hire two full time custodial employees as described.

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

The motion carried unanimously.

C. Purchase Approval – First Impression Print and Marketing

In accordance with procedures regarding purchases from First Impression Print and Marketing, Board approval is being requested in the amount of \$1,245.81 for 1,000 summer activity calendars for Great Start Livingston parents. First Impression can provide the printing and the z fold option for the calendar. We would like to complete the calendar and have ready to print by late March/early April.

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 Jankowski and seconded by Kaiser that the Board approve the purchase from First Impression Print and Marketing for summer activity calendars for Great Start Livingston parents in an amount not to exceed \$1,245.81.

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

The motion carried unanimously.

7. Reports

A. Dr. Hubert:

- Shared that Consumers Energy donated glove dryers for every elementary school as well as all the private schools and charter schools in the county.
- Acknowledged our operations team for their great work during the recent snow storm and the good job they do on an ongoing basis.
- Provided an update on the Cabinet retreat.
- Reported he met with Reaching Higher team members and they are considering opportunities to work with students with special needs.
- Reported he will be attending the AASA Conference in Nashville next week and expressed his appreciation to the Board for the opportunity to attend national conferences and the value they provide.
- Shared he has a meeting next week with Representative Bezotte and other key community members to discuss school safety.
- Stated that he is hopeful that with the work of Senator Theis at the legislative level, the ISD can become a third-party tester to speed up the bus driver certification process.

8. Board Discussion

There was no discussion at this time.

9. Adjournment

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

Loy declared the meeting adjourned at 7:33 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp