



MINUTES

Regular Meeting of December 13, 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, December 13, 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
Treasurer Kaiser
Trustee Jankowski

LESA Staff: Nicolette Cheff, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Judy Paulsen (joined via Zoom), Michelle Radcliffe, Jonathan Tobar, Melissa Usiak, Stephanie Weese

Absent was:

Board Member(s): Vice President Cortez

C. Approval of Agenda

Kaiser expressed concern about staffing in early childhood.

It was moved by Kaiser 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 correspondence or discussion at this time.

3. Approval of Consent Agenda

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

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

The motion carried unanimously.

A. Superintendent's Recommendations

B. Personnel Board Report

The Personnel Board Report of November 30, 2023 was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

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

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of November 8, 2023

4. Presentation(s)

A. Student Mental Health Update – 31n

Doug Haseley and Nicolette Cheff provided an update on student mental health and the 31n grant, and also received feedback from the Board members.

B. Equipment Evolution in CTE

Michelle Radcliffe shared an update on the CTE equipment grant and opportunities available to students as a result of equipment purchases. She also answered questions from the Board.

C. Update on Education/Employer Advisory Council Work

Michelle Radcliffe updated the Board on the work of the Education/Employer Advisory Council.

5. Action Item(s)

A. 2023-2024 Budget Amendment

As required by the State of Michigan, the 2023-2024 Budget is presented for amendment by the Board of Education. This amendment is intended to update the budget based on more current financial information than was known in the spring of 2023 when the budget was adopted.

This amendment anticipates a surplus in both the General Fund and Special Education Fund, resulting in increased fund balances for both. Analysis of local district fund balances indicates that our percentages are below the average observed in the County's local districts. The fund balance analysis is included as a reference. As a result, no substantial mid-year changes are recommended at this time.

It was moved by Jankowski and seconded by Kaiser that the Board approve the General Appropriation Resolution as presented.

The motion carried unanimously.

B. Flexible Benefits Plan

The Agency worked with Ken Sachs, our employee benefits attorney from Bodman Law, to update the Section 125 Flexible Benefits plan. The overall plan defines the types of benefits that the Agency is able to offer their employees as well as the eligibility criteria for determining which employees are able to participate in the plan.

The plan was updated to reflect the changes to the Flexible Spending Account (FSA) and Health Savings Account (HSA) options that will be offered to employees beginning on January 1, 2024. The changes include:

*Offering an employer contribution to an HSA account for all non-transportation employees.

*For those employees not eligible for an HSA contribution due to Medicare enrollment, offering an FSA contribution instead.

A copy of the updated plan was sent to the Board for reference.

The Flexible Benefits Plan will be restated effective January 1, 2024.

It was moved by Kaiser and seconded by Jankowski that the Board approve the restated Livingston Educational Service Agency Flexible Benefits Plan, effective January 1, 2024.

The motion carried unanimously.

C. 2023 Specialized Transportation Parking Lot Bids

The Specialized parking lot repaving project began in 2018. The project was split into a few phases, and we are now addressing the final phase to complete the project. The section to be repaved is where the employees park, and the pavement is in much need of repair at this time.

The Agency partnered with O'Neal Construction and the request for proposals was sent out on October 5, 2023, with a due date of October 20, 2023. The vendors were asked to provide a bid for completion of the work in 2023 and also in 2024. Five bid responses were received, as shown below:

	2023	2024
Asphalt Specialist	\$176,800	\$176,800
Best Asphalt	\$182,479	\$191,972
Joe Raica Excavating	\$212,300	\$222,915
Nagle Paving Co	\$148,390	\$148,390 (add \$9,945 for limestone)
T&M Asphalt	\$177,550	\$180,050

O'Neal Construction followed up with all vendors to confirm scope items to ensure all bids met the criteria as stated in the RFP. With scope items confirmed, it is recommended that O'Neal award the bid to Nagle Paving Co for a Spring 2024 project start. The total recommendation includes a 15% contingency in the event of unanticipated costs.

It was moved by Kaiser and seconded by Fryer that the Board accept the bids submitted and award the project to Nagle Paving Co, with an amount not to exceed \$182,000. I also authorize the Superintendent to sign the associated contractual documents.

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

The motion carried unanimously.

D. Board Policy Updates, First Reading

Miller Johnson recently provided the policy update for the year. The recommended changes to the Board Policies are attached with new language shown in red and language to delete shown with ~~strikeouts~~.

It was moved by Jankowski and seconded by Kaiser that the Board adopt the Policy updates as presented for a First Reading.

The motion carried unanimously.

6. Reports

A. Superintendent's Report

Dr. Hubert:

- Reminded the Board that the MASB Board of Director nominations deadline is January 10, 2024 and offered to share additional information if anyone is interested.
- Shared a draft energy report on the Education Center.

- Stated that the holiday break is upcoming and the agency will be closed for a couple of weeks.
- Reported that the Wellness Center will open January 1. He also explained the security process and invited Board members to stop in during designated times if they would like to check out the facility.
- Stated the next Mental Health series meeting is tomorrow evening, and invited anyone interested to participate. He also shared that he was contacted by the Livingston Daily about the series, and shared information with them.

7. Board Discussion

Board members shared information on the recent AESA Conference they attended. There was discussion about the future of AI (Artificial Intelligence), and Dr. Hubert shared that the superintendents have discussed it and are forming an AI task force. He responded to questions from the Board.

8. Adjournment

President Loy declared the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp