



MINUTES

Regular Meeting of November 8, 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, November 8, 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
Treasurer Kaiser
Trustee Jankowski

LESA Staff: Doug Haseley, Dr. Michael Hubert, Alice Johnson, Judy Paulsen, Michelle Radcliffe, Kris Resseguie, Jonathan Tobar, Melissa Usiak, Stephanie Weese (participated via Zoom), Mary Wiese, Laura Walters, Adrian Dean, Carolyn O'Hearn, Nicolette Cheff, Heidi Danpullo, Sara Leggett, Carie Cowger, Amber Roberts, Malissa Patrick, Laurie Spadoni, Mike Breitenbecher, Laura O'Lewin, Luke Johnson, Mark Rogers, Ryan Fox, Brian Braden, Deana Petty, Marci Moloney, Dave Larson, Robin Schutz, Meghan Hickman, Michelle Allison, AJ Scherrer, Alana Anderson, Josh Kley

C. Approval of Agenda

It was moved by Jankowski and seconded by Cortez 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.

Administrators and Supervisors in attendance introduced themselves and shared an appreciation about the agency.

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, Jankowski voted YES, Fryer voted YES, and Loy voted YES.

The motion carried unanimously.

A. Superintendent's Recommendations

012-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, Gallagher Training Center, December 10-11, 2023, Chicago, IL

013-023-024

The Board approve the following overnight travel:

Stephanie Weese, Gallagher Training Center, December 10-11, 2023, Chicago, IL

B. Personnel Board Report

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

C. Approval: Financial Information

The following financials were presented for approval:

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

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of October 11, 2023

4. Presentation(s)

A. Early Childhood Inclusion Initiatives

Melissa Usiak and Sara Leggett provided an update on Early Childhood Inclusion Initiatives, including "where we've been, where we are, and where we are going."

B. Literacy Presentation

Carolyn O'Hearn shared a Pathway Program Literacy update, and responded to questions from the Board. She was accompanied by Kris Resseguie and Alana Anderson.

C. Quarterly Finance Report

Laura Walters shared the Quarterly Finance Report.

5. Action Item(s)

A. Appointment of LIPSA Negotiation Teams

The LIPSA bargaining agreement will expire on June 30, 2025. The administration is recommending the following individuals to serve on the Board of Education's team to facilitate labor discussions and agreements.

- Stephanie Weese, Assistant Superintendent for Administrative Services – Chief Spokesperson
- Douglas Haseley, Assistant Superintendent for Special Education
- Carie Cowger, Director of Special Education for Pinckney
- Laura Walters, Finance & Budget Director
- Laurie Spadoni, Director of Human Resources

It was moved by Jankowski and seconded by Fryer that the Board approve the LIPSA negotiations team as presented and that the negotiating team have the complete power and authority to take all steps related to collective bargaining under the Public Employee Relations Act with the exception of ratification of any tentative agreement.

The motion carried unanimously.

B. Appointment of LETAA Negotiation Team

The LETAA bargaining agreement has an expiration date of June 30, 2026. The administration is recommending the following individuals to serve on the Board of Education's team to negotiate successor agreement:

- Stephanie Weese, Assistant Superintendent for Administrative Services
- Douglas Haseley, Assistant Superintendent for Special Education
- Kris Resseguie, Director of LESA Special Education Programs
- Laura Walters, Finance & Budget Director
- Laurie Spadoni, Director of Human Resources–Chief Spokesperson

It was moved by Cortez and seconded by Fryer that the Board approve the LETAA negotiation team as presented and that the negotiating team have the complete power and authority to take all steps related to collective bargaining under the Public Employee Relations Act with the exception of the ratification of any tentative agreement.

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

The Livingston ESA Competitive Grant Proposal is being submitted in response to the Notice of Funding Opportunity (NOFO) for Livingston County, MI, issued by the U.S. Department of Health and Human Services. The grant opportunity provides a total of \$2,078,072, with the applicant responsible for determining the allocation of funds between Head Start and Early Head Start programs to serve up to 99 two to four year olds. The proposal outlines the grant application components, scoring criteria, and the applicant's approach to addressing the community's needs, which includes converting slots from Head Start to Early Head Start, adjusting hours of operation, and increasing the number of service days per week to meet program requirements. It also highlights the expected enrollment changes, with a reduction in Head Start slots and the establishment of Early Head Start classrooms.

It was moved by Cortez 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 99 low-income two to four year-olds and their families residing in Livingston County or using a program of choice in the amount of \$2,078,072.

The motion carried unanimously.

E. 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 \$1,394.24 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.

It was moved by Jankowski and seconded by Kaiser that the Board 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 \$1,394.24.

The motion carried unanimously, with Cortez ABSTAINING.

F. Purchase Approval – Server Hardware

The Agency's current server infrastructure is due for replacement. Typical replacement cycle is at 7-8 years of service and our servers are currently 7 years old.

The servers host nearly all of the critical services necessary for Agency daily operations. Because of that importance, we purchase support and warranties on all server hardware. For this equipment, we expect to get 5 years of service life as critical operations and 5 additional years as secondary support. Secondary support duties would include monitoring, logging, and backup operations for the primary servers and network equipment. This stretches the usable life of purchased equipment to 10 years, while keeping critical infrastructure fresh every 5 years.

Wayne RESA competitively and appropriately bid the equipment including Livingston ESA in the consortium RFP. The equipment needed to replace the Agency servers totals \$89,314.65. The grand total requested for approval includes a 10% contingency.

Capital Project funds designated for technology replacement will be used to pay for the upgrade.

It was moved by Kaiser and seconded by Jankowski that the Board approve the purchase of equipment from Trace 3 to be used to replace the Agency's servers for an amount not to exceed \$98,246.

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

The motion carried unanimously.

G. Document Storage Solution Recommendation

The Agency, along with 19 other school districts, participated in a request for proposal (RFP) process led by Wayne RESA for a document storage and digital workflow solution. The intent was to find a consortium solution with a fixed cost and support model for a large number of users.

The Agency is currently using CEO imaging for a document storage solution. The reasoning behind joining the RFP process with Wayne RESA was to find a solution with more functionality and increased security parameters to safeguard the data. Joining a consortium also offers the ability to learn from colleagues and typically generates better pricing.

The RFP process resulted in 6 vendors being awarded purchasing agreements. The various agreements gave participating districts various options to choose from, with the intent that every district could find a solution that would work. One of the awarded vendors was identified as a consortium solution that aligned with the needs of a large number of districts. DOMA technologies was identified as the vendor offering the best consortium solution.

The pricing for each vendor is as follows:

Applied Innovation	\$46,800 per year for 20 users + one-time implementation costs
Toshiba	\$46,800 per year for 20 users + one-time implementation costs
Global Solutions Group	\$64,263 per year for 20 users + one-time implementation costs
OPG-3	\$64,263 per year for 20 users + one-time implementation costs
Konica Minolta	\$37,677 per year for 20 users + one-time implementation costs

DOMA Technologies \$36,000 per year for 20 users + one-time implementation costs

** Integration with current software is planned and available within the consortium.

Wayne RESA has released a Memo of Understanding (MOU) for districts to complete/sign to indicate their interest in moving to the DOMA solution. By signing the MOU, the Agency would be committing to at least three years with the DOMA technologies solution. The first phase of implementation will begin on January 1, 2024.

It was moved by Cortez and seconded by Fryer that the Board approve moving to the DOMA technologies solution and authorize the Superintendent to sign the Memorandum of Understanding with Wayne RESA.

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

The motion carried unanimously.

6. Reports

A. Superintendent's Report

Dr. Hubert:

- Complimented Howell Public Schools on a successful bond campaign.
- Shared that the AESA Conference is coming up at the end of the month and three Board members will be attending.
- Expressed appreciation for the Literacy presentations which took place tonight.
- Shared that the Mental Health Series begins tomorrow night. He also invited the Board to participate, and thanked Sunrise Rotary for funding the series.

7. Board Discussion

Kaiser commented on the commitment of our staff and how much that is appreciated.

Loy thanked Veterans for their service and wished everyone a safe and happy Thanksgiving.

8. Adjournment

President Loy declared the meeting adjourned at 7:44 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp