



## **MINUTES**

Regular Board Meeting of August 10, 2016

- 1. Call to Order.** President Loy called to order the meeting of the Livingston Educational Service Agency (LESA) Board of Education at 6:00 p.m. on Wednesday, August 10, 2016, at the LESEA Education Center, 1425 W. Grand River, Howell, Michigan.

### **A. Pledge of Allegiance**

### **B. Roll Call**

Present were:

Board Members: President Loy,  
Treasurer Kaiser,  
Secretary Fryer,  
Trustee Cortez

LESA Staff: Doug Haseley, Laura Hoehn, Mike Hubert, Tim  
Jackson, Sean LaRosa, Judy Paulsen

Guest(s): Sarah Anthony

Absent was:

Board Member: Vice President Hill

### **B. Approval of Agenda**

It was moved by Kaiser 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.

There was no public comment or correspondence.

**3. Adoption of Consent Agenda.**

**A. Superintendent's Recommendations**

001-016-017

The Board approved the following contracts for Career and Technical Education program delivery:

- a. Crosswinds Aviation in Howell: a contract not to exceed \$30,000 for the delivery of one section of Aviation leading to Federal Aviation Authority Ground School Certification
- b. Brighton College of Cosmetology in Brighton: a contract not to exceed \$60,000 for delivery of training in Cosmetology leading to State of Michigan license as a Cosmetologist.
- c. Brighton Area Fire Authority in Brighton: a contract not exceed \$45,000 for the delivery of one section of instruction leading to credentialing at at the Firefighter I and II levels.
- d. Livingston County Emergency Medical Services in Howell: a contract not to exceed \$40,000 for the delivery of two sections of education and training leading to EMT-Basic Certification.

Source of funds for all contracts: Section 61a. of the State School Aid Act and local district funds.

002-016-017

The Board approved attendance at the Michigan Head Start Association Fall Assembly, September 21-23, 2016, on Mackinac Island for Candice Davies (Director, Early Childhood) and Patricia Jansen (Health Coordinator).

003-016-017

The Board approved attendance at the Handle with Care Training August 7-8, 2016 in Chicago for Lisa Pecorilli-Eoll (Early Childhood Specialist).

004-016-017

The Board approved the submission of the grant application to the Department of Health and Human Services to provide comprehensive services to 72 low income children, birth to three in the Early Head Start Child Care Partnerships.

005-016-017

The Board approved the following overnight travel:

R. Michael Hubert, AESA, Savannah, GA, November 29-December 3, 2016

006-016-017

The Board approved the following overnight travel:

R. Michael Hubert, MASA, Traverse City, September 20-23, 2016

**B. Approval: Minutes**

The following minutes were approved:

- Organizational Meeting of June 29, 2016

**C. Approval: Financial Information**

The following financials were presented for approval:

- Check Register (May 2016 and June 2016)
- Purchase Card Transactions (May 2016 and June 2016)
- Financial Status Report (May 2016)

**D. Approval: Personnel Board Report**

The following personnel report was presented for approval:

- Personnel Report Summary (July 31, 2016)

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, Loy voted YES, and Hill was ABSENT.

The motion carried unanimously.

**4. Special Presentation.**

Superintendent Hubert introduced Laura Hoehn, who in turn introduced Ingham County Commissioner Sarah Anthony. Ms. Anthony presented LESA with a “check” for the \$60,000 grant award to be used for staffing, programming and publicity of the Livingston Career and College Access Network initiative.

**5. Action/Discussion Items.**

**A. Second Reading and Approval of Board Policies**

It was moved by Fryer and seconded by Kaiser that the Board of Education approve the recommended changes to the following LESA policies:

0175.1 – Board Conferences, Conventions, and Workshops  
1240 – Evaluation of the Superintendent  
1420 – School Administrator Evaluation  
3131 – Staff Reductions/Recalls  
3220 – Professional Staff Evaluation  
6146 – Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations  
6424 – Purchasing Cards  
7217 – Weapons  
8142.01 – Weapons

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

The motion carried unanimously.

**B. Michigan College Access Network (MCAN) Grant**

The following was presented for information only.

In the five years since its inception, the Michigan College Access Network has awarded more than \$4.5 million to help local communities implement innovative college access strategies. This year, the Livingston Career and College Access Network (LC<sup>2</sup>AN) is one of three new communities receiving implementation grants.

LCANs are cross-sector community coalitions committed to increasing post secondary readiness, enrollment, completion, and credential attainment. Influential community leaders are the voices and faces of the LCAN. The \$60,000 (over two years) grant award will be used for staffing, programming, and publicity of the initiative. Laura Hoehn, Career and College Access Coordinator, is the LESA point person on this project.

**C. §32p(4) Home Visitation Grant**

The following was presented for information only.

Livingston Educational Service Agency has been approved for the Section 32p(4) Home Visitation Grant in the amount of \$94,284 for Fiscal Year 2015-2016. In the past, Livingston was not included in this opportunity. This year, Livingston was invited and we showed need within our county - particularly geographically. We are one of fifteen who were awarded this grant. It is a new grant for Great Start Livingston. It will allow for improvements, updates and more targeted expansion for Healthy Families of America Home Visiting program.

The funds will be awarded to Great Start Livingston, with Livingston Educational Service Agency as the fiduciary. Grantees are expected to implement home visitation services as part of a locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan. The goals of this funding are to improve school readiness, reduce the number of pupils retained in grade level, and reduce the number of pupils requiring special education services.

Funding will be used to provide Healthy Families America (HFA) Home Visiting Program to at risk families in Livingston County to improve maternal and infant health, promote positive parenting practices, build healthy parents and child relationships, enhance social-emotional development, support cognitive development, improve the health of the family, empower families to be self-sufficient, HFA is a national, evidence-based program which addresses the above outcomes. HFA will be administered through Great Start Livingston community partner, LACASA. Funding in the amount of \$94,284 will be awarded for staff training, purchase of the required software, staff salaries, and home visitation costs including materials, equipment and travel expenses.

This application was prepared with the assistance of many community partners and the Great Start Livingston Home Visiting Coalition.

#### **D. RTC Bus Purchase Recommendation**

It was moved by Kaiser and seconded by Cortez that the Board of Education approve the purchase of seven Bluebird buses from Holland Bus Company for a total of \$469,800.

Three buses with less than 32,000 miles each will be assigned to the Howell fleet. The per-unit cost is \$66,800.

Four 2015 buses with less than 25,000 miles each will be assigned to the Brighton fleet. The per-unit cost is \$67,350.

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

The motion carried unanimously.

#### **E. Photocopier Consortium**

The Livingston County Photocopier Consortium is comprised of the Agency and the five constituent public school districts. The consortium recently went out for bid to

purchase new equipment. After a thorough bid process that included product presentations, on-site visitations, and product testing the consortium has recommended Konica Minolta as the vendor of choice. Konica Minolta has served as the vendor for the consortium since its inception, nearly six years ago.

Each district has used the aggregate pricing from the bid to create a purchase list for each of their school buildings. Both Brighton and Pinckney will be purchasing the copiers on their own and will retain title to the equipment. Fowlerville, Hartland, and Howell were intending to lease the equipment but in an effort to save the cost of borrowing, estimated at \$100,000, the Agency will retain title to the units placed in those districts and will charge a service fee that includes the value of the use of the equipment during the term of the contract. The service fee would exclude the expected fair market value of the machine at the end of the contract.

The Agency intends to use a portion of the fund balance in the Capital Projects Fund to cover the initial cost of the equipment to be placed in Fowlerville, Hartland, and Howell. The fund balance will be replenished as the district pays the service fee, which will be over no more than a five-year period.

The operating costs for the photocopiers were also part of the bid and the Agency will coordinate billing with Konica Minolta. The operating costs for the copiers decreased from \$.0039 to \$.0033 per copy for monochrome, which will save participating districts approximately \$47,241 per year and color copy pricing decreased from \$.0576 to \$.037 per copy saving districts \$29,233 per year.

It was moved by Fryer and seconded by Cortez that the Board of Education approve the purchase of photocopier equipment from Konica Minolta, in accordance with the aggregate pricing established through the photocopier consortium bid, for an amount not to exceed \$70,000 for placement at the Agency and \$935,000 for placement at Fowlerville, Hartland, and Howell districts.

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

The motion carried unanimously.

## **F. Reports**

### **Staff Reports**

Updated the Board on progress toward LESA strategic plan goals.

### **Superintendent's Report**

Superintendent Hubert reported he met with Steve Gronow to discuss the cyber charter school in Whitmore Lake.

Superintendent Hubert reported he met with Jim Totten and Abby Welsch from the Livingston Daily Press & Argus, and they discussed ways to build a better working relationship.

Superintendent Hubert provided a construction update.

Superintendent Hubert reported the LESA Opening Day will take place August 29 at the Johnson Center, and encouraged Board members to participate.

**E. Board Discussion**

Board discussion ensued.

**6. Adjournment**

President Loy declared the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp

# Personnel Report – July 31, 2016

## Information Only Personnel Report Summary:

Employee Group	Budget	06/31/16	+	-	07/31/16	Current Vacancies
Supervisor/Administration	22.6	25.6	1.0	(0.0)	25.6	2.0
Classified	50.8	47.0	2.0	(5.0)	44.0	3.0
Early Childhood	71.0	73.0	1.0	(9.0)	65.0	7.0
LIPSA	147.3	142.4	4.2	(4.0)	142.6	2.6
Teacher Asst.	55.6	55.8	0.0	(4.0)	51.8	5.0
Specialized Transp.	69.0	71.0	0.0	(5.0)	66.0	0.0
Brighton RTC	30.0	30.0	0.0	(0.0)	30.0	0.0
Hartland RTC	43.0	38.0	0.0	(1.0)	37.0	0.0
Howell RTC	46.0	48.0	1.0	(1.0)	48.0	0.0
Pinckney RTC	25.0	23.0	1.0	(2.0)	22.0	0.0
<b>Total</b>	<b>560.3</b>	<b>552.8</b>	<b>9.2</b>	<b>(30.0)</b>	<b>532.0</b>	<b>19.6</b>

*(Totals do not include substitutes)*

### Items for Board Action: *(Items noted in red are addendums to the original report)*

Administration				
New Positions	+	-	Other	Description
	1.0			Eric Petrie, 1.0 FTE Transportation Associate Supervisor, Classified Employee Group, to 1.0 FTE Transportation Associate Supervisor, Administration Employee Group @ \$60,000.00/annually, effective 08/11/16

Classified				
New Positions	+	-	Other	Description
	1.0			Alex Coughanour, 1.0 FTE, Mechanic's Helper, Div II, Scale 4, \$12.00/hourly, effective 07/20/16
		1.0		Bobby Hodges, 1.0 FTE, Network Engineer, resignation, effective 07/08/16
			1.0	Dave Larson, from 1.0 FTE Network Administrator to 1.0 FTE Network Engineer, Div VI, Scale 1, Step 1 @ \$68,344.00 annually, effective 07/12/16
		1.0		Dana Moore, 1.0 FTE, Transportation Dispatcher, termination, effective 07/08/16
		1.0		Luanne Niemic, 1.0 FTE, Transportation Dispatcher, retirement, effective 07/31/16
		1.0		Heather (Cavin) Oltmann, 1.0 FTE, Transportation Secretary, resignation, effective 07/12/16
		1.0		Eric Petrie, 1.0 FTE Transportation Associate Supervisor, Classified Employee Group, to 1.0 FTE Transportation Associate Supervisor, Administration Employee Group @ \$60,000.00/annually, effective 08/11/16



		1.0	James Stauble, from 1.0 FTE Desktop Technician, to 1.0 Network Administrator, Div VI, Scale 3, Step 1 @ \$43,215.00 annually, effective 07/20/16
	1.0		Deborah White, from 1.0 FTE Specialized Transportation Bus Driver, to 1.0 FTE 12-Month Dispatcher, Scale 5, Step 4 @ \$17.29/hourly, effective 07/11/16

Early Childhood				
New Positions	+	-	Other	Description
		1.0		Jennifer Hanselman, 1.0 FTE, Lead Teacher, layoff, effective 06/01/16
		1.0		Catherine Kean, 1.0 FTE, Teacher Assistant, resignation, effective 06/01/16
	1.0			Ariel Kulie, 1.0 FTE, Teacher Assistant, Div 3, Level 1, Step 1 @ \$10.57/hourly, effective 07/01/16
		1.0		Sandra McCubbin, 1.0 FTE, Program Support, retirement, effective 06/30/16
		1.0		Amelia Tykoski, 1.0 FTE Food Service, resignation, effective 07/18/16
		1.0		Pennie Schell, 1.0 FTE, Data Entry Clerk, resignation, effective 06/17/16
		1.0		Elizabeth Shadowens, 1.0 FTE, Family Advocate, termination due to elimination of position, effective 06/03/16
		1.0		Martina Shatrau, 1.0 FTE, Family Advocate, termination due to elimination of position, effective 06/03/16
		1.0		Kelly Spallone, 1.0 FTE, Family Advocate, termination due to elimination of position, effective 06/03/16
		1.0		Debra Verbison, 1.0 FTE, Family Advocate, termination due to elimination of position, effective 06/03/16

LIPSA				
New Positions	+	-	Other	Description
	1.0			Amy Baad, 1.0 FTE, Program Consultant for Assistive Technology, Level 5, Step 13 @ \$82,109.00 annually, effective 07/20/16
	1.0			Blake Donovan, 1.0 FTE, Speech Language Pathologist, Level 3, Step 1 @ \$43,268.00 annually, effective 07/01/16
		1.0		Michele Linstid-Hirschman, 1.0 FTE, MoCI Program Teacher, retirement, effective 06/30/16
	0.2			Jodi McConnell, from 0.8 FTE School Social Worker to 1.0 FTE School Social Worker, Level 5, Step 13 @\$82,109 annually
		1.0		April Memmott, 1.0 FTE, ECSE Program Teacher, resignation, effective 06/30/16
		1.0		Mary Ellen O'Reilly, 1.0 FTE, Occupational Therapist, retirement, effective 06/30/16
	1.0			Jackson Seedott, 1.0 FTE, MoCI Program Teacher, Level 1, Step 1 @ \$40,024.00 annually, effective 06/28/16
		1.0		Chris Tonge, 1.0 FTE, Program Assistant for Assistive Technology, retirement, effective 06/30/16
	1.0			Carolyn Walton, 1.0 FTE, SCI Program Teacher, Level 3, Step @\$47,486.00, annually, effective 06/28/16

### Teacher Assistants

New Positions	+	-	Other	Description
		1.0		Barbara Shain, 1.0 FTE, Teacher Assistant, termination due unsuccessful completion of the probationary period, effective 06/10/16
		1.0		Pamela Gardner, 1.0 FTE, Teacher Assistant, retirement, effective 06/30/16
		1.0		Lynne Morris, 1.0 FTE, Teacher Assistant, retirement, effective 06/30/16
		1.0		Linda Rosenbaum, 1.0 FTE, Teacher Assistant, retirement, effective 06/30/16

### Specialized Transportation

New Positions	+	-	Other	Description
		1.0		David Gretzler, 1.0 FTE, Bus Assistant, Specialized Transportation, resignation, effective 06/10/16
		1.0		Joan Harvey, 1.0 FTE, Bus Driver, Specialized Transportation, retirement, effective 06/16/16
		1.0		Brian Huff, 1.0 FTE, Bus Assistant, Specialized Transportation, retirement, effective 06/01/16
		1.0		Annette Villerot, 1.0 FTE, Bus Driver, Specialized Transportation, resignation, effective 06/10/16
		1.0		Deborah White, from 1.0 FTE Bus Driver, Specialized Transportation, to 1.0 FTE 12-Month Dispatcher, Scale 5, Step 4 @ \$17.29/hourly, effective 07/11/16

### Transportation – RTC

New Positions	+	-	Other	Description
		1.0		Shellie Capehart, 1.0 FTE, Bus Driver, Pinckney RTC, resignation, effective 08/01/16
	1.0			Deborah Degroot, 1.0 FTE Bus Driver, Howell RTC, Step 1 @\$14.85 hourly, effective 06/09/16
		1.0		Linda Dobis, 1.0 FTE, Bus Driver, Hartland RTC, resignation, effective 06/10/16
		1.0		Kelli Hardin, 1.0 FTE, Bus Driver, Pinckney RTC, resignation, effective 06/21/16
		1.0		Heather Harvey, 1.0 FTE, Bus Driver, Howell RTC, resignation, effective 06/11/16
	1.0			James Notaro, 1.0 FTE Bus Driver, Pinckney RTC, Step 1 @\$14.85 hourly, effective 06/06/16

*Employee(s) to be hired as conditional employee(s) pursuant to the terms of Public Act 68 of 1993 and the Americans with Disabilities Act. Employment is contingent upon a clean record check and upon Board of Education being able to accommodate any disability.*