



## **MINUTES**

Regular Meeting of March 15, 2023

### **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, March 15, 2023 at the Livingston Educational Service Agency Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: President Loy  
Secretary Fryer  
Trustee Jankowski (participated via Zoom)

LESA Staff: Jenn Damon, Candice Davies, Doug Haseley, Dr. Michael Hubert, Sean LaRosa, Dave Larson, Judy Paulsen, Michelle Radcliffe, Mark Rogers (via Zoom), Jonathan Tobar, Laura Walters, Stephanie Weese

Absent were:

Board Members: Vice President Cortez  
Treasurer Kaiser

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, Loy voted YES, Kaiser was ABSENT, and Cortez 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 and no public comment at this time.

### **3. Approval of Consent Agenda**

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

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

The motion carried unanimously.

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

020-022-023

The Board approve overnight stay February 28-March 1 in Mt. Pleasant for Candice Davies, Lisa Pecorilli-Eoll, and Kristen Kostielney, to attend the Michigan Department of Education Early Childhood Convening.

021-022-023

The Board approve entering into contract with Pinckney 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 \$2.70 per meal.

022-022-023

The Board approve entering into contract with Little Country Kids for the school year 2022-2023 to provide Great Start Readiness Program Services to 22 4-year olds for an amount not to exceed \$87,565.50.

023-022-023

The Board approve the following overnight travel:

Dr. Michael Hubert, MAISA Summer Conference, Traverse City, MI, June 20-23, 2023

024-022-023

The Board approve the following overnight travel:

Dr. Michael Hubert, MASA Fall Conference, Traverse City, MI, September 19-22, 2023

#### **B. Personnel Board Report**

The Personnel Board Report of February 28, 2023 was presented for approval.

#### **C. Approval: Financial Information**

The following financials were presented for approval:

- Check Register of February 2023
- Purchase Card Transaction of February 2023
- ACH Report of February 2023

#### **D. Approval: Minutes**

The following minutes were presented for approval:

- Regular Board Meeting of February 8, 2023

**4. Presentation(s)**

A. Talking is Teaching Campaign Update

Sean LaRosa provided an update on the Talking is Teaching Campaign, which is celebrating its 5<sup>th</sup> year.

B. CTE Snapshot

Michelle Radcliffe updated the Board on CTE happenings.

C. Curriculum and Instruction Network Updates

Jonathan Tobar and Sean LaRosa shared Curriculum and Instruction Network Updates.

**5. Information Item(s)**

A. Communication Plan Update

The Board received the communication plan update, and there were no questions at this time.

B. Head Start Grant being Placed into Recompetition

Dr. Hubert explained the Head Start recompetition and answered questions from the Board.

**6. Action Item(s)**

A. Common School Calendar and Agency Calendar of Operations

The Agency is required under the provisions of MCL 380.1284a to develop a common school calendar for at least the next 5 school years in cooperation with its constituent districts. The calendar represents the recommendation of the Superintendent after working with the constituent district superintendents.

Additionally, the Agency has historically adopted a calendar of operations from which all other employee work calendars are created. The Agency calendar of operations is recommended by the Superintendent for implementation in the 2023-24 academic year.

It was moved by Jankowski and seconded by Fryer that the Board of Education approve the common school calendar and the Agency calendar of operations as presented.

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

The motion carried unanimously.

## B. Co-operative Fiber Build Recommendation

For the past 15 years Livingston county schools (further referred to as Livingston ESA) and the Livingston county government (further referred to as Livingston County) have worked cooperatively to build and maintain a private fiber network. This private network has been beneficial to all parties involved. Livingston county IT staff and Livingston ESA IT staff have worked together to share repair costs and maintain a segregated, secure, and relatively stable network.

In late June of 2021 administrators of Livingston County and Livingston ESA met to discuss the possibility of not only replacing the existing fiber build, but expanding upon it to create resiliency and additional capacity within the network. What was created was a 4 phase plan to build out fiber throughout the entire county.

- Phase 1 would replace the existing fiber, of which the age, quality, and capacity are varied.
- Phase 2 would create resilient “loops” to support phase 1 to create a combined “main trunk” line.
- Phase 3 and phase 4 would branch off the main trunk line to extend into the outskirts of the county. The primary purpose of phase 3 and phase 4 is to bring fiber within 3 miles to almost all the households in the county. These sections of the build will be funded by private partnerships and future grant opportunities completed by Livingston County.
- A diagram of phases 1-4 was provided.

In early December 2022, Livingston County and Livingston ESA filed a joint RFP to identify companies that would be able to complete such a large build. Livingston ESA and Livingston County IT staff worked together to evaluate the bid respondents. The evaluation process was thorough and scoring was completed by each member of the selection committee individually. The company eX<sup>2</sup> scored highest for each committee member. In late December 2022 the Livingston County board approved the allocation of funds to complete the project and allowed Livingston County to begin negotiations with eX<sup>2</sup> and Livingston ESA.

As of today, Livingston County is finalizing contracts with a private partner to complete phase 3 and 4 of the project. This will bring internet access to nearly every home and student in the county.

The school districts of Brighton, Fowlerville, Hartland, Howell, Pinckney, and Livingston ESA will be allocated a combined 60 strands of the proposed 288 strands of fiber for phases 1 and 2. This number of strands was used to calculate the school district portion of the build and represented in the USF RFP bid response.

In order to move forward with this project, we will need to approve the USF RFP bid by eX<sup>2</sup> and file for e-rate reimbursement on our portion of the fiber build. We will also need to enter into a cooperative agreement between eX<sup>2</sup>, Livingston County, Livingston ESA and the

school districts of our county. The final details of the cooperative agreement are still being developed.

It was moved by Fryer and seconded by Loy that the Board approve the USF bid by eX<sup>2</sup> for the school district portion of the cooperative fiber build. It is also recommended to give Mike Hubert permission to negotiate on behalf of Livingston ESA on a cooperative fiber build agreement with eX<sup>2</sup> and Livingston County.

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

The motion carried unanimously.

#### C. Copier Purchase Recommendation

Livingston ESA and the districts of Brighton, Fowlerville, Hartland, Howell, and Pinckney comprise the Livingston County Photocopier Consortium. The consortium recently completed a request for proposals (RFP) for copier services. This was done to leverage the larger volume for better pricing and to have a uniform service provider for all copiers in the county.

Twelve bids were received and reviewed by the copier RFP committee. Vendors were brought in for demonstrations, and site visits were also conducted. Reliable, efficient machines and responsive customer service were two of the main focus areas.

The committee unanimously recommends Marco as our new copier vendor, with the Sharp model line as our copiers of choice. In addition, the committee proposes the purchase of Papercut software to manage the copiers. After thorough research and consideration of various options, Marco, Sharp, and Papercut will provide the best service and product for the Agency.

Marco has a reputation for providing exceptional service and support, which is crucial for ensuring our copiers are always functioning at their best. They have a dedicated team of professionals who are available to help with any issues or questions that may arise. With Sharp's reputation for quality and reliability, we can trust that our copiers will perform well and meet our needs.

The Sharp copier model line that Marco offers has a range of features that make it a great fit for our organization. The entire range was released a little over a year ago, which means they will be supported for the duration of the service agreement. Many of the models share the same parts which will make service easier and increase uptime.

Papercut software will provide us with the tools we need to manage our copiers more efficiently and effectively. It will allow us to track usage, control access, and monitor costs, which will help us optimize our printing and copying processes. With Papercut, we can also enable features like mobile printing and secure release printing, which will enhance our productivity and security.

Each district has used the aggregate pricing from the bid to create a purchase list for each of their school buildings. Brighton, Pinckney, Hartland and Fowlerville will be purchasing the copiers on their own and will retain title to the equipment. Howell is exploring the idea of leasing from the Agency as they have done in the past. In that situation, the Agency will retain title to the equipment and bill Howell for the equipment lease and copies.

If Howell decides to lease the equipment from the Agency, the intent is to use Capital Project funds to cover the cost of the copiers located in Howell. As Howell pays the quarterly lease payments, the funds will be replenished to the capital project fund.

This purchase for the Agency will include 11 color copiers, 1 black and white copier, Papercut software, and the installation, service and support for all equipment and software. The proposed service agreement is approximately \$1,000 less per month than our existing agreement.

Cost of hardware and software for Livingston ESA: **\$60,000**

Cost of hardware and software for Howell Public Schools: **\$350,000**

Cost of service for the Agency: **\$810 per month** with overages being billed at \$0.0035 per BW page and \$0.032 per color page.

It was moved by Jankowski and seconded by Fryer that the Board approve the purchase of photocopier equipment from Marco, in accordance with the pricing received through the consortium bid, in an amount not to exceed \$60,000 for the Agency. If Howell decides to lease equipment from the Agency, it is recommended that the Board of Education also approve the purchase of that equipment, not to exceed \$350,000.

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

The motion carried unanimously.

D. Approval of Early Childhood Salary Scale 5.6% COLA and Quality Improvement Application

Each year the Department of Health and Human Services strives to pass along a strong Cost of Living Allowance which is then added to salary scales. The COLA for the 2023-2024 school year is a record level investment for increasing the salaries of early childhood professionals. The Quality Improvement grant may be applied to salary scales but allows flexibility to use the funds to support the greatest local needs.

It was moved by Fryer and seconded by Jankowski that the Board approve the Early Childhood Salary Scale 5.6% COLA application (\$106,495), with exception of staff in other handbooks, and the Quality Improvement (\$49,246) application to the Department of Health and Human Services for the 2023-2024 school year.

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

The motion carried unanimously.

E. Approval of the Early Childhood Submission of the July 1, 2023 to June 30, 2024 Head Start Grant Application that Includes Attached Items with Changes Noted

The advancement towards Universal state funded preschool for 4 year olds has created some opportunities for Head Start agencies throughout Michigan to reexamine their delivery model and look for opportunities to serve more children, or in some instances, to serve less children with more appropriate funding levels. After careful examination, we are planning on changing our model to serve only 3 year olds in Head Start. This model will allow us to create a more developmentally appropriate classroom setting and staff each classroom with 3 staff members ensuring a more quality experience and allowing us to meet the needs of at risk 3 year olds. This application consists of a reduction in children served (174 to 135) and a change in scope (Blended 4 year old and 3 year old classrooms to only 3 year old classrooms). Along with that, we also examine classroom placements throughout the county to make sure we have classes placed where there is the most need. We do this to ensure our criteria reflects our community's changing needs. The following documents have been reviewed and updated. This annual review is also required by Head Start Act 642. The following Early Childhood documents are presented for approval by the Board of Education:

- 2023-2024 Eligibility Priority Criteria (with the noted change; SNAP eligibility included)
- 2023-2024 Selection Process for Placing Children (with the noted change; 4-year-olds removed from Head Start selection process)
- 2023-2024 Proposed Program Locations (with the noted change; additional classroom added in Howell)

It was moved by Fryer and seconded by Jankowski that the Board approve the submission of a grant application to the Department of Health and Human Services for the Head Start program to provide comprehensive child development service to 135 low income 3 year olds and their families residing in Livingston County or using program of choice in the amount of \$1,922,331 for the period July 1, 2023 -June 30, 2024 with attached documents:

- 2023-2024 Eligibility Priority Criteria
- 2023-2024 Selection Process for Placing Children
- 2023-2024 Proposed Program Locations

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

The motion carried unanimously.

F. Approval of Head Start/GSRP Strategic Plan with Program Goals and Areas of Strength

In 2019 the Livingston ESA Head Start and GSRP Early Childhood Programs began a new five-year improvement cycle focused on improving child outcomes and supporting staff capacity in order to positively impact child outcomes. As required by the Head Start ACT 642, the following Early Childhood documents are presented for approval by the Board of Education:

- 2023-2024 5-Year Strategic Plan updated with Program Goals (with changes from 22-23; 2022-2023 updates added)
- 2023-2024 Areas of Strength (with changes from 2022-2023; some specific Opportunities for Growth moved to Areas of Strength)
- 2023-2024 Professional Learning Guide with T/TA Budget Narrative (with changes from 2022-2023; Dates updated for the 2023-2024 School Year)

It was moved by Jankowski and seconded by Fryer that the Board approve the following:

- 2023-2024 5-Year Strategic Plan updated with Program Goals
- 2023-2024 Areas of Strength
- 2023-2024 Professional Learning Guide with T/TA Budget Narrative

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

The motion carried unanimously.

## **7. Reports**

### **A. Superintendent's Report**

Dr. Hubert:

- Commented on recent bank failures and confirmed there is no negative effect on Livingston ESA.
- Shared that he has been invited to Fowlerville's groundbreaking next Monday.
- Reported that he is hosting MAISA Region 8 superintendents tomorrow at Torch 180.
- Reported we have had a recent surge of COVID and other illnesses/injury among staff, and there have been some challenges with staffing as a result.
- Shared an article from the AASA newsletter in which Jonathan Tobar was quoted.
- Reported on the Latson Road facility progress, and stated we will be forming focus groups on facility usage, layout, etc. A wellness focus group will look at the space and how to make it appealing and useful.

## **8. Budget Work Session**

Stephanie Weese and Laura Walters led the Board in the budget work session and answered questions from the Board.

## **9. Board Discussion**

It was reported that Loy and Fryer will be attending the NSBA Conference in early April.



**10. Adjournment**

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

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

The motion carried unanimously.

Loy declared the meeting adjourned at 7:42 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp