

MINUTES

Regular Board Meeting of November 9, 2016

1. **Call to Order.** President Loy called to order the meeting of the Livingston Educational Service Agency (LESA) Board of Education at 6:04 p.m. on Wednesday, November 9, 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: Erin Attard, Amy Baad, Michelle Charron-Witt, Carie Cowger, Doug Haseley, Jade Hodge, Mike Hubert, Alice Johnson, Rachel Kopke, Heather Krueger, Sean LaRosa, David Larson, Leslie Leemgraven, Michele Matusick, Naomi Norman, Malissa Patrick, Judy Paulsen, Michelle Radcliffe, Jackson Seedott, Lance Siegwald, Chris Tonge, Carolyn Walton

Guest(s): Melissa Brooks-Yip, Joahna Carol, Thomas Gould,
Dr. Kellogg, Erin MacGregor, Katie Rossiter

B. Approval of Agenda

It was moved by Hill and seconded by Kaiser 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.

It was moved by Kaiser and seconded by Hill 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

030-016-017

The Board approve entering into a contract with Brighton Area Schools for the 2016-2017 school year to provide lunch to the children enrolled in the LESA Early Childhood Programs at a rate of \$2.50 per meal.

031-016-017

The Board approve submission of the Head Start Demographic GSRP application in MEGS.

032-016-017

The Board approve attendance at the MASA Midwinter Conference for Mike Hubert January 25-27, 2017 at the Amway Grand in Grand Rapids, Michigan.

B. Approval: Minutes

The following minutes were approved:

- Board Workshop of November 2, 2016

C. Approval: Financial Information

The following financials were presented for approval:

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

D. Approval: Personnel Board Report

The following personnel report was presented for approval:

- Personnel Report Summary (October 31, 2016)

4. Special Presentation(s).

All new staff were invited to a reception prior to the Board meeting, and were also invited to attend the Board meeting so they could be introduced. Approximately 10 new staff members elected to attend, and they were introduced to the Board.

The Kellogg Family Foundation was recognized for their generous \$23,359.40 donation to the students of Livingston County. The superintendent, staff, and Board of Education expressed their gratitude to Dr. Kellogg for his contributions to educating students in Livingston County.

Naomi Norman and Melissa Brooks-Yip presented a quarterly instructional team update. Their presentation was very informative.

5. Action Items.

A. Washtenaw/LESA Contract Revision

The Washtenaw ISD/Livingston ESA agreement included services provided by Dr. Tim Jackson who retired in October as the Executive Director of Secondary Options. The Washtenaw ISD intends to contract with Dr. Jackson during his retirement and therefore the services are not needed from the Livingston ESA. Accordingly, the contract is recommended for adjustment as outlined.

It was moved by Kaiser and seconded by Fryer that the Board approve the amendment to the Washtenaw ISD / Livingston ESA agreement effective November 1, 2016 as outlined in the October 16, 2016 Washtenaw ISD memorandum.

The motion carried unanimously.

B. Superintendent Reimbursement of Expenses for July-September

An accounting of the expenses for meals and mileage incurred by the Superintendent during the course of his work for the Agency during the period July 1 - September 30, 2016 was presented to the Board. Although the Agency's purchase card is used for business meals, the Superintendent reimburses the Agency for the cost of his meals and those are noted as checks written by the Superintendent back to the Agency.

Mileage to and from events outside of Livingston County are reimbursed to the Superintendent at the standard IRS mileage rate. Those events are noted on the attached accounting of expenses and are requested for approval by the Board of Education to reimburse the Superintendent.

It was moved by Hill and seconded by Cortez that the Board approve the reimbursement of mileage to the Superintendent for travel to and from Agency events outside of Livingston County as presented.

The motion carried unanimously.

The Board suggested the superintendent's reimbursements be included in the Consent Agenda in the future.

C. Summer Tax Resolutions

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 Hill and seconded by Kaiser 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. Furniture, Technology, and Miscellaneous Equipment Purchase for New Additions

The project to replace the old wood buildings on the Agency's main campus with new instructional space includes the purchase of new furniture and technology equipment.

Carol Caverly, Operations Supervisor, has worked with the staff in the building to develop the list of furniture items to order and then proceeded to work with three furniture vendors who access nationally bid pricing to compare costs. This approach satisfies the Michigan bidding requirements.

The three companies are each based out of Grand Rapids. They are The Furniture Group, Interphase Interiors, and Kentwood Office. Ingham ISD recently worked with Kentwood Office and provided very favorable references about the service and quality of the product. Kentwood was also the lowest cost and is therefore recommended for the furniture order.

A separate recommendation is being made to order a specific student table from Smith System Furniture that is unavailable through Kentwood Office. The cost is based on nationally bid pricing.

Finally, a recommendation is being made to authorize the administration to purchase technology equipment for the new instructional space in an amount not to exceed \$75,000. REMC pricing will be utilized as much as possible and when not available nationally bid pricing will be used. The types of technology equipment include sound amplification systems for classrooms, interactive Smart Board LCD panel systems, computer, and network equipment.

Appliances, whiteboards, and mobile partitions are collectively under the bid threshold and will be purchased through O'Neal Construction or directly from regional suppliers.

All recommendations are within amounts budgeted in the construction project.

It was moved by Kaiser and seconded by Fryer that the Board approve the purchase of new furniture in an amount not to exceed \$149,000 from Kentwood Office as shown in the list presented. The dollar amount could vary, as there are minor product changes as well as final textile selections;

And, that the Board approve the purchase of student tables in the amount of \$5,875 from Smith System Furniture as shown in the list presented;

And, that the Board authorize the administration to purchase technology equipment for the new instructional space using REMC or nationally bid prices in an amount not to exceed \$75,000.

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.

E. Network Switching Hardware

The Agency's current network switching equipment is quite outdated and in need of replacement. David Larson, LESA Network Engineer, and Mark Rogers, LESA Network Administrator, have put together a list of equipment required to update the campus switches to meet the needs of current and future expansions.

Wayne RESA competitively and appropriately bid the equipment.

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

It was moved by Hill and seconded by Cortez that the Board approve the purchase of equipment from Presidio in the amount of \$53,508.90 to be used to replace the Agency's network switches.

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.

F. Board Policies

NEOLA provides, under contract, semi-annual updates to board policy that recommend changes as required by law or practice. Superintendent Mike Hubert met with NEOLA representative Dick Halik to review those updates and is presenting the recommended adoptions and amendments for consideration by the Board of Education. Although not required as part of the Agency By-laws, the recommendations are presented here for a “first reading” because of the breadth of changes in the recommendations. As part of the December agenda, the Board will be asked to approve the updates that are being presented in November.

It was moved by Hill and seconded by Kaiser that the Board of Education accept the first reading of recommended changes to the following LESA policies: 0100, 1619, 1619.01, 1619.02, 1619.03, 3142, 3419, 3419.01, 3419.02, 3419.03, 3420, 4419, 4419.01, 4419.02, 4419.03, 4420, 5830, 6424, 6605,7540, 7540.01, and 7540.02.

The motion carried unanimously.

It was moved by Fryer and seconded by Cortez that the Board of Education waive a second reading and immediately adopt the recommended changes to the following LESA policy: 0175.1.

The motion carried unanimously.

6. 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:

- informed the Board that next month we will be hosting employees reaching seniority milestones
- shared an article from the Livingston Post that featured Larry Prout, Jr.
- election updates on the State Board of Education, the Detroit Regional Transportation Millage, and the Wayne County Enhancement Millage
- update on construction and naming of building addition
- report on meeting with Cleary University president
- shared information on the presentation by Eric Hipple at Fowlerville High School

- shared information on the upcoming superintendents/legislators breakfast on December 5
- reported that he successfully defended his dissertation proposal
- presented Board members with a tentative itinerary and app for the AESA conference

8. Board Discussion

There was no discussion at this time.

9. Adjournment

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

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp