



Livingston  
**EDUCATIONAL  
SERVICE** Agency

**MINUTES**

Regular Meeting of April 13, 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, April 13, 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  
Treasurer Kaiser  
Secretary Fryer

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

Absent were:

Board Members: Vice President Cortez  
Trustee Jankowski

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, Fryer voted YES, Loy voted YES, Cortez was ABSENT, and Jankowski was ABSENT.

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 Kaiser to approve the Consent Agenda.

The motion carried unanimously.

#### A. Superintendent's Recommendations

035-021-022

The Board approve overnight travel for Kristen Kostielney to attend and present at the Michigan Association for the Education of Young Children in Grand Rapids, MI May 4-6, 2022.

036-021-022

The Board approve overnight travel for Candice Davies to attend the ECAN Early Childhood Summer Learning Conference in Holland, MI June 14-16, 2022.

037-021-022

The Board approve the Corrective Action Plan and policies due to a transportation deficiency as required by the Office of Head Start.

#### 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 February 2022
- Purchase Card Register of February 2022

#### D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of March 9, 2022
- Special Board Meeting of March 18, 2022
- Minutes of Closed Session of March 18, 2022

### **4. Presentation(s)**

There were no presentations at this time.

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

#### A. New Board Policy Manual

A new board policy manual has been prepared for the board to consider for replacement of the existing policy manual. The model policy document has been prepared by Miller Johnson.

The adoption of the new policies can begin with a first reading at the May board meeting and then a second reading at the June meeting. The suggested implementation date is July 1, 2022.

B. Bank Name Change

At the organizational meeting last year, First National Bank was approved as a depository for Livingston ESA. Since then, First National Bank has merged with Bank of Ann Arbor. In March, First National Bank officially changed its name to Bank of Ann Arbor. The Human Resource and Finance teams have been working with the bank to update the payroll and accounts payable systems to reflect the changes.

At the organizational meeting in June, you will see the name change reflected on the resolutions. Since the bank name change has happened mid-year, this information item ensures that we are following Revised School Code and Board Policy.

**6. Action/Discussion Item(s)**

A. Bus Purchase Approval for Brighton RTC

The Brighton Area Schools recently requested that the Agency replace four 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 the law requires competitive bids to be obtained. The Agency's Board Policy 6320 mirrors the requirement of the MCL 380.1274 and further defines the process for the competitive bids to be "...sealed and shall be opened by the Superintendent or designee in the presence of at least one witness." Public advertisement for such bids is not required.

The market availability of used school buses changes daily. To comply with the intent of MCL.1274 and the Board Policy 6320 the Superintendent has delegated to the Executive Director of Transportation the authority to make direct requests to the 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 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 mechanics and then develops the purchase recommendation for the Agency and files an intent to purchase the units with the vendor.

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 as a negotiated cost of \$3,400 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 the purpose of transparency it is included in this report for reference.

As is customary, Brighton Area Schools 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 Fryer and seconded by Kaiser that the Board approve the purchase of four 2020 model year 77 passenger school buses from Holland Bus Company in the amount (excluding the digital video system) not to exceed \$71,643 per bus.

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

The motion carried unanimously.

B. Engagement Letter with Attorney to Advance the Head Start Legal Appeal

To advance the Head Start legal appeal the Board interviewed the Liberty Justice Center and desires to approve the engagement letter as presented.

It was moved by Fryer and seconded by Loy that the Board approve the engagement letter as attached.

The motion carried unanimously.

C. Retention of Physician

This is a recommendation to change the primary physician for the agency, The Agency has been using Redicare as the primary physician for all board required examinations and testing. Concentra has been used as an alternate or backup provider. The operating hours of Redicare aren't as convenient and the services have become less comprehensive. Ascension, located at 1225 South Latson Road in Howell has extended operating hours and more comprehensive services. Accordingly, the recommendation is to use Ascension as the primary physician and Concentra and Redicare as the alternates.

It was moved by Loy and seconded by Kaiser that the Board approve moving to Ascension as the primary physician for all board required examinations as physicians to be used as noted above for employed personnel for the remainder of the 2021-2022 fiscal year, with Concentra and Redicare being used as alternate providers.

The motion carried unanimously.

**7. Reports**

A. Dr. Hubert:

- Shared a video created by the CTE department announcing their Career Awareness Event on April 28.
- Shared that Laura Hoehn not only won the Counseling & Career Development Professional Award for Michigan, but also won at the regional level and will now compete for the national award as one of five people in the United States. Winners will be announced at the national conference near the end of November in Las Vegas.
- Reported that Livingston County schools will be sending several people to the School Safety Summit on May 3.
- Reported that budget talks are starting to move. The House and Senate should be advancing versions in the next couple weeks.
- Reported that the June Board meeting has been changed from June 8 to June 15.
- Shared information about the Rotary Peace Pole which will be placed at the Education Center mid-June.
- Reported that WHMI will record and play thank you messages for teachers and staff during May.

**8. Board Discussion**

Fryer and Loy reported on their recent attendance at the NSBA Conference.

**9. Adjournment**

Loy declared the meeting adjourned at 6:42 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp