



MINUTES

Regular Meeting of May 11, 2022

1. Call to Order.

Vice President Cortez called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:02 p.m. on Wednesday, May 11, 2022 at the LESA Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: Vice President Cortez
Treasurer Kaiser
Secretary Fryer
Trustee Jankowski – joined via Zoom

LESA Staff: Shayna Forster, Doug Haseley, Dr. Michael Hubert,
Alice Johnson, Ted Kroll, Sean LaRosa, Sara Leggett,
Judy Paulsen, Michelle Radcliffe, Kris Resseguie,
Jonathan Tobar, Stephanie Weese

Absent was:

Board Member: President Loy

C. Approval of Agenda

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

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

The motion carried unanimously.

2. Budget Hearing.

In accordance with PA 621, the Uniform Budget and Accounting Act, the Board must adopt a budget by June 30 after a public hearing. The purpose of the Public Hearing is to allow the community to give the Board input regarding the Agency's 2022-2023 budget. All supporting documents are available on the LESA website. The Act also requires that (1) the budget be

transmitted to the Board according to the time schedule in board policy; and (2) the schedule allows time for review and adoption by the Board.

In accordance with the Agency's budget adoption timeline the Public Hearing is scheduled for this meeting. The Agency sent budget information to local districts on May 3, 2022. Each of the local school districts are required to pass a resolution approving or disapproving the LESA budget by June 1st.

The 2022 maximum allowable millage levy for the allocated millage of 0.0637 mills and for the special education millage of 3.1678 mills will be discussed at the hearing.

The Board will consider adoption of the 2022-23 budget after it takes into consideration public comment as well as the resolutions approved by the local school districts.

3. 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.

4. Approval of Consent Agenda

It was moved by Fryer and seconded by Jankowski to approve the Consent Agenda.

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

The motion carried unanimously.

A. Superintendent's Recommendations

038-021-022

The Board approve the Early Childhood Salary Scale 2.28% COLA application (with exception of staff in other handbooks) combined with the Quality Improvement (\$10,000) application to the Department of Health and Human Services for the 2022-2023 school year.

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 March 2022
- Purchase Card Register of March 2022

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of April 13, 2022

5. Presentation(s)

- A. Student Growth Reports – the following reports were presented to the Board.
- WAY+ – Ted Kroll
 - Early Childhood Special Education - Sara Leggett
 - Great Start Readiness Programs & Head Start – Sean LaRosa
 - Pathway Programs and Adult Transition Services – Kris Resseguie
- B. Literacy in Action – Pathway/ATS – Doug Haseley introduced Shayna Forster, who provided an update on literacy in action with Pathway and ATS students. Shayna also reported how they have used Rotary grant funding, and thanked the Board for their support as well.

6. Action/Discussion Item(s)

A. Computer Purchase Recommendations

The Agency replaces technology equipment utilized by all staff on a life cycle basis. The equipment scheduled for replacement this summer is primarily for the Special Education department including LIPSA, classified staff and Specialized Transportation. Education Center staff, Brighton RTC and Hartland RTC are also included.

Pricing for each of the units is based upon the State REMC Bid List, as typically these prices have come in lower than direct sales from the manufacturers. The grand total below includes a 10% contingency in the event of unanticipated additional device needs.

The following laptops/desktops are recommended for purchase:

| | | |
|----|---------------------------------|--------------|
| 15 | Dell Latitude laptops (13 inch) | \$555 each |
| 7 | Dell Latitude laptops (14 inch) | \$523 each |
| 18 | Dell Optiplex desktops | \$481 each |
| 3 | MacBook Pro laptops (13 inch) | \$1,348 each |
| 24 | Laptop bags | \$12 each |

We purchase equipment on an as needed basis while keeping 3 spare devices of each type for emergency situations and possible new hires. In total, the replacement of the listed devices will not exceed \$27,458. The purchases will be funded through a combination of general education funds, special education funds and capital project funds.

It was moved by Jankowski and seconded by Kaiser that the Board approve the computer purchases as presented.

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

The motion carried unanimously.

B. Certification of 2022 Tax Levy Rates

The L-4029 forms must be filed in early June to facilitate the summer tax levy. The Livingston County Equalization Director is not able to supply all of the information for the Board to take action in May so an alternative approach to approving the tax levy rates and filing the L-4029 forms is recommended.

The recommendation provided below will satisfy the legal requirement for the Board of Education to certify the millage to be levied and delegate to the Superintendent the authority to amend the levy if the Headlee Millage Reduction Fraction (“MRF”) is calculated by the Livingston County Equalization Director to be less than 1.0. A “MRF” of less than 1.0 would result in the reduction of the maximum allowable levy.

Once the Livingston County Equalization Director provides all of the necessary information to complete the L-4029, the forms will be completed and signed by the Board President and Board Secretary. The forms will then be filed as required and posted on the Agency’s website.

It was moved by Kaiser and seconded by Jankowski that the Board certify the 2022 maximum allowable millage levy for the allocated millage of 0.0637 mills and for the special education millage of 3.1678 mills and authorize (1) the Superintendent to adjust the levy if the Headlee Millage Reduction Fraction is less than 1.0; and (2) the Board President and Secretary to execute the 2022 L-4029 reflecting the reduced millage rate due to the Headlee rollback, if any.

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

The motion carried unanimously.

C. Fuel Bid Extension Recommendation

The Agency has historically facilitated the procurement of diesel fuel and gasoline for the districts that participate in the Regional Transportation Collaborative. The contract with the current vendor is expiring soon, and the Agency has the option to extend the existing contract for another year.

RKA Petroleum Companies, Inc. has performed in accordance with the contract since they started providing fuel to the Agency in August of 2021, and the local districts are satisfied with their services.

It was moved by Kaiser and seconded by Fryer that the Board extend the contract for diesel fuel and gasoline with RKA Petroleum Companies, Inc. for one year and authorize the Superintendent to negotiate and sign a contract to begin on August 1, 2022.

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

The motion carried unanimously.

D. Approval of Administrator Employee Group Contract Extensions

The Administrator Employee Group Handbook specifies that, “Administrators having at least five (5) years’ service in a current or like LESA Administrative position shall be placed on a two-year contract of employment to be renewed on or before July 1 of each year for a subsequent two-year period.” In addition, it specifies that, “Administrators having fewer than five (5) years’ service may be placed on a multi-year contract at the discretion of the Superintendent.”

Current administrators subject to the individual contract provisions are:

Placed on a 2-year contract:

- Candice Davies, Director of GSRP/Head Start
- Douglas Haseley, Assistant Superintendent for Special Education
- Alice Johnson, Executive Director of Transportation Services
- Sean LaRosa, Assistant Superintendent for Early Learning
- Marci Moloney, Program Improvement and Accountability
- Michelle Radcliffe, Executive Director of Career Development
- Kristin Resseguie, Director of Special Education
- Jonathan Tobar, Assistant Superintendent for Secondary Learning
- Laura Walters, Director of Finance & Budget
- Stephanie Weese, Assistant Superintendent for Administrative Services
- Carie Cowger, Director of Special Education
- Malissa Patrick, Director of Special Education

Placed on a 1-year contract:

- Michelle Allison, Director of Special Education
- Theodore Kroll, Director of Alternative & Adult Education
- Sara Leggett, Director of Early Childhood Special Education
- Amber Roberts, Assistant Director of Special Education
- Jennifer Damon, Director of Communications
- Meegan Dunn, Director of Special Education
- Adrian Dean, Director of Special Education

It was moved by Jankowski and seconded by Fryer that the Board extend the employment contracts of the LESA administrators per the terms of the Administrator and Supervisor Handbook.

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

The motion carried unanimously.

E. Board Policy, First Reading

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 and edited by the Superintendent and his Administrative Cabinet.

It was moved by Kaiser and seconded by Jankowski that the Board adopt the Policy Manual for a First Reading with the modifications as discussed.

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

The motion carried unanimously.

7. Reports

A. Superintendent's Report

Dr. Hubert:

- Reported on the WHMI recordings of educator appreciation that are being broadcast this month.
- Provided an update on the minigrants made available to staff.
- Provided an update on LIPSA negotiations.
- Shared information about the School/Employer Advisory Council.
- Stated that school districts have started to provide start dates for the 2022-2022 school year.

8. Board Discussion

Fryer commented that he attended the recent job fair sponsored by CTE and held at LivingstonESA, and stated it was "one of the best activities I have seen here."

9. Adjournment

It was moved by Jankowski and seconded by Kaiser to adjourn the meeting. Cortez declared the meeting adjourned at 7:49 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp