



## **MINUTES**

Regular Board Meeting of October 5, 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, October 5, 2016, at the LESA Education Center, 1425 W. Grand River, Howell, Michigan.

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

### **B. Roll Call**

Present were:

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

LESA Staff: Jenn Damon, Doug Haseley, Marcy Funni, Mike  
Hubert, Patricia Jansen, Alice Johnson, Sean LaRosa,  
Carrie Weiland

Guest(s): Bruce Dunn – Maner, Costerisan & Ellis  
Piet Lindhout – Lindhout & Associates  
Will Gordon – O’Neal Construction

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

It was moved by Fryer 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.

**3. Adoption of Consent Agenda.**

It was moved by Hill and seconded by Fryer to approve the Consent Agenda as presented.

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

The motion carried unanimously.

**A. Superintendent's Recommendations**

**015-016-017**

The Board approve entering into a contract with Beatriz Hatcher for the 2016-2017 school year to provide Spanish Translation Services to LESA Early Childhood Programs at an estimated of cost not to exceed \$4,000.

**016-016-017**

The Board approve overnight stay November 14 - 16 in Chicago for Sean LaRosa (Executive Director, Early Childhood) and Candice Davies (Director, Early Childhood) to attend the National Head Start Association Regional Event an Introduction to the New Head Start Standards.

**017-016-017**

The Board approve entering into a contract with Howell Public Schools, for the School Year 2016-2017 to provide space for six classrooms for use by the Head Start and Great Start Readiness programs at cost of \$30,000.

**018-016-017**

The Board approve entering into a contract with Fowlerville Community Schools for the School Year 2016-2017 to provide space for four classrooms for use by the Head Start and Great Start Readiness programs at cost of \$20,000.

**019-016-017**

The Board approve entering into a contract with Nutrition Network for the School Year 2016-2017 to provide Nutrition and CACFP Services to the Early Childhood Programs at an estimated cost of \$3,500.

**020-016-017**

The Board approve entering into a contract with Fowlerville Community Schools for the 2016-2017 school year to provide lunch, at a rate of \$2.00 per meal, to the children enrolled in the LESA Early Childhood Programs.

**021-016-017**

The Board approve entering into a contract with Pinckney Community Schools for the 2016-2017 school year to provide lunch, at a rate of \$2.10 per meal, to the children enrolled in the LESA Early Childhood Programs.

**022-016-017**

The Board approve entering into a contract with Howell Public Schools for the 2016-2017 school year to provide lunch, at a rate of \$2.00 per meal, to the children enrolled in the LESA Early Childhood Programs.

**023-016-017**

The Board approve entering into a contract with the Senior Nutrition Center Program for the 2016-2017 school year to provide lunch, at a rate of \$2.00 per meal, to the children enrolled in the LESA Early Childhood Programs located at Hartland Consolidated Schools.

**024-016-017**

The Livingston Educational Service Agency Board of Ed Approve the submission of the grant application for Child and Adult Care Food Program for reimbursement for meals served to children enrolled in the LESA Early Childhood Programs at an estimated reimbursement of \$204,735.12.

**025-016-017**

The Board approve entering into a contract with Little Country Kids for the 2016-2017 school year to provide Great Start Readiness Program Services to sixteen (16) 4-year olds for an amount not to exceed \$105,560.

**026-016-017**

The Board approve entering into a contract with Howell Early Learning Center for the 2016-2017 school year to provide Great Start Readiness Program Services to sixteen (16) 4-year olds for an amount not to exceed \$105,560.

**027-016-017**

The Board approve entering into a contract with Head Start for the 2016-2017 school year to provide Great Start Readiness Program Services to 90 4-year olds for an amount not to exceed \$296,887.50.

**028-016-017**

The Board approve entering into a contract with Down on the Farm - Farley for the 2016-2017 school year to provide Great Start Readiness Program Services to 12 4-year olds for an amount not to exceed \$79,170.

029-016-017

The Board approve entering into a contract with Down on the Farm - Uptown for the 2016-2017 school year to provide Great Start Readiness Program Services to 16 4-year olds for an amount not to exceed \$105,560.

**B. Approval: Minutes**

The following minutes were approved:

- Regular Meeting of September 14, 2016

**C. Approval: Financial Information**

The following financials were presented for approval:

- Check Register (August 2016)
- Purchase Card Transactions (August 2016)
- Financial Status Report (August 2016)

**D. Approval: Personnel Board Report**

The following personnel report was presented for approval:

- Personnel Report Summary (September 27, 2016)

**4. Special Presentation(s).**

- Audit Presentation by Bruce Dunn of Maner, Costerisan & Ellis
- Construction update by Piet Lindhout and Will Gordon
- Certificate of Achievement presented to LESA School Nurses – Patricia Jansen, Marci Funni, and Carrie Weiland

**5. Action Items.**

**A. 2015-2016 Audit**

In compliance with Michigan Law MCL 141.421-141.424, LESA is required to have an annual audit.

The 2015-2016 audit was presented by the accounting firm Maner, Costerisan & Ellis at the Board Meeting. The full financial report was presented to the Board.

It was moved by Kaiser and seconded by Fryer that the Board accept the 2015-2016 audit as presented.

The motion carried unanimously.

**B. Approval of Security Bid Award**

The construction project currently underway at the Agency includes provisions for a new security and video surveillance system. The objective of the system is to be able to initiate an immediate lockdown of the entire campus with the press of one button.

Additionally, the ability to have video surveillance of our entire campus during day and night will enhance our ability to monitor site conditions remotely and during times of security threats.

O'Neal Construction facilitated the bidding process for the security system and two qualified bidders responded to the request for proposals. A bid tabulation was presented to the Board. Reference checks were conducted for both bidders and a pre-award meeting has been held between Security Corp and O'Neal Construction.

The new security system will include cameras throughout the campus with comprehensive video surveillance, playback of event specific recordings, and a new card access system. This is a web-based system, so we will be able to control doors and perform a complete building lock down from any mobile device.

After a complete review by our construction manager and our architect, the recommendation is to award the bid to Security Corp.

It was moved by Fryer and seconded by Kaiser that the Board award the security system bid to Security Corp in the amount of \$106,098.

Following discussion, a roll call vote was taken. Fryer voted YES, Cortez voted YES, Hill voted YES, Kaiser voted YES, and Loy voted YES.

The motion carried unanimously.

**C. Approval of Head Start Duration Grant Submission**

The opportunity to apply for additional Head Start funds in order to increase the duration of the school year for Head Start classrooms has been made available to Head Start Grantees throughout the country. This is in response to the desire at the federal level to expand opportunities for three and four year old children attending Head Start programs, primarily by increasing the day from half day preschool to full day preschool. Since our programs operate almost exclusively full day, we will be applying to extend the school year by 16 days for four Head Start classrooms located in the Howell area. The 16 additional days will increase the contact hours for these four classrooms. The funds from Head Start will pay salaries and additional operating expenses resulting from the extension of the school year.

It was moved by Hill and seconded by Fryer that the Board approve submission of the 2015-2016 Head Start Duration Grant for the amount of \$113,575 to extend the program of four Head Start classrooms located in Howell from 910 hours per school year to 1,022 hours per school year.

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

The motion carried unanimously.

**6. Discussion Items.** No action necessary; for information only.

**A. Early Childhood Program 2015-16 Annual Report**

The 2015-2016 Early Childhood Program Annual Report has been prepared and is ready to be posted on the LESA website. A copy was included in the Board packet for review.

**B. 2016-17 CTE Early/Middle College Planning Grant**

The purpose of this grant is to increase the number of Michigan residents with high-quality degrees or credentials, and to increase the number of students who are college and career ready upon high school graduation by planning for new and/or expanded CTE Early Middle College programs. This competitive grant was made available to intermediate school districts or consortia of intermediate school districts for use during the 2016-17 school year.

Early/Middle College programs provide students with industry credentials and college credits that are aligned with career pathways and provide academic support and post high school career guidance. The \$50,000 grant award will be used for staffing, development and communication of Early/Middle College programs in Livingston County. Michelle Radcliffe, Career and Technical Education Coordinator, is the LESA point person on this project.

**C. Regional Prosperity Challenge Grant**

The Region 2 Planning Commission invites proposals from organizations to support the implementation of the goals, objectives, and strategies outlined in the Region 9 Regional Prosperity Initiative five-year prosperity strategy. The Initiative is interested in innovative approaches that promise measurable progress against the Initiative's goals. The Livingston Career and College Access Network (LCCAN) has received acknowledgment for the initial implementation of MiBrightFuture in Livingston County, as well as funding to expand the efforts to broaden the reach to include more students and employers.

MiBrightFuture is real-world career development, providing direct links between students and employers: powered by technology, advanced through partnership. Proactive companies can use MI Bright Future to connect with tomorrow's brightest talent. Through an easy-to-use online interface, students and teachers can reach companies on a platform they are already using for career development to make them aware not only of careers and industries, but also of many types of activities that can influence their future path, including company tours, job shadows and internships.

The \$27,800 will be used for staffing, programming, and publicity of the program, as well as to fund employer trainings on how to implement effective internships. The point person on the initiative will be Laura Hoehn, Career and College Readiness Coordinator.

## **7. Reports**

### **A. Executive Director Reports**

Updated the Board on programs and activities within the Agency.

### **B. Superintendent's Report**

Superintendent Hubert's report included the following:

- Judy is participating in the Michigan State Police eight week Citizen's Academy
- update on the Livingston Classical Academy
- update on the structure of the Board minutes
- agency-wide fire drill tomorrow at 9:30 a.m.
- invited input to the agenda for the October 12 Board retreat
- instruction team presentations will take place at the following Board meetings – November 9, January 11, March 8, and May 10
- shared 3<sup>rd</sup> calendar quarter 2016 superintendent expenses
- switch upgrade coming in November
- the Board update and Superintendent update will be provided by the end of the week

## **8. Board Discussion**

There was no discussion at this time.

## **9. Adjournment**

President Loy declared the meeting adjourned at 7:18 p.m. Following adjournment, the Board toured the construction site.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp