



## **MINUTES**

Regular Meeting of November 9, 2022

### **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, November 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 6:03 p.m.  
Secretary Fryer  
Trustee Jankowski

LESA Staff: Jenn Damon, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Ted Kroll, Sean LaRosa, Judy Paulsen, Michelle Radcliffe, Jonathan Tobar, Laura Walters

Guest(s): Sherrie Blankenship, Skyler Dinkel, Julia McBride, Timothy Moore, Bill Renner, Horacio Sanchez, James Williamson

C. Approval of Agenda

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

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 Jankowski to approve the Consent Agenda as presented.

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

The motion carried unanimously.

A. Superintendent's Recommendations

008-022-023

The Board approve entering into contract with Nutrition Network for the School Year 2022-2023 to provide Nutrition and CACFP Services to the Early Childhood Programs at an estimated cost of \$3,500.

009-022-023

The Board approve entering into contract with Dr. Norine Tracy for the School Year 2022-2023 to provide Contracted Health Services to Head Start and Great Start Readiness children.

010-022-023

The Board approve entering into a contract with Teachstone in the amount of \$780 as the online Classroom Assessment online tool for the 2022-2023 school year.

011-022-023

The Board approve entering into contract with Fowlerville Community Schools for the 2022-2023 school year to provide lunch to the children enrolled in the LESA Early Childhood Programs at a rate of \$2.25 per meal.

012-022-023

The Board approve entering into contract with Fowlerville Community Schools, for the school year 2022-2023 to provide space for four classrooms for use by the Head Start and Great Start Readiness Programs at a cost of \$20,000.

013-022-023

The Board approve entering into contract with Howell Public Schools, for the School Year 2022-2023 to provide space for eight classrooms for use by the Head Start and Great Start Readiness programs at cost of \$40,000.

014-022-023

The Board approve the following overnight travel:

Dr. Michael Hubert, ACTE Conference, Las Vegas, NV, November 29-December 3, 2022

B. Personnel Board Report

The Personnel Board Reports of September and October were presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Registers of August and September, 2022
- Purchase Card Transactions of August and September, 2022

D. Approval: Minutes

The following minutes were presented for approval:

- Board Retreat of October 12, 2022

**4. Presentations**

A. Student Presentation from the WAY+ Program

Dr. Hubert introduced Ted Kroll, who shared an overview of the WAY+ program, and then introduced James Williamson. James shared how his attitude toward school changed over time, that he had positive experiences with staff in the WAY+ program, and that his goal is to become a pharmacist.

Ted then introduced Skyler Dinkel, who recently graduated from the program. Skyler shared that he was in Ms. Cindy's classroom here as a preschooler, so he is very familiar with our building. He has been working in construction throughout his school career, and struggled with school, but promised his mother he would get his diploma, and has managed to fulfill his promise and obtain his diploma.

B. The Neuroscience of Implementing Change – Two Livingston County Examples

Jonathan Tobar introduced Horacio Sanchez, who was able to be here to see how our districts are implementing the program. He then introduced Highlander Way Middle School Principal Tim Moore, who shared how the program is working with his staff and students. Pinckney High School Principal Julie McBride also shared successes of the program with students and staff in Pinckney.

Dr. Sanchez stated it is great to see folks from all over the county learning and working together as a community.

C. Audit Presentation

Sherrie Blankenship from Maner Costerisan was introduced and shared the audit information. She also answered questions from the Board and commented on what a great job our staff continue to do.

D. Quarterly Finance Report, including budget update insights

Laura Walters presented the July-September Quarterly Finance Report.

**5. Action Item(s)**

A. 2021-2022 Audit Acceptance

In compliance with Michigan Law MCL 141.421-424, the Agency is required to have an annual financial audit.

The 2021-2022 audit was presented by the accounting firm Maner Costerisan at the Board meeting.

It was moved by Jankowski and seconded by Kaiser that the Board accept the 2021-2022 audit as presented.

The motion carried unanimously.

#### B. Award of Agency Logo Wear Bid

A suggestion from staff was received to create an online logo wear store that could be accessed throughout the year. Additionally, the feedback regarding the years of service recognition program started last year included suggestions to allow for people to place their order using an online store.

Considering the above suggestions and feedback the Agency released a request for proposal (RFP) on October 14<sup>th</sup>. The RFP was sent out to three local companies that the Agency has had a successful working relationship with in the past and all three provided a proposal. A summary of their proposals is included in the attachment to this report.

The selection criteria established for the identification of the lowest responsible bidder was:

1. Availability of specified items
2. Ability to maintain and facilitate an online store platform
3. Ability to complete orders on an individual basis from order through fulfillment
4. Customer service accessibility
5. Pricing of specified items

Two proposals were able to satisfy the first criteria noted above. Accordingly, the proposal from J.J. Jinkleheimer and First Impression Print and Marketing were evaluated further. Both of those companies were also able to satisfy the second, third, and fourth criteria with First Impression Print and Marketing noting a fee for sorting and labeling large orders.

The fifth criteria was evaluated through two methods. First, by simply comparing the pricing for each item. Second, by comparing the aggregate cost using the quantity of items selected in the prior year seniority recognition program. In the first evaluation, First Impression Print and Marketing proposed the lowest price on 13 of 16 items (excluding fees for design/layout and packing/ordering fulfillment). However, the pricing proposed by First Impression Print and Marketing established a minimum of 24 items and the inclusion of a \$50 fee per order for items less than 24 in an order. If less than 24 items were included in an order, the individual item price increased as well. J.J. Jinkleheimer would be the lowest pricing when ordering less than 24 items at one time, as they do not have an order minimum on clothing items.

Using the second method of comparing the aggregate cost for the seniority recognition order, First Impression Print and Marketing proposed the lowest pricing on all of the clothing items.

The total order from First Impression Print and Marketing was approximately \$200 less than J.J. Jinkleheimer.

Through the analysis, there is a clear pricing advantage to using First Impression Print and Marketing for the seniority recognition bulk order. In addition, J.J. Jinkleheimer has offered better pricing for smaller quantity orders.

It was moved by Fryer and seconded by Kaiser that the Board award the bid to First Impression Print and Marketing for the purchase of Agency logo wear for the seniority recognition and J.J. Jinkleheimer for Agency logo wear purchased in smaller quantities.

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

The motion carried unanimously.

#### C. Summer Tax Resolution

In accordance with the Revised School Code, the Board must annually adopt a resolution to acknowledge its decision to impose summer taxes on an ongoing basis.

The Agency is required to forward a copy of the annual resolution and the resolution passed on December 14, 2005 to each city and/or township in which the Agency is located. The Agency must then request each city and/or township in which it is located to agree to collect the summer school property tax levy. Negotiations for the reasonable expenses for collection of the summer school property tax levy then follow.

It was moved by Fryer and seconded by Jankowski that the Board approve the annual summer tax resolution as presented and authorize the Superintendent to negotiate the reasonable expenses for collection of the summer property tax levy.

The motion carried unanimously.

#### D. Revisions to Hartland Regional Transportation Services Agreement

The Agreement between the Agency and Hartland Schools for transportation services has remained mostly unchanged since it was originally agreed to in 2010. There was one prior amendment to exclude dispatchers from the Agreement but no other notable changes in the scope of services. The Agreement with Hartland Schools has always been different from the Agreement with the other districts in the Regional Transportation Collaborative as Hartland is not a "turn-key" operation and the Agency only provides bus drivers.

The Hartland Consolidated Schools expressed their desire to have their Transportation Supervisor more central to the decision-making processes and to have less recruiting, pre-employment, disciplinary, and communication matters deferred to the Agency. There are provisions included in the proposed amendments that will allow Agency employees to appeal decisions made by the Hartland Supervisor to the Agency's Executive Director for

Transportation Services and then if still unsatisfied they may appeal to the Agency's Superintendent who shall make the final decision.

Attached to this report is a red-lined version of the Agreement that shows all amendments. Also attached is a clean copy that incorporates the changes and has been signed by Hartland Schools.

Should the Agency's Board approve the amendments the Superintendent and Executive Director for Transportation Services shall meet with the employees to review the changes and address questions.

It was moved by Loy and seconded by Fryer that the Board approve the new Transportation Services Agreement with Hartland Consolidated Schools with an effective date of November 1, 2022.

The motion carried unanimously.

## **6. Reports**

### Superintendent's Report

Dr. Hubert:

- Reported that there are several new school board members in the county as a result of the election this week. He provided a brief update on the election outcomes.
- Shared that Dave Pruneau is the Interim Superintendent in Fowlerville. He also spent some time getting to know him.
- Reported that Erin MacGregor is the new Region 8 MASA President for 2023-2024.
- Reported he will be attending several dinner meetings in the next couple weeks – MAISA, Reaching Higher, and The ARC Livingston's 29<sup>th</sup> Annual Holiday Fashion Show.
- Reported he has been visiting staff meetings and distributing LESA umbrellas to all staff.
- Reported he talked with a CTE group recently, which resulted in an invitation to speak to one of their classrooms.
- Shared that he spent a day doing learning rounds with Jonathan and it was a great experience.
- Shared there is a Statewide Mental Health Summit coming up November 21.
- Stated he is looking forward to the ACTE Conference coming up in late November.

- Stated we have a coaching team presenting in Nashville in late November.

**7. Board Discussion**

**8. Adjournment**

Loy declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp