



MINUTES

Regular Meeting of May 8, 2024

1. Call to Order

President Loy called to order the meeting of the Livingston Educational Service Agency Board of Education at 6:00 p.m. on Wednesday, May 8, 2024 at the Livingston Educational Service Agency Education Center, 1425 W. Grand River, Howell, Michigan.

A. Pledge of Allegiance

B. Roll Call

Present were:

Board Members: President Loy
Vice President Cortez
Secretary Fryer

LESA Staff: Alana Anderson, Doug Haseley, Dr. Michael Hubert, Ted Kroll, Sara Leggett, Carolyn O’Hearn, Judy Paulsen, Michelle Radcliffe, Kris Resseguie, Jonathan Tobar (joined via Zoom), Melissa Usiak, Stephanie Weese

Guest(s): Louis Blanchard, Andre Blanchard, Anna Blanchard, Jennifer Blanchard, Karen Coleman, James Velasco Sr., Judy Velasco

Absent were:

Board Members: Treasurer Kaiser
Trustee Jankowski

C. Approval of Agenda

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

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

The motion carried unanimously.

2. 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 2024-2025 budget. The budget resolution is 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 sent budget information to local districts in April. Each of the local school districts are required to pass a resolution approving or disapproving the LESA budget by June 1st.

The 2024 maximum allowable millage levy for the allocated millage of 0.0631 mills and for the special education millage of 3.1391 mills will be discussed at the hearing.

The Board will consider adoption of the 2024-25 budget after it takes into consideration public comment as well as the resolutions approved by the local school districts.

3. Call to the Public/Correspondence

The President asked if anyone wished to speak on any items or had received correspondence.

There was no correspondence or discussion at this time.

4. Approval 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, Loy voted YES, Kaiser was ABSENT, and Jankowski was ABSENT.

The motion carried unanimously.

A. Superintendent's Recommendations

032-023-024

The Board rescind the overnight travel for Dr. Hubert to the EAB Executive Roundtable for Superintendents, June 24-26, 2024, Dallas, TX and instead approve the following overnight travel:

Mike Hubert, Urban Superintendents Association of America, July 9-13, 2024, Chattanooga, TN

033-023-024

The Board approve entering into contract with Little Country Kids for the school year 2023-2024 to provide Great Start Readiness Program Services to 16 4-year-olds for an amount not to exceed \$130,656.

034-023-024

The Board approve entering into contract with Fowlerville Community Schools for the 2023-2024 school year to provide Great Start Readiness Program Services to 42 4-year-olds for an amount not to exceed \$ 411,621.

035-023-024

The Board approve entering into contract with Howell Public Schools for the school year 2023-2024 to provide Great Start Readiness Program Services to 17 4-year-olds for an amount not to exceed \$166,608.50.

036-023-024

The Board approve entering into contract with Pinckney Community Public Schools for the school year 2023-2024 to provide Great Start Readiness Program Services to 32 4-year-olds for an amount not to exceed \$261337.60.

037-023-024

The Board approve entering into contract with Brighton Area Schools for the school year 2023-2024 to provide Great Start Readiness Program Services to 92 4-year-olds for an amount not to exceed \$901,646.

B. Personnel Board Report

The Personnel Board Report of April 30, 2024 was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register of April 2024
- Purchase Card Transactions of April 2024
- ACH Report of April 2024

D. Approval: Minutes

The following minutes were presented for approval:

- Regular Board Meeting of April 10, 2024

E. Superintendent's Reimbursement of Expenses

5. Presentation(s)

A. Adult Education Program Graduate Recognition – Louis Blanchard

Dr. Hubert introduced Ted Kroll, Director of Adult and Alternative Education. Ted introduced Louis Blanchard and presented him with his GED certificate. Louis Blanchard thanked Ted and Joel for the work they do for the program and for helping him.

B. Student Growth Reports:

Ted Kroll presented the WAY+ Student Growth Report and answered questions from the Board.

Alana Anderson presented the STEP Student Growth Report and answered questions from the Board.

Sara Leggett presented the ECSE Student Growth Report and answered questions from the Board.

Carolyn O’Hearn presented the Pathway Elementary Student Growth Report and answered questions from the Board.

Kris Resseguie presented the Pathway Secondary Student Growth Report and answered questions from the Board.

Melissa Usiak presented the GSRP Student Growth Report and answered questions from the Board.

C. Quarterly Finance Report

Stephanie Weese shared the quarterly report for the month ending March 2024.

6. Action/Discussion Item(s)

A. Computer Purchase Recommendation

The Agency replaces technology equipment utilized by all staff on a life cycle basis. The equipment scheduled for replacement this summer is primarily for the Special Education department including LIPSA, Specialized Transportation and the Early Childhood Special Education program. Education Center staff and Pinckney RTC are also included.

Pricing for each of the units is based upon the State REMC Bid List, as typically these prices have come in lower than direct sales from the manufacturers. The grand total below includes a 10% contingency in the event of unanticipated additional device needs.

The following laptops/desktops are recommended for purchase:

63	Dell Latitude laptops (13 inch)	\$617 each
20	Dell Latitude laptops (14 inch)	\$622 each
1	Dell Latitude laptops (14 inch)	\$638 each
3	Dell Latitude laptops (15 inch)	\$542 each
7	Dell Optiplex Desktop	\$513 each
7	Dell Optiplex Micro	\$477 each
14	22-inch monitors	\$135 each
10	MacBook 13-inch laptop	\$1,028 each

We purchase equipment on an as needed basis while keeping spare devices of each type for emergency situations and possible new hires. In total, the replacement of the listed devices will not exceed \$80,000. The purchases will be funded through a combination of general education funds, special education funds and capital project funds.

It was moved by Cortez and seconded by Fryer that the Board of Education approve the computer purchases as presented.

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

The motion carried unanimously.

B. Tax Levy Rate Certification

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 Fryer and seconded by Cortez that the Board certify the 2024 maximum allowable millage levy for the allocated millage of 0.0631 mills and for the special education millage of 3.1391 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 2024 L-4029 reflecting the reduced millage rate due to the Headlee rollback, if any.

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

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 may 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.” In addition, it specifies that, “Administrators having fewer than five (5) years’ service may be placed on a multi-year contract at the discretion of the Superintendent.”

Current administrators subject to the individual contract provisions are:

Placed on a 2-year contract:

- Candice Davies, Director of GSRP/Head Start
- Douglas Haseley, Assistant Superintendent for Special Education
- Alice Johnson, Executive Director of Transportation Services
- Marci Moloney, Program Improvement and Accountability
- Michelle Radcliffe, Assistant Superintendent for Career Development
- Jonathan Tobar, Assistant Superintendent for Secondary Learning
- Laura Walters, Director of Finance & Budget
- Stephanie Weese, Assistant Superintendent for Administrative Services
- Carie Cowger, Director of Special Education
- Malissa Patrick, Director of Special Education
- Laurie Spadoni, Director of Human Resources
- Michelle Allison, Director of Special Education
- Sara Leggett, Director of Early Childhood Special Education
- Melissa Usiak, Assistant Superintendent for Early Learning
- David Larson, Chief Technology Officer
- Theodore Kroll, Director of Alternative & Adult Education
- Amber Roberts, Assistant Director of Special Education

Placed on a 1-year contract:

- Mary Wiese, Director of Special Education
- Kris Resseguie, Director of Special Education
- Adrian Dean, Director of Special Education
- Megan Hickman, Assistant Director of Special Education
- Alana Anderson, Director of Special Education
- Carolyn O’Hearn, Director of Special Education

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

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

The motion carried unanimously.

D. 2024 AIA Contracts for Building Project – REVISED

The Agency is progressing with the building project, with the next crucial steps involving securing contracts with an Architect firm and a Construction firm. Lindhout Associate Architects and O'Neal Construction, both with prior experience working on Pathway and Education Center buildings, are the chosen firms. Thrun Law Firm has reviewed the AIA contracts, in collaboration with Lindhout and O'Neal, resulting in the attached revised and agreed-upon versions.

Update: The previously awarded bid for the parking lot project at the Specialized Bus Garage will be added to the scope of the AIA contracts. Adding the parking lot project will increase the grand total, but will not impact the funding of the building project. The parking lot project will be paid for using capital project funds as previously planned.

It was moved by Cortez and seconded by Fryer that the Board authorize the Superintendent to sign the AIA contracts for the building project and the parking lot project.

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

The motion carried unanimously.

7. Reports

A. Superintendent's Report

Dr. Hubert:

- Stated that Michelle Radcliffe is absent because she has a family event, so he is sharing on her behalf that the Health Occupations teacher in Hartland won teacher of the year at the regional level in New York, and will be competing at the national level. Awards will be presented at the ACTE national conference in December. He suggested the Board might consider attending the ACTE conference rather than AESA this year. He also reported that Michelle Radcliffe and Laura Saline presented on Career GPS at the CTE conference in New York.
- Reported he was asked to be a celebrity sous chef at the upcoming Torch 180 Gala.
- Reported the parking lot project will start in early June.
- Reported the search for communications support has been completed. It was decided to work with the local firm Cultivate and Engage, with a hybrid status. They will be on site for 20 hours/week. We will work with a different firm (Truscott Rossman) for millage communications.

8. Board Discussion

Fryer reported he enjoyed the job fair held at the Agency recently.

Melissa Usiak shared that the Head Start Policy Council compiled the cookbooks provided for Board members.

There was discussion about how the agency could support advanced education.

The Board also discussed the new superintendent evaluation requirements.

9. Adjournment

President Loy declared the meeting adjourned at 8:14 p.m.

Respectfully submitted,

Harold E. Fryer
Secretary

HEF/jp