



## **MINUTES**

Regular Meeting of April 12, 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, April 12, 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  
Vice President Cortez  
Secretary Fryer  
Trustee Jankowski (participated via Zoom)  
Treasurer Kaiser

LESA Staff: Alana Anderson, Jenn Damon, Doug Haseley, Dr. Michael Hubert, Ted Kroll, Sean LaRosa, Judy Paulsen, Joel Render, Melissa Usiak, Stephanie Weese

Guest(s): Lyndsey Hurd, Devin Hurd, Dalila Hurd, Daymen Hurd, Anna Hawkins, Travis Heeg, Nolan Frazier, Amanda Aeschliman

C. Approval of Agenda

It was moved by Jankowski and seconded by Kaiser to approve the 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.

### **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 Kaiser and seconded by Cortez to approve the Consent Agenda as presented.

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

The motion carried unanimously.

#### **A. Personnel Board Report**

The Personnel Board Report of March 31, 2023 was presented for approval.

#### **B. Approval: Financial Information**

The following financials were presented for approval:

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

#### **C. Approval: Minutes**

The following minutes were presented for approval:

- Regular Board Meeting of March 15, 2023

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

#### **A. GED Certificate Presentations – Lyndsey Hurd and Nolan Frazier**

Ted Kroll introduced Nolan Frazier and presented his GED certificate to him. Nolan shared his personal story, stating he is working as a diesel mechanic, and wants to continue to learn and grow. He also expressed his appreciation for the help he received from WAY+ staff.

Ted also introduced Lyndsey Hurd and presented her GED certificate to her. She shared that she plans to earn a life coaching certificate, and also expressed her gratitude to LESA staff for helping her to accomplish her goal of earning a GED.

#### **B. Off Campus Adult Transition Planning Update – Alana Anderson**

Mike introduced Alana Anderson and she shared a little bit about herself. She then shared what is happening at the Latson Road facility and talked about student involvement.

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

#### **A. Purchase Approval – First Impression Print and Marketing**

In accordance with Board Policy 1001 regarding conflict of interest, purchase from First Impression Print and Marketing is requested in an amount not to exceed \$1,421.02 for 1,000 summer activity calendars for preschools and school districts to give families with children entering kindergarten in the fall. This calendar has been printed and distributed in past years. Preschools, elementary schools, and families have requested a print option again this

year. First Impression Print and Marketing can provide the printing and the z fold option for the calendar.

Vice President Cortez has notified President Loy in writing at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure has been made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

It was moved by Kaiser and seconded by Jankowski that the Board of Education approve the purchase from First Impression Print and Marketing for summer activity calendars for families with children entering kindergarten in the fall in an amount not to exceed \$1,421.02.

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

The motion carried unanimously.

#### B. 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 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 5003 mirrors the requirement of the MCL 380.1274 and further defines the process for the competitive bids.

The market availability of used school buses changes daily. To comply with the intent of MCL. 380.1274 and the Board Policy 5003 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 the 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.

The bid tabulation worksheet was provided.

Prior to delivery, the Agency will have 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 Jankowski and seconded by Kaiser that the Board approve the purchase of four 77 passenger school buses from Holland Bus Company in the amount (excluding the digital video system) not to exceed \$69,500 per bus.

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.

#### C. Specialized Transportation Bus Purchase

The recommendation for 2023-2024 is to order four Blue Bird buses with specifications similar to those purchased in prior years. These units would replace the following buses in scheduled route service:

Bus 50-15	121,368 miles
Bus 51-15	122,913 miles
Bus 52-15	118,061 miles
Bus 53-15	126,766 miles

The costs for special education buses are reimbursed by the State at the time they are amortized, which is over a period of seven years. The reimbursement rate is about 70 percent. The recommended "not to exceed purchase price" was taken from the Michigan School Business Officials statewide school bus bid. Special education buses are generally higher in cost than traditional general education buses due to the additional safety equipment (additional railings, wheelchair tie-downs and lifts, etc.) and supplemental climate control systems (heating and air conditioning).

It was moved by Jankowski and seconded by Cortez that the Board approve the purchase of 4 buses from Holland Bus Company for an amount not to exceed \$624,244 to be used in the specialized transportation department.

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

The motion carried unanimously.

#### D. Approval of Early Childhood Annual Report

Each year Livingston ESA Early Childhood Program completes an Annual Report which summarizes important program data and accomplishments. The proposed 2021-2022 report meets Head Start requirements and helps to inform both enrolling and potential families.

It was moved by Cortez and seconded by Kaiser that the Board approve the 2021-2022 Head Start/GSRP Annual Report as presented.

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

The motion carried unanimously.

## **6. Reports**

### A. Superintendent's Report

Dr. Hubert:

- Shared information on the bus incident this week, and acknowledged staff for their support during a difficult situation.
- Provided a legislative update on bargaining and labor relations.
- Reminded the Board about the LCASB meeting next week.
- Reported he will be attending the Torch 180 masquerade ball tomorrow evening at Mt. Brighton.

## **7. Board Discussion**

Fryer and Loy reported on the NSBA Conference which they attended in early April.

Loy reported that both she and Cortez are running for re-appointment to the LESA Board.

There was discussion about the GED program.

## **8. Adjournment**

Loy declared the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp