



Livingston Educational Service Agency

1425 West Grand River Avenue . Howell . MI 48843

Tel:(517)546-5550

MINUTES

Regular Board Meeting of May 10, 2017

- 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, May 10, 2017, 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,
Secretary Fryer,
Treasurer Kaiser,
Trustee Cortez

LESA Staff: Doug Haseley, Dr. Mike Hubert, Alice Johnson,
Heather Krueger, Sean LaRosa, Amy Nicholas,
Judy Paulsen, Michelle Radcliffe, Robin Schutz,
Teresa Zigman

B. Approval of Agenda

It was moved by Fryer and seconded by Cortez to approve the agenda, with the deletion of Item 4.C.

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. Fryer voted YES, Cortez voted YES, Hill voted YES, Kaiser voted YES, and Loy voted YES.

The motion carried unanimously.

A. Approval: Superintendent's Recommendations

036-016-017

The Board of Education approve attendance for Sean LaRosa, (Executive Director of Early Childhood Services) at the Michigan Elementary and Middle School Principals Association (MEMSPA) Summer Institute, August 1 and 2, 2017 in Bay City.

037-016-017

The Board of Education approve attendance for Sean LaRosa, (Executive Director of Early Childhood Services), at the MAISA Early Childhood Administrators Network (ECAN) Summer Retreat June 21 and 22, 2017 in Traverse City.

038-016-017

The Board of Education approve the Head Start Budget Revision reallocating up to \$85,000 in combined Salaries and Fringe Benefits line items to the Equipment line item to purchase either one new bus or two used buses.

039-016-017

The Board of Education approve attendance for Teresa Grostic (Family Service and Enrollment Coordinator), Lisa Pecorilli-Eoll (Early Childhood Specialist), at the Michigan Head Start Spring Assembly, May 4 -5, 2017 in Mt. Pleasant.

040-016-017

The Board of Education approve submitting the Great Start Readiness Program Community Needs Assessment and Application in the amount of 631 slots to provide a comprehensive preschool program for the year October 1, 2017 - September 30, 2018.

041-016-017

The Board of Education approve attendance for Sean LaRosa, (Executive Director of Early Childhood Services) and Candice Davies (Director of Early Childhood

Programs, at the Michigan Head Start Director's Summer Networking July 10-11, 2017 in Thompsonville.

042-016-017

The Board of Education approve the following overnight travel:
Mike Hubert, MAISA Summer Conference, Midland, June 21-23, 2017

043-016-017

The Board of Education approve attendance for Douglas Haseley (Executive Director of Special Education) at the 2017 CEC Special Education Legislative Summit in Washington, D.C., July 9-12, 2017

B. Approval: Minutes

The following minutes were approved:

- Regular Board Meeting of April 12, 2017
- Executive Session of April 12, 2017
- Special Board Meeting of May 3, 2017

C. Approval: Financial Information

The following financials were presented for approval:

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

D. Approval: Personnel Board Report

The following personnel report was presented for approval:

- Personnel Report Summary (April 30, 2017)

4. Special Presentations.

A. Sean LaRosa introduced Robin Schutz. Sean shared information about the Champion for Children Award, and expressed her appreciation to Robin for all she does for the children of Livingston County.

B. Doug Haseley introduced Heather Krueger, Amy Nicholas, and Lindsey Smith. Heather and Amy shared information about the Parker Middle School TIES (Teaching, Interacting, Encouraging Students) peer to peer program, and shared a video about the program.

C. Assessment Literacy for the WISD Achievement Initiatives Team Report – This item was removed from the agenda.

5. Action Items.

A. 2017-18 Budget Hearing

In accordance with PA 621, the Uniform Budget and Accounting Act, the Board must adopt a budget by June 30 after a public hearing. The purpose of the Public Hearing is to allow the community to give the Board input regarding the Agency's 2017-2018 budget. All supporting documents are available on the LESA website. The Act also requires that (1) the budget be transmitted to the Board according to the time schedule in board policy; and (2) the schedule allows time for review and adoption by the Board.

In accordance with the Agency's budget adoption timeline the Public Hearing is scheduled for this meeting. The Agency presented this budget to the local districts during the month of April. Each of the local school districts are required to pass a resolution approving or disapproving the LESA budget by June 1st.

The 2017 maximum allowable millage levy for the allocated millage of 0.0665 mills and for the special education millage of 3.292 mills will be discussed at the hearing.

The Board will consider adoption of the 2017-18 budget after it takes into consideration public comment as well as the resolutions approved by the local school districts.

B. Certification of 2017 Tax Levy Rates

The L-4029 forms must be filed in early June to facilitate the summer tax levy. The Livingston County Equalization Director is not able to supply all of the information for the Board to take action in May so an alternative approach to approving the tax levy rates and filing the L-4029 forms is recommended.

The recommendation provided below will satisfy the legal requirement for the Board of Education to certify the millage to be levied and delegate to the Superintendent the authority to amend the levy if the Headlee Millage Reduction Fraction ("MRF") is calculated by the Livingston County Equalization Director to be less than 1.0. A "MRF" of less than 1.0 would result in the reduction of the maximum allowable levy.

Once the Livingston County Equalization Director provides all of the necessary information to complete the L-4029 the forms will be completed and signed by the

Board President and Board Secretary. The forms will then be filed as required and posted on the Agency's website.

It was moved by Hill and seconded by Fryer that the Board of Education certify the 2017 maximum allowable millage levy for the allocated millage of 0.0665 mills and for the special education millage of 3.292 mills and authorize (1) the Superintendent to adjust the levy if the Headlee Millage Reduction Fraction is less than 1.0; and (2) the Board President and Secretary to execute the 2017 L-4029 reflecting the reduced millage rate due to the Headlee rollback, if any.

The motion carried unanimously.

C. Administrator Employee Group Contract Extensions

The Administrator Employee Group Handbook specifies that, "Administrators having at least five (5) years' service in a current or like LESA Administrative position shall be placed on a two-year contract of employment to be renewed on or before July 1 of each year for a subsequent two-year period..." Although unstated, the assumption is that administrators with fewer than five years of service in the administrative group are placed on a one-year contract of employment.

Current employees subject to the conditions of the Administrator Employee Handbook are:

Eligible for a 2-year contract:

- Candice Davies, Director of Early Childhood Service
- Douglas Haseley, Executive Director of Special Education
- Alice Johnson, Executive Director of Transportation
- Marci Moloney, Director of Special Education
- Sue Pearson, Director of Special Education
- Kristin Resseguie, Director of Special Education
- Kimberly Wooster, Director of Special Education
- Judy Paulsen, Executive Assistant to the Superintendent
- Carol Caverly, Supervisor of Operations
- Laura Walters, Director of Finance & Budget
- Jenn Damon, Supervisor of Human Resources
- Eric Petrie, Associate Supervisor of Transportation

Eligible for a 1-year contract:

- Teresa Zigman, Executive Director of Administrative Services
- Sean LaRosa, Executive Director, Early Childhood Services
- Rachel Kopke, Director of Early Childhood Special Education

- Michelle Radcliffe, Director of Secondary School Initiatives
- Laura Hoehn, Career and College Readiness Coordinator
- Jaime Scappaticci, CTE Coordinator
- Kaendall Brashear, Director of Alternative & Adult Education
- Malissa Patrick, Director of Special Education
- Lance Siegwald, Director of Special Education
- Carie Cowger, Assistant Director of Special Education
- Robin Schutz, Great Start Collaborative Coordinator
- Paula Halstead, Transportation Supervisor
- Tim Jones, Transportation Supervisor
- Susan Miller, Transportation Supervisor
- John Shakarjian, Associate Supervisor of Transportation
- David Shoup, Associate Supervisor of Transportation
- Laurie Spadoni, Accounting Supervisor

It was moved by Fryer and seconded by Hill that the Board of Education extend the contracts of employment of the LESA administrators per the terms of the Administrator Handbook.

The motion carried unanimously.

6. 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:

- Dr. Hubert shared that Charyl Stockwell Academy is celebrating their 20th year, and the Board members each signed a congratulatory card
- Dr. Hubert shared that he has been invited to participate on the Economic Development Council
- Dr. Hubert updated the Board on the Employer Needs Survey
- Dr. Hubert shared that he received an e-mail from the union rep. about the positive experience of working with Teresa Zigman
- Dr. Hubert updated the Board on the Strategic Plan process, and invited them to participate in the June 10 session
- Dr. Hubert provided an update on Going Pro in Michigan
- Dr. Hubert updated the Board on AdvancED and stated LESA has been officially approved to receive accreditation.

7. Board Discussion

President Loy commented on the survey and asked some questions about AP classes. Secretary Fryer thanked Sean LaRosa for her presentation at the LCASB annual meeting.

8. Adjournment

President Loy declared the meeting adjourned at 7:19 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp