



MINUTES

Regular Meeting of March 13, 2024

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 13, 2024 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 (joined via Zoom)

LESA Staff: Alana Anderson, Doug Haseley, Dr. Michael Hubert, Alice Johnson, Dave Larson, Carolyn O'Hearn, Judy Paulsen, Deana Petty, Michelle Radcliffe, Kris Resseguie, Jonathan Tobar, Melissa Usiak, Laura Walters, Stephanie Weese

Absent was:

Board Member: Vice President Cortez

C. Approval of Agenda

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

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

The motion carried unanimously.

A. Superintendent's Recommendations

018-023-024

The Board approve the following overnight travel:

Jonathan Tobar, Innovative Schools Summit 2024, July 6-12, 2024, Las Vegas, NV

019-023-024

The Board approve the following overnight travel:

Stephanie Qualls, Applied Behavior Analysis International 50th Annual Convention, May 24-27, 2024, Philadelphia, PA

020-023-024

The Board approve the following overnight travel:

Shannon Shy, Applied Behavior Analysis International 50th Annual Convention, May 24-27, 2024, Philadelphia, PA

021-023-024

The Board approve the following overnight travel:

Heidi Danpullo, ACTE Region 1 Leadership Conference, April 30-May 4, 2024, New York, NY

022-023-024

The Board approve the following overnight travel:

Michelle Radcliffe, ACTE Region 1 Leadership Conference, April 30-May 4, 2024, New York, NY

023-023-024

The Board approve the following overnight travel:

Laura Saline, ACTE Region 1 Leadership Conference, April 30-May 4, 2024, New York, NY

024-023-024

The Board approve the following overnight travel:

Rebecca Holman, ACTE Region 1 Leadership Conference, April 30-May 4, 2024, New York, NY

025-023-024

The Board approve the appointment of Jennifer Broadbent to fill the vacant LESA membership position on the Special Education Parent Advisory Committee for the period April 1, 2024 through June 30, 2027

026-023-024

The Board approve the following overnight travel:

Mary Wiese, iReady Reading & Math Symposium, March 7-8, 2024, Nashville, TN

027-023-024

The Board approve the following overnight travel:

Ted Kroll, Benefits of Competency-Based Assessment for At-Risk Students, November 2-5, 2024, New Orleans, LA

B. Personnel Board Report

The Personnel Board Report of February 29, 2024 was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register of February 2024
- Purchase Card Transactions of February 2024
- ACH Report of February 2024

D. Approval: Minutes

The following minutes were presented for approval:

- Board Retreat of February 21, 2024

4. Presentation(s)

A. CTE & Career Preparation

Michelle Radcliffe shared an update on CTE and Career Preparation and responded to questions from the Board.

B. Transportation Continuing Education Curriculum

Alice Johnson and Deana Petty provided an overview of the Transportation Continuing Education Curriculum and answered questions from Board members.

C. Literacy Initiatives in Pathway Programs

Carolyn O'Hearn and Kris Resseguie updated the Board on the literacy initiatives in our Pathway programs, and answered questions from the Board.

D. STEP Program Update and Project Search Proposal

Alana Anderson provided a STEP program update and presented the Project Search proposal. She also answered questions from the Board.

5. Information Item(s)

A. Specialized Bus Garage Maintenance

The Specialized Bus Garage has recently had a few building maintenance items surface that need immediate attention. Quotes have been received from various vendors, and a plan is being implemented to address the issues.

Specialized Bus Garage Roof: A leak on the North side of the building was discovered recently. The Agency contacted vendors for quotes and received three, shown below.

Roofing PD	\$19,939
5 Alarm Roofing	\$28,535
CEI Michigan LLC	\$40,719

The lowest quote is from a reputable vendor and they are able to start the work on March 25th.

Specialized Bus Garage – Bay #3 door and door opener: The door opener on Bay #3 stopped working suddenly which caused the door to fall on a bus. The door is damaged and will need to be replaced in addition to the door opener. Upon inspection, the door opener in the other bay is also at the end of its life cycle, so that replacement was also included in the quotes. The Agency received two quotes:

Overhead Door Company of Whitmore Lake	\$8,309
Michigan Overhead Door	\$8,102

Since the two quotes were very close in total cost, the decision came down to timing of the completion of the work. Michigan Overhead Door was able to begin the work in a shorter timeframe and will begin the work soon.

6. Action/Discussion 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 attached 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 attached Agency calendar of operations is recommended by the Superintendent for implementation in the 2024-25 academic year.

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

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

The motion carried unanimously.

B. LED Display Boards - CTE

The Agency received 61c funding for the purchase of CTE equipment. Most of the funding is being used to cover equipment purchases at the local districts for the various CTE programs countywide. One equipment purchase, LED Display Boards, is being purchased by the Agency with 61c funding, and will be used countywide.

The request for proposal (RFP) requested a quantity of 12 LED video screens that can be used in multiple configurations together or separately for education. The bid was to include delivery, installation, configuration, professional development of teachers, and curriculum with industry recognized certification and tests. The RFP process resulted in 1 vendor response as shown below.

Showboss LLC	\$42,977
--------------	----------

It was moved by Jankowski and seconded by Fryer that the Board accept the bid submitted and award to Showboss LLC in the amount of \$42,977.

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

The motion carried unanimously.

C. Project Search

Project Search is a one year, school transition program that provides training and education that may lead to employment for individuals with disabilities. The cornerstone of Project Search is full immersion in a large business with multi-agency support. Trinity Health Livingston is interested in partnering with LESA to develop a pilot transition program. This partnership would be pivotal in allowing students to gain the necessary skills to seek employment within Livingston County.

In order to participate in the program, LESA would need to hire a full-time teacher who would be placed within Trinity Health Livingston. Project Search in partnership with MDE, currently offers a grant to cover teacher costs up to \$100,000. In addition, there is no requirement to participate in the program beyond the pilot year. If we elected to continue beyond the pilot year, teacher costs would be absorbed by the agency.

It was moved by Kaiser and seconded by Jankowski that the Board authorize the Superintendent to negotiate and sign a Memorandum of Understanding with Trinity Health Livingston to implement a Project Search Pilot Transition program for the 2024-2025 academic year.

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

The motion carried unanimously.

D. Structured Cabling Maintenance Agreement

The agency currently has a consortium fiber maintenance agreement which has proven to be very beneficial to all parties involved. This protects the external fiber connections for all of the schools in the county. Due to the success of this we decided to expand upon the agreement and bid out maintenance contracts for the structured cabling of all the schools in the county. This maintenance agreement would cover all the internal copper and fiber connections. Individual districts will be able to request cabling services that are already pre-bid at a low cost as well as being pre-approved for E-rate reimbursement.

3 companies responded to the bid.

Amcomm was the awarded bidder and we asked for expanded pricing which was provided. The other vendors were not asked for expanded pricing as their per drop rates were not competitive with the winning bidder. Expanded pricing doubled the drop counts per district as well as including any potential costs for structured cabling inside our districts.

Livingston ESA competitively and appropriately bid the structured cabling maintenance agreement under the LESA E-Rate Consortium. The agreement will not obligate Livingston ESA or the local districts to any work or cost. The gross total of \$103,581 per year represents the total amount of work that can be completed and filed for E-rate reimbursement. Livingston ESA and the local districts can request these services from Amcomm as needed. Amcomm will invoice the LESA IT Consortium and Livingston ESA will complete payment after the local district signs off on the completed work. Livingston ESA will then bill back the local district the gross invoice amount and file for e-rate reimbursement on their behalf. Once reimbursements are dispersed they will be sent back to the local district.

It was moved by Kaiser and seconded by Jankowski that the Board approve entering into a 3-year structured cabling maintenance agreement for an amount not to exceed \$103,581 per year.

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

The motion carried unanimously.

E. Firewall Renewal and Expansion

The support for the Fortigate firewall hosted at Livingston ESA is due for renewal. This firewall serves as the primary firewall for all of the public schools in the county. It provides web filtering, intrusion detection/prevention, VPN services, and serves as the primary internet connection. These services, along with many others provided, are extremely valuable to the local districts. Renewal costs are relatively inexpensive and will be a shared cost between the local districts.

In addition to the shared firewall that protects us from the outside world, there is also a need for internal firewalls. These firewalls will exist on the inside of our network and isolate traffic to our most critical infrastructure networks. As we continue to improve our cybersecurity posture, these internal firewalls will vastly improve our ability to protect our internal networks. Each local

district, including Livingston ESA, will purchase 2 internal firewalls configured for High Availability. In addition to the extra security, we will also be configuring multiple resilient paths to Livingston ESA and the internet for each local district with a backup internet connection.

Pricing breakdown will be as follows (a detailed spreadsheet was shared with the Board):

Gross total bid price for all materials and labor is: \$376,843.00

Estimated net total for all materials and labor post E-rate reimbursement is: \$233,884.45

Net cost total to Livingston ESA will be: **\$54,050.14**

Remaining costs will be billed back to local districts with shared costs being split by student FTE. Livingston ESA does not have a large number of students, but does have a significant number of staff members and we calculate our share at 10% of total shared cost.

Shared cost will include:

- Shared firewall support renewal
- Configuration of new firewalls
- Management server for new firewalls

Estimated net total for shared cost post E-rate reimbursement is: \$51,625.44

Individual Entity Cost:

- 2 Fortigate 601F internal firewalls
- 5 year support for internal firewalls

Trace3 was the sole respondent to this E-rate RFP. Pricing was very competitive compared to previous bids on similar equipment as well as being well below MSRP.

It was moved by Kaiser and seconded by Fryer that the Board approve the purchase of equipment from Trace 3 to renew services for the shared firewall as well as purchase internal firewalls for the gross cost of \$376,843.00 and for a total project amount not to exceed \$387,000. The net cost to the agency will be \$54,050.14. The remainder of the cost will be billed back to the local districts.

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

The motion carried unanimously.

7. Reports

A. Superintendent's Report

Dr. Hubert:

- Shared that he is proud of the work that our staff are doing

- Shared a thank you letter from the City of Howell for allowing them to use our facility for the recent voting cycle. They also shared data from the election.
- Provided a construction update and shared that the Board will be asked for approvals in April.
- Reminded the Board that the LCSBA meeting will take place April 17 in Hartland with Michigan Virtual leading the panel discussion on artificial intelligence.

8. Budget Work Session

Stephane Weese and Laura Walters shared the proposed budget for 2024-2025 and responded to questions from the Board.

9. Board Discussion

President Loy reminded the Board that the April 10 meeting is scheduled to take place at STEP.

10. Adjournment

President Loy declared the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp