



## **MINUTES**

Regular Meeting of September 13, 2023

### **1. Call to Order**

Vice President Cortez called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:03 p.m. on Wednesday, September 13, 2023 at STEP, 951 S. Latson Road, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: Vice President Cortez  
Secretary Fryer  
Treasurer Kaiser  
Trustee Jankowski

LESA Staff: Alana Anderson, Carie Cowger, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Ted Kroll, Judy Paulsen, Michelle Radcliffe, Jonathan Tobar, Melissa Usiak, Stephanie Weese

Guests: Dan Durci, Deb Lekander, Trinity Mason, Yesenia Mason, Jacob LaFollette, Rich Renko, Tracy Wilson

Absent was:

Board Member: President Loy

C. Approval of Agenda

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

The motion carried unanimously.

### **2. Call to the Public/Correspondence**

The Vice 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 Jankowski and seconded by Fryer to approve the Consent Agenda as presented.

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.

**A. Superintendent's Recommendations**

002-023-024

The Board approve the overnight stay September 20-23, 2023 in Mackinac Island for Patricia Jansen and Kristen Kostielney (current Michigan Head Start Association Board Members), and Candice Davies to attend the Michigan Head Start Association Strategic Planning Session/Fall Board Meeting and Assembly.

003-023-024

The Board approve entering into a contract with Kristen Haynes for the 2023-2024 school year to provide contracted services regarding Head Start Designation Renewal System.

004-023-024

The Board approve entering into a contract with Fowlerville Community Schools for the school year 2023-2024 to provide space for four classrooms for use by the Head Start and Great Start Readiness Programs at a cost of \$20,000.

005-023-024

The Board approve entering into a contract with Brighton Area Schools for the School Year 2023-2024 to provide space for three classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$15,000.

006-023-024

The Board approve entering into a contract with Pinckney Community Schools for the School Year 2023-2024 to provide space for two classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$10,000.

007-023-024

The Board approve entering into a contract with Hartland Consolidated Schools for the School Year 2023-2024 to provide space for four classrooms for use by the Head Start and Great Start Readiness programs at a cost of \$20,000.

008-023-024

The Board approve entering into a contract with Childplus in the amount of \$13,750 as the online child data warehouse tool for the 2023-2024 school year.

009-023-024

The Board approve entering into a contract with Early Learning Solutions in the amount of \$7,350 as the online Math child program/assessment tool for the 2023-2024 school year.

010-023-024

The Board approve entering into a contract with Ready Rosie in the amount of \$5,625 as the online Parent Curriculum tool for the 2023-3024 school year.

011-023-024

The Board approve entering into a contract with Senior Nutrition for the 2023-2024 school year to provide lunch to the children enrolled in the LESA Early Childhood Programs at a rate of \$2.50 per meal.

B. Personnel Board Report

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

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register of August 2023
- Purchase Card Transactions of August 2023
- ACH Report of August 2023

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of August 9, 2023

E. Approval: Superintendent's Reimbursement of Expenses

**4. Presentation(s)**

A. Dr. Hubert introduced Rich Renko from WHMI, who talked about the importance of WHMI's local connection to the community and about the importance of connections we make throughout life. Ted Kroll introduced Trinity Mason, a graduate of the WAY program, and Mr. Renko presented her with a \$1,000 scholarship to help further her education in the area of journalism. Ms. Mason talked about her journey so far, and her future goals.

B. Stephanie Weese shared the Budget Development Timelines and answered questions from the Board.

C. Doug Haseley talked about the WRAP program, and introduced Pinckney teacher, Jacob LaFollette, who participated in the program as a student and is now teaching a WRAP class. Jacob shared his inspirational story and how he was able to get to where he is now in his life. Dan Durci thanked the Board for their ongoing support of the Interagency Cash Transfer Agreement.

D. Alana Anderson provided a STEP Program Update and shared learner successes.

## **5. Information Item**

### A. Head Start DRS Grant – Recompete Grant Process for 2023-2024

What is Designation Renewal System (DRS)?

- DRS established five-year grant periods for all Head Start service awards, with many agencies receiving further five-year grants without competing for funding. Any agency which meets a specified condition during the course of the grant period is not eligible for funding without competition.
- There are seven conditions that trigger a requirement to compete for continued funding. In our case, our deficiencies (a systemic or substantial material failure of an agency in an area of performance) from 2019 and 2021 set this in motion. Although these instances have long been resolved, two documented deficiencies require us to reapply.

Consultant, Kristen Hayes, to support grant application

- Kristen Hayes Consulting has successfully partnered with a wide-range of entities including nonprofits, community action agencies, school districts, county offices of education, and faith-based institutions to craft proposals that reflect the philosophy, vision, and mission of the applicant agency.
- Kristen has developed and authored a wide range of competitive proposals to the Office of Head Start, as well as State Education Agencies in support of services for children from their birth until their kindergarten transition.

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

### A. Michigan Schools Energy Cooperative (MISEC) Resolution

Through the Agency's membership with the Michigan Schools Energy Cooperative (MISEC), there is an opportunity to purchase renewable (green) energy. MISEC has partnered with North Star Clean Energy, a Michigan based alternative energy supplier to build a solar farm in Genesee County. Construction will begin in Fall 2023, with completion slated for June 2025.

To participate in this opportunity, the Agency needs to confirm participation and the percentage of annual electricity usage to be delivered from the solar farm.

It was moved by Jankowski and seconded by Kaiser that the Board approve the attached resolution for Livingston ESA's participation in the MISEC Choice Solar Farm at 20% of annual electricity usage.

The motion carried unanimously.

### B. Approval of Head Start Corrective Action Plan

In March 2023, LESA Head Start was cited for a staff related incident at Little Highlanders Early Learning Center. After meeting with Head Start Training and Technical Assistance in early September 2023, we are submitting an updated Corrective Action Plan.

It was moved by Jankowski and seconded by Kaiser that the Board approve the Corrective Action Plan as presented.

The motion carried unanimously.

## **7. Reports**

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

Dr. Hubert:

- Provided an energy audit for Pathway. An audit for the Education Center will be presented to the Board as soon as it is available.
- Shared that the STEP Grand Opening will take place next Monday, September 18, from 4-6 p.m. Additional information is available on WHMI's website. He also reported that a team from Cleary University toured the STEP facility today, and we are working on some partnerships with them.
- Reported that we have a team participating in the Walk for Alzheimers on September 30.
- Provided a start of school update, stating that things are going well so far. We had at least one school district starting school each week over a four-week period.
- Shared that he will be attending the MASA Fall Conference in Traverse City next week.

## **8. Board Discussion**

Kaiser reported that he spoke with the auditor recently, and the auditors are continually impressed with the accuracy of our finance department on an ongoing basis.

## **9. Adjournment**

Vice President Cortez declared the meeting adjourned at 7:47 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp