

## MINUTES

Regular Board Meeting of December 14, 2016

- 1. Call to Order.** Vice President Hill called to order the meeting of the Livingston Educational Service Agency (LESA) Board of Education at 6:10 p.m. on Wednesday, December 14, 2016, 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: Mary Beno, Donna Borton, Betty Burr, Stacey Carson, Amy Galland, Paula Halstead, Doug Haseley, Erin Heap-Schmidt, Mike Hubert, Alice Johnson, Debbie Jordan, Rachel Kopke, Dotty Lang, Sean LaRosa, Deborah Lonergan, Annemarie MacLean, Marci Moloney, Judy Paulsen, Sue Pearson, Michelle Radcliffe, Patty Stanek, Annette Villerot, Carrie Weiland

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

The motion carried unanimously.

### **A. Superintendent's Recommendations**

033-016-017

The Board approve attendance at the CEC Conference for Mike Hubert and Rachel Kopke (who will be making a presentation) April 19-22, 2017 at the Hynes Convention Center in Boston, MA. This will achieve one of Superintendent Hubert's goals to have an agency staff person make a presentation at one national conference per year.

### **B. Approval: Minutes**

The following minutes were approved:

- Regular Board Meeting of November 9, 2016

### **C. Approval: Financial Information**

The following financials were presented for approval:

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

### **D. Approval: Personnel Board Report**

The following personnel report was presented for approval:

- Personnel Report Summary (November 30, 2016)

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

Alice Johnson introduced Paula Halstead, Annette Villerot, and Annemarie MacLean. She also stated that all Livingston County bus drivers receive first aid and CPR training. Annette Villerot was recognized for providing the training to bus drivers.

Annemarie MacLean recently used her training to assist a child on her bus who was choking. She is credited with saving the child's life.

Staff who have reached seniority milestones (10, 15, 20, 25, 30 years) were invited to a reception prior to the Board meeting, and were also invited to attend the Board meeting. Approximately 15 staff members elected to attend, and they were introduced to the Board and received a token of appreciation.

## **5. Information Items.**

### **A. Certification of Health and Safety Screening**

Head Start requires that a Health and Safety Screening be conducted at each site. This screening is broad and covers a variety of items and helps us to determine priorities for any actions that would lead to improvements for our program. The three focus areas are:

Environments

Health and Safety Procedures

Supervision

The Health and Safety Screenings have been conducted at each of our sites.

### **B. 2016-2017 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. This is in addition to the 61b planning grant awarded from 2015-16 funds for use during the 2016-17 school year.

## **6. Action Items.**

### **A. Board Policies, Second Reading and Approval**

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. The recommendations are presented here for a “second reading and approval.” As part of the December agenda, the Board is being asked to approve the updates that were presented in November.

It was moved by Cortez and seconded by Fryer that the Board of Education approve the 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.

#### **D. Hanover Client Research Services Agreement**

The Agency has successfully worked with Hanover Research in past years to conduct research projects for our local districts and our own programs. There is interest in renewing a contractual relationship with Hanover for the 2017 calendar year. The initial research projects are outlined in the attached Executive Summary and our local districts will also be able to submit research requests.

It was moved by Cortez and seconded by Hill that the Board of Education approve the Client Research Services Agreement with Hanover Research for the 2017 calendar year in the amount of \$39,000.

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

The motion carried unanimously.

### **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:

- reflections on the AESA Conference
- updates on Lame Duck Session
- information on the Pathway Craft show
- provided a construction update

- provided information on upcoming parent meetings
- provided an update on AdvancED

**8. Board Discussion**

Fryer reported on the AESA Conference that several Board members attended recently.

**9. Adjournment**

Vice President Hill declared the meeting adjourned at 6:44 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp