



Livingston Educational Service Agency

1425 West Grand River Avenue . Howell . MI 48843

Tel:(517)546-5550

MINUTES

Regular Board Meeting of March 15, 2017

- 1. Call to Order.** Vice President Hill called to order the meeting of the Livingston Educational Service Agency (LESA) Board of Education at 6:00 p.m. on Wednesday, March 15, 2017, at the LESA Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: Vice President Hill,
Secretary Fryer,
Trustee Cortez

LESA Staff: Jenn Damon, Margie Guthrie, Doug Haseley,
Melissa Hendrick, Mike Hubert, Alice Johnson,
Dr. Rachel Kopke, Sean LaRosa, Naomi Norman,
Judy Paulsen, Michelle Radcliffe

Guests: Don Hubler, MASB, Lisa Truscott, SET/SEG, Mr.
Truscott

Absent were:

Board Members: President Loy
Treasurer Kaiser

B. Approval of Agenda

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

The motion carried unanimously.

2. Call to the Public/Correspondence

The Vice 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 Fryer and seconded by Cortez to approve the Consent Agenda as presented.

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

The motion carried unanimously.

A. Approval: Superintendent 's Recommendations

The Board approve entering into a Cooperative Cash Match Agreement with Livingston County Community Mental Health Authority (LCCMHA), Howell, MI; Livingston County Department of Health and Human Services (LCDHHS), Howell, MI; County of Livingston acting on behalf of the Livingston County Department of Public Health (LCDPH), Howell, MI; 44th Judicial Circuit Court – Family Court Division/ Juvenile Unit (JCC), Howell, MI; Community Mental Health Partnership of Southeast Michigan (CMHPSM), Ann Arbor, MI; to provide cash match funding in order for the LCCMHA as the financial fiduciary and the managing entity for said venture, to coordinate behavioral health managed care services for specific children who are residents of Livingston County and who meet the enrollment criteria for said services for the period October 1, 2016 through September 30, 2017. The Cash Match Agreement total is \$1,266,074.00.

B. Approval: Minutes

The following minutes were approved:

- Board Workshop of February 15, 2017

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register (January 2017)
- Purchase Card Transactions (January 2017)
- Financial Status Report (January 2017)

D. Approval: Personnel Board Report

The following personnel report was presented for approval:

- Personnel Report Summary (February 28, 2017)

4. Special Presentation(s).

- A. 2017 Education Excellence Award – Lisa Truscott from SET/SEG and Don Hubler from MASB presented LESA with the 2017 Education Excellence Award. The award was received in recognition of Lacey’s Love Dog Biscuits and the outstanding work they do.
- B. Early Childhood Presentation – Dr. Kopke introduced Melissa Hendrick & Margie Guthrie, who shared information on early childhood programs.
- C. Washtenaw ISD Instructional Team Update – Naomi Norman presented information on the Senior Exit Survey.

5. Information Items.

- A. Early/Middle College Planning – Michelle Radcliffe provided information about the implementation plan for the Livingston Early/Middle College.

6. Action Items.

- A. Board Policy 8600, Second Reading and Approval

The current transportation policy does not specifically address the transportation of equipment, such as wheelchairs, when a student does not ride the bus. The purpose of the Agency's transportation department is to transport students, not equipment. Therefore, when a student does not ride the bus, the Agency is under no obligation to transport equipment.

The purpose of the policy revision is to clarify the scope of the Agency's transportation service.

8600 - TRANSPORTATION

- A. LESA-Provided Transportation: LESA may transport a qualified student with a disability, a Head Start student, a Section 504 student, or a homeless student either through the Agency's own transportation service or by contract, at the Agency's discretion. Such transportation shall be both safe and efficient.

Without the permission of the Superintendent, the Agency shall not transport equipment on scheduled routes when a student does not ride the bus.

It was moved by Fryer and seconded by Cortez that the Board approve the revision to Policy 8600, as presented, for a second reading and approval.

The motion carried unanimously.

B. 2016-2017 Budget Amendment

In accordance with the State of Michigan, the 2016-2017 Budget was 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 2016 when the budget was adopted.

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

The motion carried unanimously.

C. Early Childhood (EC) Eligibility Selection Priority Criteria

As required by the Head Start program, the 2017-2018 LESA Early Childhood Eligibility Selection Priority Criteria was presented for approval by the Board of Education. Supporting data was included.

It was moved by Cortez and seconded by Hill that the Board approve the 2017-2018 LESA Early Childhood Eligibility Selection Priority Criteria.

The motion carried unanimously.

D. EC Program Recruitment and Enrollment Policy and Procedure

As required by the Head Start program, the 2017-2018 LESA Early Childhood Program Recruitment and Enrollment Policy and Procedure was presented for approval by the Board of Education. Supporting data was included.

It was moved by Fryer and seconded by Cortez that the Board approve the 2017-2018 LESA Early Childhood Program Recruitment and Enrollment Policy and Procedure.

The motion carried unanimously.

E. Head Start Governance, Leadership and Oversight Capacity Screener

As required by the Head Start program, the completed Head Start Governance, Leadership, and Oversight Capacity Screener was presented for approval by the Board of Education. Supporting data was included.

It was moved by Cortez and seconded by Fryer that the Board approve the completed Head Start Governance, Leadership, and Oversight Capacity Screener as required by Head Start.

The motion carried unanimously.

F. EC Program Self-Assessment

As required by the Head Start program, the completed 2016-2017 LESA Early Childhood Program Self-Assessment including the Program Strengths and Growth Opportunities, Program Improvement Plan, Short and Long Term Goals Training and Technical Assistance Assessment and Plan was presented for approval by the Board of Education. Supporting data was included.

It was moved by Fryer and seconded by Cortez that the Board approve the completed 2016-2017 LESA Early Childhood Program Self-Assessment including the Program Strengths and Growth Opportunities, Program Improvement Plan, Short and Long Term Goals Training and Technical Assistance Assessment and Plan.

The motion carried unanimously.

G. EC Program Locations Draft

As required by the Head Start program, the 2017-2018 LESA Early Childhood Program Locations Draft which includes the locations of four Extended Year classrooms (Duration Grant classrooms) for the 2017-2018 was presented for approval by the Board of Education. Supporting data was included.

It was moved by Fryer and seconded by Cortez that the Board approve the 2017-2018 LESA Early Childhood Program Locations Draft which includes the locations of four Extended Year classrooms (Duration Grant classrooms) for the 2017-2018.

The motion carried unanimously.

H. Submission of Head Start Grant Application

As required by the Head Start program, the submission of a grant application to the Department of Health and Human Services for the Head Start program to provide comprehensive child development services to 174 low income 3-5 year olds and their families residing in Livingston County, or using program of choice, in the amount of \$1,364,881 for the period July 1, 2017 to June 30, 2018 was presented for approval by the Board of Education.

It was moved by Cortez and seconded by Hill that the Board approve the submission of a grant application to the Department of Health and Human Services for the Head Start program to provide comprehensive child development services to 174 low income 3-5 year olds and their families residing in Livingston County, or using program of choice, in the amount of \$1,364,881 for the period July 1, 2017 to June 30, 2018.

The motion carried unanimously.

I. Submission of Head Start Grant Amendment to 2016-17 Grant Application

As required by the Head Start program, the submission of an amendment to the 2016-2017 grant application to the Department of Health and Human Services for the Head Start program to service children up to 130% of the Federal Poverty level is presented for approval by the Board of Education.

It was moved by Fryer and seconded by Cortez that the Board approve the submission of an amendment to the 2016-2017 grant application to the Department of Health and Human Services for the Head Start program to service children up to 130% of the Federal Poverty level.

The motion carried unanimously.

7. Reports.

A. Administrative Reports

Updated the Board on programs and activities within the Agency.

B. Superintendent's Report

Superintendent Hubert's report included the following:

- Shared a revised calendar for the spring
- Discussed spring break schedule
- Shared information about the LCASB Annual meeting on April 19
- Shared the plan for Employer Needs Survey
- Provided information on the 21st Century Education Commission Report – The Best Education System for Michigan's Success
- Shared that the Brighton Board is having a retreat at LESA on March 21
- Reported his dissertation is in the home stretch...defense is scheduled for April 13 or 14 and graduation is May 5

8. Board Discussion

None at this time.

9. Adjournment

Vice President Hill declared the meeting adjourned at 7:32 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp