



## **MINUTES**

Organizational and Regular Meeting of June 12, 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, June 12, 2024 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 Cortez  
Treasurer Kaiser  
Secretary Fryer  
Trustee Jankowski (joined via Zoom)

LESA Staff: Doug Haseley, Rebecca Holman, Dr. Michael Hubert, Judy Paulsen, Michelle Radcliffe, Jonathan Tobar (joined via Zoom), Melissa Usiak (joined via Zoom), Stephanie Weese

Guest(s): Jaime Timmins-Bertan, Ashlyn Bertan, Ainsley Bertan, Tara Foote, Finnegan Foote, Brianne Dreyfus, Makenzi Dreyfus, Mindi Dreyfus, Nathan Bertan, Brent Leestine, Cooper Leestine, Bentley Leestine, Jorge Leestine, Libby Linton, Keira Chapel, Joey Linton, Aiden Gorang, Bremen Beser, Carter Leestine, Nicholas Ray, Becky Linton, Henry Shenkosky, John Ray, Nathan Gorang, Laura Gorang, Kirsten Niemi, Noah Tilson, Dean Hargraves

C. Approval of Agenda

It was moved by Cortez and seconded by Kaiser to approve the agenda with Item 5 (Presentations) moved immediately after Call to the Public/Correspondence.

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

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 correspondence or public comment at this time.

5. **Presentations.**

A. STEAM Syndicate Presentation with Students

Dr. Hubert introduced the STEAM group. Nathan shared their mission and information about STEAM. The Girls IT team was introduced, and they explained their program. The LEGO Team Explore team (grades K-3) was introduced and they shared that their work focuses on teamwork and inclusion. Nate and some of the students shared information about LEGO robotics. The FIRST Tech Challenge is middle school students. The First Robotics Challenge (grades 8-12) received the Rookie All Star Award. Each team participated in demonstrating their various robotics projects.

B. Early Middle College Update

Dr. Hubert introduced Rebecca Holman, who shared Early Middle College updates. She then introduced students Kiersten Niemi, Noah Tilson and Dean Hargraves, who shared information about their respective programs and experiences. They also expressed their gratitude for the opportunity to participate in these programs.

3. **Approval of Consent Agenda**

It was moved by Cortez and seconded by Kaiser to approve the Consent Agenda.

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

The motion carried unanimously.

A. Superintendent's Recommendations

038-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, ACTE Vision Conference, December 3-7, 2024, San Antonio, TX

039-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, AESA Conference, December 4-7, 2024, Orlando, FL

040-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, MASA Midwinter Conference, Grand Rapids, MI, January 15-17, 2025

041-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, AASA Conference, New Orleans, LA, March 6-8, 2025

042-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, MAISA Summer Conference, Traverse City, MI, June 18-20, 2025

043-023-024

The Board approve the following overnight travel:

Dr. Michael Hubert, MASA Fall Conference, Traverse City, MI, September 17-19, 2025

044-023-024

The Board approve the following overnight travel:

Heidi Danpullo, MI ACTE Summer Leadership Conference, August 4-6, 2024, Boyne Falls, MI

045-023-024

The Board approve the following overnight travel:

Michelle Radcliffe, MI ACTE Summer Leadership Conference, August 4-6, 2024, Boyne Falls, MI

046-023-024

The Board approve the following overnight travel:

Laura Saline, MI ACTE Summer Leadership Conference, August 4-6, 2024, Boyne Falls, MI

047-023-024

The Board approve the following overnight travel:

Rebecca Holman, MI ACTE Summer Leadership Conference, August 4-6, 2024, Boyne Falls, MI

048-023-024

The Board approve the following overnight travel:

Michelle Radcliffe, MI ACTE Board Retreat, July 15-17, 2024, Grand Haven, MI

049-023-024

The Board approve the following overnight travel:

Michelle Radcliffe, ACTE Vision Conference, December 3-7, 2024, San Antonio, TX

050-023-024

The Board approve the following overnight travel:

Laura Saline, ACTE Vision Conference, December 3-7, 2024, San Antonio, TX

051-023-024

The Board approve the following overnight travel:

Heidi Danpullo, ACTE Vision Conference, December 3-7, 2024, San Antonio, TX

052-023-024

The Board approve the following overnight travel:

Rebecca Holman, ACTE Vision Conference, December 3-7, 2024, San Antonio, TX

053-023-024

The Board approve the following overnight travel:

Tracie Shanen, MAASE/ECAN, June 11-12, 2024, Traverse City, MI

B. Personnel Board Report

The Personnel Board Report was presented for approval.

C. Approval: Financial Information

The following financials were presented for approval:

- Check Register
- Purchase Card Transactions
- ACH Transactions

D. Approval: Minutes

The following minutes were presented for approval:

- Special Board Meeting of May 29, 2024
- Closed Session Minutes of May 29, 2024

**4. Action/Discussion Items - Organizational**

A. Election of Officers for 2024-2025

It was moved by Cortez and seconded by Kaiser to retain the same officers for the 2024-2025 year. They are:

President – LuAnn Loy  
Vice President – Don Cortez  
Secretary – Harold Fryer  
Treasurer – Gary Kaiser  
Trustee – Eileen Jankowski

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

The motion carried unanimously.

B. Motion to Combine Organizational Items

It was moved by Cortez and seconded by Kaiser that the Board approve Items 4.B.1 through 4.B.7 with the ability to discuss each agenda item separately.

1. Designation of Depositories, Authorized Signors, and Electronic Transfer Officer
2. Naming of Grant Signatories
3. Designation of Legal Counsel
4. Retention of Physician(s)
5. Board Memberships
6. Approval of Board Member Professional Development
7. Schedule of 2024-2025 Board Meeting Dates

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

The motion carried unanimously.

B.1. Designation of Depositories, Authorized Signors, and Electronic Transfer Officer

Each year, the Revised School Code and Board Policy require the naming of depository accounts and authorized signatories. The attached resolution accomplishes the following:

1. Designates depositories for school funds
2. Designates those persons authorized to sign checks, contracts, agreements, and purchase orders
3. Designates the Electronic Transfer Officer for the Agency

The Depositories named for the 2024-2025 school year include both General Banking and Investing institutions.

It was recommended that the Board approve the resolutions as presented.

Livingston Educational Service Agency  
Naming of Depositories for Funds — 2024-2025

**RESOLUTION**

WHEREAS the naming of the depository accounts and authorized signatories is required by the Revised School Code and Board Policy.

THEREFORE, LET IT BE RESOLVED, that the following institutions are designated as legal depositories of all monies belonging to the Livingston Educational Service Agency, herein known as LESA, County of Livingston, State of Michigan, and all monies belonging to said Agency shall be deposited in said financial institutions from time to time in the name of the Agency:

**General Banking**

Bank of Ann Arbor General Fund  
Bank of Ann Arbor Special Education Fund  
Bank of Ann Arbor Health Benefit Disbursement  
Bank of Ann Arbor Capital Projects  
Bank of Ann Arbor Payroll Account  
Bank of Ann Arbor Payables Account  
Bank of Ann Arbor Flex Benefits Account  
Bank of Ann Arbor LCASB

Authorized Signors for the above Bank of Ann Arbor Accounts:

Board Treasurer  
Board Secretary  
Superintendent  
Finance & Budget Director  
Finance Supervisor

**Investing**

Michigan Class Special Education  
Michigan Class Capital Projects

Authorized Signors:

Superintendent  
Finance & Budget Director  
Assistant Superintendent for Administrative Services  
Finance Supervisor

Michigan Liquid Asset Fund

Authorized Signors:

Superintendent  
Assistant Superintendent for Administrative Services  
Finance Supervisor

BE IT FURTHER RESOLVED, that the Livingston Educational Service Agency makes investments in accordance with Board policy and the School Code section 380.622.

BE IT FURTHER RESOLVED, that the Treasurer of the Livingston Educational Service Agency, or his/her designee, be and is hereby authorized to draw funds from said accounts of the Livingston Educational Service Agency, signed as provided herein with signatures duly certified to said financial institutions by the secretary of the Livingston Educational Service Agency.

BE IT FURTHER RESOLVED, that upon the designation by the Board of a new Treasurer for the Livingston Educational Service Agency the former Treasurer shall be authorized to continue to sign checks until the necessary documents can be processed and equipment modified, not to exceed ninety (90) days from the effective date of change,

BY:   
Secretary, LESA Board of Education

DATED: 6/12/2024

Livingston Educational Service Agency  
Resolution Authorizing Electronic Transactions and  
Designating an Electronic Transfer Officer — 2024-2025

**RESOLUTION**

WHEREAS the Board shall adopt a resolution at its annual organizational meeting, authorizing electronic fund transfers and the Treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board.

THEREFORE, LET IT BE RESOLVED, that the Board hereby designates Laura Walters, Finance & Budget Director, as the Electronic Transfer Officer (ETO).

BE IT FURTHER RESOLVED, that the ETO is therefore responsible for the Agency's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the Board's ACH policy.

BE IT FURTHER RESOLVED, that the ETO shall maintain documentation in the general ledger software system detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment.

BE IT FURTHER RESOLVED, that the ETO shall maintain a system of internal accounting controls to monitor the use of ACH transactions made by the Agency.

BE IT FURTHER RESOLVED, that the ETO shall approve ACH invoices before payment.

BE IT FURTHER RESOLVED, that the Finance & Budget Director, or designee, is authorized to sign purchase orders and the Superintendent or designee, is authorized to sign contracts and agreements that do not require Board of Education action.

BY:   
Secretary, LESA Board of Education

DATED: 6/12/2024



## B.2. Naming of Grant Signatories

Some governmental agencies, such as Head Start, require Board approval of signatories for grant applications and awards.

Legislation will no longer allow anyone but the Board Chair to sign any grant applications, certifications, etc. for Head Start. State grants require Superintendent's signature.

It was recommended that the Board authorize the Superintendent to sign grant applications and awards on its behalf.

## B.3. Designation of Legal Counsel

The Agency is required to use legal firms from time to time in order to appropriately represent its position on various matters. The following firms have provided satisfactory services in the past:

**Thrun Law Firm** – general counsel, special matters related to special education, personnel, labor relations, finance, litigation, and workers' compensation.

**Bodman PLC** – special matters related to employee benefits.

**Miller Johnson** – special matters related to personnel, labor relations, finance, litigation, workers' compensation and board policies.

**Clark Hill** - Special matters related to special education.

It was recommended that the Board approve the Thrun Law Firm, Bodman PLC, Miller Johnson and Clark Hill as legal counsel for LESA for the 2024-2025 fiscal year.

## B.4. Retention of Physician

It is recommended that the Board approve the use of Concentra, located at 7960 W Grand River Rd Ste. 100, Brighton, MI and Ouch Urgent Care, located at 4185 E. Grand River, Howell, MI, as physicians for all routine Board-required examinations of employed personnel.

It was recommended that the Board approve Concentra and Ouch Urgent Care as physicians to be used as noted above for employed personnel for the 2024-2025 fiscal year.

## B.5. Board Memberships

The Board belongs to regional, state, and national associations that deal with issues related to public education. It is recommended that the Board renew its memberships to the following groups. The fees listed may be approximate as some of the invoices have not yet been received for the new fiscal year.

Michigan Association of School Boards (MASB)	\$5,118.15
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National School Boards Association (NSBA)

\$2,700

It was recommended that the Board approve memberships to the Michigan Association of School Boards and the National School Boards Association for the 2024-2025 fiscal year.

#### B.6. Approval of Board Member Professional Development

Several professional development opportunities are available each year for Board members. Annual conferences include:

- AESA – December 4-6, 2024, Orlando, FL
- ACTE CareerTech Vision – December 4-7, 2024, San Antonio, TX
- MASB Annual Leadership Conference – October 24-27, 2024, Lansing, MI
- NSBA Advocacy Institute – January 25-28, 2025, Washington, D.C.
- NSBA – March 29-31, 2025, Atlanta, GA
- MASB/MASA Joint Legislative Conference (late May)
- Governor's Education & Talent Summit (March)

It was recommended that the Board of Education approve attendance of interested Board members at the professional development opportunities listed during the 2024-2025 school year, subject to budgetary constraints.

#### B.7. Schedule of 2024-2025 Board Meeting Dates

It was recommended that the Board approve the schedule of Board of Education meetings for the 2024-2025 fiscal year, with the Board Training for Superintendent Evaluation on August 21, 2024.

## **2024-2025 Board Meeting Dates**

Unless otherwise noted, LESA Board Meetings are held at 6:00 p.m. in the Innovation Center at the LESA Education Center  
1425 West Grand River Avenue  
Howell, Michigan

- July 31, 2024 – Special Meeting – Superintendent Evaluation – Goal Setting
- August 14, 2024 – Regular Meeting
- August 21, 2024 – Board Training for Superintendent Evaluation
- September 11, 2024 – Regular Meeting
- October 9, 2024 – Regular Board Meeting
- November 13, 2024 – Regular Meeting
- December 11, 2024– Regular Meeting
- December 18, 2024 – Special Meeting – Superintendent Evaluation – Mid-Year Formal Update
- January 8, 2025 – Regular Meeting
- February 12, 2025– Regular Meeting
- March 12, 2025 – Regular Meeting and LESA Budget Work Session
- April 9, 2025 – Regular Meeting
- May 14, 2025 – Regular Meeting and LESA Budget Hearing
- May 21, 2025 – Special Meeting – Superintendent Evaluation
- June 2, 2025 – Board Election
- June 11, 2025 – Regular Meeting and Organizational Meeting

C. Appointments to Committees/Organizations

The Board President appoints Board members to serve on the Head Start Policy Council and the Livingston County Association of School Boards.

The purpose of the Head Start Policy Council is to oversee the delivery of high-quality services to children and families in accordance with Head Start legislation and policies. It meets virtually from 10:00-11:00 a.m. on October 10, December 12, February 6, and April 17. The Board representative last fiscal year was Gary Kaiser.

The purpose of the Livingston County School Boards' Association is to provide opportunities for Board members to learn and share information and to network with each other. The Board representative last fiscal year was Don Cortez.

For the 2024-2025 fiscal year, the Board President makes the following appointments:

Head Start Policy Council: \_\_\_\_\_ Gary Kaiser \_\_\_\_\_  
Livingston County School Boards' Association: \_\_\_\_\_ Don Cortez \_\_\_\_\_

D. First Impression Print and Marketing Disclosure Statement

First Impression Print and Marketing is owned by Board Vice-President, Don Cortez. For many years, First Impression has performed print and marketing jobs for different departments within the Agency. To comply with Public Act 317 of 1968, MCL 15.321 et seq and MCL 380.634, Board Policy 1001, as stated in part below, shall be followed:

Conflict of Interest:

If a relative (father, mother, son, daughter, sister, brother, or spouse; father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother; step- or half-sister; or, any other persons who reside at the same location as a Board member) of a Board member is already an employee of the ESA, such Board member shall abstain from voting on any matter affecting the employment status of the employee. In addition, Board Members are prohibited from using ESA funds or other public funds under the control of the ESA for purchasing alcoholic beverages, jewelry, gifts, fees for golf, or any item which the purchase or possession of is illegal. If a Board member has a substantial conflict of interest, as the phrase is defined under [Section 634 of the Revised School Code](#), in a proposed contract for services, supplies or equipment, the Board will not enter into that contract.

If the financial interest pertains to a proposed contract with the Agency, the following requirements must be met:

a) The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the Agency, the Board member shall make the disclosure in one of two (2) ways:

1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the

contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.

b) If an educational service agency board member or educational service agency administrator has a substantial conflict of interest in a proposed contract, the educational service agency board shall not enter into that contract and the administrator or board member shall not present that contract. As used in this subsection, "substantial conflict of interest" means a conflict of interest on the part of an educational service agency board member or educational service agency administrator in respect to a contract with the educational service agency that is of such substance as to induce action on his/her part to promote the contract for his/her own personal benefit. Excluded from substantial conflict are the situations described in MCL 380.634(5).

c) Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (MCL 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

d) The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the Agency included in the contract, and the nature and degree of assignment of Agency staff needed to fulfill the contract.

e) A Board member with a financial interest in a contract may participate in discussion, vote on the contract to the extent that the Board member's participation is required by law, or two-thirds (2/3) of the members are not eligible to vote and his/her vote is needed to constitute a quorum, providing the financial interest is less than \$250 and five percent (5%) of the contract cost to the Agency and the Board member files a sworn affidavit to that effect with the Board. Such affidavit is to be made a part of the official minutes of the Board.

It was moved by Kaiser and seconded by Fryer that the Board reaffirms Board Policy 1001, Conflict of Interest provisions, and that it be reflected in the minutes of this meeting.

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

The motion carried unanimously.

#### E. Other Organizational Business

There was no additional organizational business.

## 6. Information Items.

### A. Consortium Program Evaluations

As part of the Strategic Plan, an analysis of all consortium programs in operation will be completed and reported to the Board of Education. The initial analysis and evaluation process began in 2019/2020, with the final report included in the June 10, 2020 board meeting. To continue the work and increase transparency with our consortium partners, agreement addendums were created in 2020/2021 and signed by each of the participating local districts.

For 2023-2024, we are starting to rotate the program evaluations. This year four of the programs were selected for evaluation. Next year, the remaining four programs will be evaluated and we will continue to rotate each year. In March, a questionnaire is sent out to each participating district. The following questions are asked:

1. What does "Operating at an Optimal Level" mean to you for this collaborative?
2. Who are the "customer(s)" of the collaborative?
3. What are the objectives/intended outcomes of the collaborative?
4. Who is defining those objectives?
5. Is the current collaborative being implemented as planned/designed? Are we achieving our defined objectives?
6. Are there any unintended outcomes from the collaborative (good or bad)?

With some gentle reminders, responses were received from most participating districts. The summary of the responses by consortium program is outlined below.

#### **McKinney Vento (Displaced Students)**

##### ***All districts responded.***

All responses identified the collaboration of resources and reducing barriers to support students as the optimal level of operation.

Local districts and students and families were identified as the customers.

Providing services, support, safety, removing barriers and providing the basic needs to students and families to ensure a full educational experience was identified as the objective/intended outcomes.

The federal government along with the consortium members are defining the objectives.

All respondents agreed that the current collaborative is being implemented as designed.

The unintended outcomes identified were increased awareness of student needs, solutions to challenges, strengthening community relationships, brainstorming opportunities between districts.

#### **WAY+ Program**

***Three districts responded to the evaluation.***

Responses defined optimal level as accessibility to the program, meeting student's academic needs, ongoing communication with the local district.

Students, families and the local districts were identified as the customers.

The counselor and the program coordinator were identified as who is defining the objectives.

Both districts agreed that the objectives are being implemented as designed.

Unintended consequences include students overlooking the local district programs in lieu of the WAY and an increasing number of home school students participating.

**Homebound/Hospitalized**

***Four districts responded to the evaluation.***

Optimal level identified as adequate staffing of tutors and a positive collaborative approach.

Customers identified were: Students and the local districts.

Objectives identified were: Smooth transition from homebound to back in person, students receiving the learning objectives needed, the student having access to the curriculum for success.

The local districts were identified as defining the objectives.

The current collaborative is operating as intended. Staff shortages have provided a challenge to continue to support the students. And one district asked how to assess if the experience for the student was positive and if the transition back to in person was smooth.

Unintended outcomes are that the local districts have had to provide these services when LESA staff are not available, or if understaffed.

**Fiber Consortium**

***Two districts responded to the evaluation.***

Optimal levels identified were: Uptime over downtime- repairs made in a timely manner.

Also having a more cost effective, redundant, reliable network than any district could achieve on their own.

The customer is the local districts/consortium participants.

Objectives identified were: connecting locals, and consistent uptime.

Consortium members identified the objectives.

Objectives are being met.

An unintended outcome identified is fiber maintenance agreement.

## **7. Action/Discussion Item(s) – Regular**

- A. Employee Handbook Revisions (Administrative/Supervisor, Classified, Early Childhood, RTC, Specialized Transportation)

The handbooks were reviewed by employee representatives from each department and recommended changes were proposed. The revised handbooks are included in Appendix D. The following is a summary of the changes that were made to the handbooks indicated:

### **Administrative/Supervisor Handbook:**

The Executive Director of Career Development title was changed to Assistant Superintendent for Career Development.

Language was added regarding using the online system to report absences and consequences of not reporting the absence timely.

Language was added regarding the mandatory attendance requirement for the end of year and beginning of year administrative/supervisor meeting.

The wage scale was increased by 2.5%.

### **Classified Handbook:**

Section 4- Longevity: Updated the section to add *with Livingston ESA* to the years of service.

Wage scale was increased by 2.5%

### **Early Childhood:**

Introduction: Updated the Center for Leadership and Learning Department name. Updated the Director of Early Childhood title.

Section 4: Removed hoodies from the list of inappropriate attire.

Section 6: Update the daily work schedule chart to reflect the number of days for each position in 24/25.

Appendix A: The wage scale was adjusted by the COLA increase of 2.34%

### **RTC Handbook:**



Section 4.02: Added language to the health and physical examination section stating that the clinic must be an Agency approved clinic/provider for all required exams.

Section 5.04: Added AM/FM radios are not to be used while students are on the bus.

Section 5.09: Added the following regarding reporting traffic violations: If the violation is not reported to the Supervisor within 24 hours, the employee will be subject to discipline as outlined in Section 8.04.

Section 10.03:

\*Wage Scales-The wage scales for 24/25 have a 2.5% increase, also, 1% was added to steps 2 through 5 and 1.5% was added to steps 6 and 7. The 25/26 wage scale reflects a 2% increase.

\*Longevity Scale-The longevity scale was updated to: 5-7 years \$500, 8-10 years \$1,000 and 11+ years \$1,500.

\*Substitute pay- Language was added that the substitute drivers and aides will follow the normal wage scale. In order for a substitute to be eligible for a step increment beyond step 2, the substitute must have worked 75 days in the previous year.

Section 10.05: Redundant language was removed in the first paragraph. Removed old language in letter B. Added letter D to include substitute drivers and regular drivers that sub for another district for the attendance incentive of \$10 per AM and PM route covered.

Section 11.03: Added worker's compensation language.

Section 11.04: Removed old language regarding implementation of the PMLA act that is no longer needed.

Updated the language to reflect that sick time may be taken in hourly increments.

Removed Covid language

Added language outlining how to cash out days, with a mid year and end of year option at \$100 per day and a max of 3 days each time.

Added a termination/retirement cash out of days. With 5 years of service or more, an employee can cash out days at \$100 per day with a max of \$5,000.

Updated language to state that more than one employee can be out at the same time for personal business, at the supervisor's discretion.

Changed jury duty language for clarity.

Section 11.05: Changed unscheduled school closing language regarding the use of personal days for clarity.

Appendix C-06: Added field trip rotation language for Howell RTC

### **Specialized Handbook:**

Section 4.02: Added language to the health and physical examination section stating that the clinic must be an Agency approved clinic/provider for all required exams.

Section 5.04: Added AM/FM radios are not to be used while students are on the bus.

Section 5.09: Added the following regarding reporting traffic violations: If the violation is not reported to the Supervisor within 24 hours, the employee will be subject to discipline as outlined in Section 8.04.

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Added a termination/retirement cash out of days. With 5 years of service or more, an employee can cash out days at \$100 per day with a max of \$5,000.

Updated language to state that more than one employee can be out at the same time for personal business, at the supervisor's discretion.

Changed jury duty language for clarity.

Added cousin to the list for bereavement leave- can take one day to attend the funeral.

Add letter G Unpaid leave section to outline procedures for a leave of absence without pay.

Section 11.05: Changed unscheduled school closing language regarding the use of personal days for clarity.

It was moved by Fryer and seconded by Kaiser that the Board approve the recommendation to adopt the Administrative/Supervisor, Classified, Early Childhood, RTC, and Specialized Transportation handbooks as presented.

•At this point in the meeting, we had a temporary power outage, and Jankowski was unable to vote due to lack of connectivity.

A roll call vote was taken. Cortez voted YES, Kaiser voted YES, Fryer voted YES, Jankowski unable to vote due to power outage, and Loy voted YES.

The motion carried unanimously.

#### B. 2024-25 Wage Adjustment

It has been the Agency's practice to provide consistent wage adjustments for staff members in the LIPSA, LETAA, Classified and Administrative/Supervisor Groups. In addition, the LETAA contract in Appendix A states that should the Board provide a wage increase equal to or greater than 1% for another recognized bargaining group that is not directly attributable to a concession, the wage scale for the LETAA group shall also be modified.

Accordingly, based on the wage scale adjustment that was negotiated with the LIPSA group, it is recommended the Agency extend the same 2.5% on-scale adjustment to the LETAA, Classified and Administrative/Supervisor employee groups.

It was moved by Kaiser and seconded by Fryer that the Board adopt the same LIPSA 2.5% wage scale increase for the LETAA, Classified and Administrative/Supervisor Groups for the 2024-25 year.

A roll call vote was taken. Kaiser voted YES, Fryer voted YES, Cortez voted YES, Jankowski unable to vote due to power outage, and Loy voted YES.

The motion carried unanimously.

#### C. Superintendent Evaluation & Contract Extension/Amendment

The LESA board conducted the superintendent's annual evaluation on May 29, 2024. All five of the board members were present to complete the evaluation rubric and review progress on the superintendent goals.

Following the evaluation, all of the board members were more than satisfied with Dr. Hubert's evaluation and performance over the past year. There were no deficiencies noted. In fact, Dr. Hubert has excelled at his job and we are very supportive of his continuation as our superintendent. On behalf of the board, we wish to thank him and

extend our gratitude to him. His commitment to making LESA the strong Intermediate School District that it continues to be is appreciated.

It was moved by Kaiser and seconded by Fryer that the Board rate the superintendent's performance as highly effective for the 2023-2024 school year. Further, that the board extend the contract of employment for the superintendent by 1 year, and share the following statement:

"On behalf of the board, thank you for your leadership, hard work, and finishing the year well. The Agency continues to expect a stellar future with you remaining as superintendent."

•The power was restored at this time and Jankowski was able to re-connect to the meeting.

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

The motion carried unanimously.

#### D. Final Budget Revision

As required by the State of Michigan, the 2023-2024 Budget is 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 when the budget was adopted.

It was moved by Kaiser and seconded by Jankowski that the Board approve the attached General Appropriation Resolution.

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

The motion carried unanimously.

# 2023-24 General Appropriation Resolution

**RESOLVED**, that this resolution shall be the general appropriations of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Livingston Educational Service Agency.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance estimated to be available for appropriation in the **General Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is as follows. Included in Local Revenue is LESA's share of allocated millage in the amount of \$648,271:

<b>Revenue:</b>	<b>Original Budget</b>	<b>1<sup>st</sup> Budget Revision</b>	<b>2<sup>nd</sup> Budget Revision</b>
Local	\$821,079	\$990,509	\$1,175,301
State	8,503,738	11,128,418	14,045,389
Federal	2,630,756	2,655,839	2,786,734
Payments from Other Public Schools	12,056,793	12,165,609	12,074,611
Fund Modifications (Other Operating Transfers In)	5,000	5,000	10,000
<b>Total Revenue</b>	<b>\$24,017,366</b>	<b>\$26,945,375</b>	<b>\$30,092,035</b>
<b>Fund Balance:</b>			
Total Fund Balance, July 1, 2023	\$2,150,740	\$2,642,707	\$2,642,707
<b>Total Available to Appropriate</b>	<b>\$26,168,106</b>	<b>\$29,588,082</b>	<b>\$32,734,742</b>

**BE IT FURTHER RESOLVED**, that \$29,437,523 of the total available to appropriate in the **General Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	<b>Original Budget</b>	<b>1<sup>st</sup> Budget Revision</b>	<b>2<sup>nd</sup> Budget Revision</b>
Instruction:			
Basic Programs	\$3,705,668	\$3,663,175	\$3,359,729
Added Needs	487,339	1,617,425	1,665,734
Adult and Continuing	122,005	130,065	133,455
Support Services:			
Pupil	1,814,969	1,808,279	1,932,516
Instruction Staff	2,325,139	2,675,738	2,699,915
General Administration	525,246	543,202	529,444
School Administration	1,183,110	1,528,974	1,544,347
Business	250,163	237,592	245,175
Operations/Maintenance	366,442	382,617	482,841
Transportation	9,647,713	9,739,093	11,485,052
Support Services-Central	1,821,119	1,863,451	1,841,364
Other (mostly food service)	225,000	225,000	240,247
Community Services	208,699	353,870	366,223
Payments to Other Public Schools	1,104,943	1,465,505	2,684,651
Payments to Other Gov't Agencies	114,804	171,574	158,752
Other Financing Uses	68,923	63,036	68,078
<b>Total Appropriated</b>	<b>\$23,971,282</b>	<b>\$26,468,596</b>	<b>\$29,437,523</b>
<b>Ending Fund Balance:</b>			
Total Fund Balance, June 30, 2024	\$2,196,824	\$3,119,486	\$3,297,219

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Special Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is as follows. Included in Local Revenues is LESA's voted millage for Special Education at 3.1391 mills using a 1.0000 Millage Reduction Fraction, which will provide an estimated \$32,250,177 in revenue:

<b>Revenue:</b>	<b>Original Budget</b>	<b>1<sup>st</sup> Budget Revision</b>	<b>2<sup>nd</sup> Budget Revision</b>
Local	\$34,465,854	\$34,457,615	\$34,940,528
State	18,227,152	19,597,181	19,852,182
Federal	6,810,968	7,169,004	7,307,064
Incoming Transfers & Other	474,285	489,021	670,402
Fund Modifications (Other	60,000	40,000	40,000
Operating Transfers In)			
Total Revenue	<u>\$60,038,259</u>	<u>\$61,752,821</u>	<u>\$62,810,176</u>
 <b>Fund Balance:</b>			
Total Fund Balance, July 1, 2023	<u>\$6,872,536</u>	<u>\$7,339,070</u>	<u>\$7,339,070</u>
<b>Total Available to Appropriate</b>	<u><b>\$66,910,795</b></u>	<u><b>\$69,091,891</b></u>	<u><b>\$70,149,246</b></u>

**BE IT FURTHER RESOLVED**, that \$60,746,759 of the total available to appropriate in the **Special Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	<b>Original Budget</b>	<b>1<sup>st</sup> Budget Revision</b>	<b>2<sup>nd</sup> Budget Revision</b>
Instruction:			
Added Needs	\$7,057,424	\$6,228,329	\$6,441,576
Support Services:			
Pupil	23,342,592	23,643,296	23,552,901
Instruction Staff	3,626,999	3,872,690	3,754,862
General Administration	186,974	281,851	273,756
School Administration	0	0	0
Business	757,190	722,272	691,497
Operations/Maintenance	993,980	832,929	904,594
Transportation	5,270,535	5,299,813	5,380,346
Support Services-Central	1,283,922	1,234,914	1,125,156
Other	0	0	0
Community Services	54,952	119,551	117,795
Payments to Other Public Schools	16,675,040	16,776,761	16,794,385
Other Financing Uses		200,001	200,000
Operating Transfers	751,774	735,371	1,509,891
<b>Total Appropriated</b>	<u><b>\$60,001,382</b></u>	<u><b>\$59,947,778</b></u>	<u><b>\$60,746,759</b></u>

**Ending Fund Balance:**

Total Fund Balance, June 30, 2024	<u>\$6,909,413</u>	<u>\$9,144,113</u>	<u>\$9,402,487</u>
Less Committed			\$0
Less Assigned			\$0
<b>Unassigned Fund Balance, June 30, 2024</b>			<u><b>\$9,402,487</b></u>

## **Explanation of Budget Changes**

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**Note:** The resolutions above are presented in the format required by the Michigan Department of Education, which are different from the quarterly finance reports. The quarterly finance reports are presented to show categorical and non-categorical programs. The total budget amounts, therefore, are the same but the reporting structure is different.

### **General Fund Revenue:**

#### ***Significant Changes from Original Budget to 1<sup>st</sup> Budget Revision:***

The increase in revenue of approximately \$2.9m is primarily attributed to adjustments in grant and consortium budgets. These adjustments stem from changes in the estimates made during the initial budget development and updates in grant award amounts. The most notable changes in General Fund Revenue include:

- \$1.2m increase for CTE equipment grant expenditures and corresponding revenues, awarded in the fall of 2023.
- \$607,000 increase in Early Childhood grant funding (Head Start & GSRP), primarily due to extra funding for the GSRP grant program, which expanded to a 5-day program with more instructional days.
- \$350,000 increase in CTE program expenditures and corresponding revenues because of a one-time increase in state funding for CTE programs for the 23-24 fiscal year.
- \$290,000 increase in Section 147 (MPERS offset) categorical funding which is used to offset retirement expenditures.
- \$195,000 increase in expenditures and corresponding revenues in the Great Start Collaborative program due to additional state funding allocations, including new services through the Dolly Parton Imagination Library.
- \$130,000 increase in expenditures and corresponding revenues for the Regional Transportation Collaborative. This reflects budget adjustments for actual routing and staffing needs, along with updated estimates for fuel and supply needs.
- \$98,000 increase in interest revenue due to more favorable market conditions.

Minor adjustments include property tax and State/local categorical adjustments.

#### ***Significant Changes from 1<sup>st</sup> Budget Revision to 2<sup>nd</sup> Budget Revision:***

The increase in revenue of approximately \$3.1 million is primarily due to adjustments in categorical funding areas. The most notable changes in General Fund Revenue include:

- \$1.7 million increase for new categorical transportation funding (221). This funding, new for FY 2023-24, partially reimburses districts for the cost of general education transportation. The money flows through the Agency directly to local districts.
- \$1 million increase in Early Childhood funding for the Great Start Readiness program. The State has continued to expand funding and eligibility for the program. During FY 2023-24, the Agency was able to add new classrooms across the County, adjusting expenditures and corresponding revenues accordingly.

- \$100,000 increase in interest revenue. This increase is due to more favorable market conditions.
- \$77,000 increase in categorical retirement offset funding from the State (Section 147).
- \$55,000 increase in the 31n mental health grant revenue. This increase is due to additional positions being filled and the corresponding adjustment of grant revenue and expenditures.

Other minor adjustments include State/local categorical adjustments.

### **General Fund Expenditures:**

#### ***Significant Changes from Original Budget to 1<sup>st</sup> Budget Revision:***

The total expenditures increased by approximately \$2.5m. This is primarily attributable to the changes in grant and consortium budgets discussed above, exclusive of the Section 147 funding and interest revenue.

Minor adjustments include adjustments to departmental budgets in all locations.

#### ***Significant Changes from 1<sup>st</sup> Budget Revision to 2<sup>nd</sup> Budget Revision:***

The total expenditures increased by approximately \$3 million. This is primarily attributable to the changes in grant budgets discussed above, exclusive of the Section 147 funding and interest revenue.

Minor adjustments include adjustments to departmental budgets in all locations.



## **Special Education Fund Revenue:**

### ***Significant Changes from Original Budget to 1<sup>st</sup> Budget Revision:***

The Special Education fund revenue increased by approximately \$1.7 million. This increase is primarily attributable to the following changes:

- \$875,000 increase in Section 147 funding, used to offset retirement expenditures.
- \$438,000 increase in State Special Education funding, primarily attributable to the new Special Education reimbursement formula.
- \$355,000 increase in Federal Special Education grant funding, adjusted from estimates last spring.
- \$260,000 increase in interest revenue due to more favorable market conditions.
- \$191,000 decrease in revenue from Michigan Rehabilitation Services due to a change in the scope of the ICTA agreement.

Minor adjustments include state categorical and federal grant adjustments.

### ***Significant Changes from 1<sup>st</sup> Budget Revision to 2<sup>nd</sup> Budget Revision:***

The Special Education fund revenue increased by approximately \$1.1 million. This increase was primarily attributable to the following factors:

- \$377,000 increase in categorical retirement offset funding from the State (Section 147).
- \$315,000 increase in interest earnings. This increase is due to more favorable market conditions.
- \$184,000 decrease in state special education funding, to account for final student count and prior year expenditure data.
- \$165,000 increase in property tax revenues, based on final taxable values determined throughout the year.
- \$140,000 increase in Special Education transportation billings for local district riders using Agency buses. The billing amount is adjusted annually based on actual ridership and costs.
- \$64,000 increase in local district billings for additional support staff.
- \$50,000 increase in grant revenues for the Security Resource Officer Grant program, new in 2023-24.
- \$50,000 increase in Administrative Outreach Medicaid revenue, adjusted for prior year actual costs and changes in the reimbursement formula.

Minor adjustments include state categorical and federal grant adjustments.

## **Special Education Fund Expenditures:**

### ***Significant Changes from Original Budget to 1<sup>st</sup> Budget Revision:***

The total expenditures decreased by approximately \$54,000, with the following notable adjustments accounting for this reduction:

- \$495,000 increase in retirement costs, with the majority of this increase offset by the Section 147 funding mentioned above.
- \$480,000 decrease in instructional expenditures to adjust for current year vacancies.
- \$170,000 decrease related to adjustments in the ICTA agreement (WRAP payments to contracted staff and students, now paid through another Agency).
- \$125,000 increase in Medicaid payments to districts, to align reimbursements with the 2022-23 MDHHS settlement.

Minor adjustments include adjustments to departmental budgets in all locations.

### ***Significant Changes from 1<sup>st</sup> Budget Revision to 2<sup>nd</sup> Budget Revision:***

The total expenditures increased by approximately \$800,000. This increase was primarily attributable to the following changes:

- \$750,000 increase in transfer to capital projects to fund future capital projects.
- \$100,000 increase for new School Resource Officer (partially funded with grant revenue).
- \$50,000 net decrease in instructional and support areas resulting from final staffing and department supply adjustments.

Minor adjustments include adjustments to departmental budgets in all locations.

E. 2024-25 Budget Adoption

In accordance with PA 621, the Uniform Budget and Accounting Act, the Board must adopt a budget by June 30<sup>th</sup> after a public hearing.

The proposed 2024-25 budget has been distributed to local districts, detailing the LESA General Education and Special Education Fund. Subsequently, each local board has passed resolutions approving the FY 2024-25 Agency budget.

It was moved by Kaiser and seconded by Cortez that the Board approve the attached General Appropriation Resolution.

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

The motion carried unanimously.

## 2024-2025 General Appropriation Resolution

**RESOLVED**, that this resolution shall be the general appropriations of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Livingston Educational Service Agency.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance estimated to be available for appropriations in the **General Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is as follows. Included in Local Revenue is LESA's share of allocated millage in the amount of \$683,423:

<b>Revenue:</b>	<b>Original Budget</b>
Local	\$1,021,414
State	12,165,078
Federal	2,494,455
Payments from Other Public Schools	12,417,229
Fund Modifications (Other Operating Transfers In)	5,000
Total Revenue	\$28,103,176
<b>Fund Balance:</b>	
Estimated Fund Balance, July 1, 2024	\$3,119,486
Less Non Spendable	0
Less Committed/Assigned	0
Fund Balance Available to Appropriate	\$3,119,486
<b>Total Available to Appropriate</b>	<b>\$31,222,662</b>

**BE IT FURTHER RESOLVED**, that \$27,932,907 of the total available to appropriate in the **General Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	<b>Original</b>
Instruction:	
Basic Programs	\$4,079,424
Added Needs	844,139
Adult and Continuing	119,326
Support Services:	
Pupil	2,057,385
Instruction Staff	2,655,705
General Administration	528,766
School Administration	1,185,080
Business	247,144
Operations/Maintenance	387,998
Transportation	9,612,679
Central	1,913,816
Other (mostly food service)	225,000
Community Services	281,599
Payments to Other Schools	3,480,775
Payments to Other Government Agencies	171,574
Other Financing Uses	142,497
<b>Total Appropriated</b>	<b>\$27,932,907</b>
<b>Ending Fund Balance:</b>	
Total Estimated Fund Balance, July 1, 2025	\$3,289,755
Less Committed	0
Less Assigned	0
<b>Unassigned Fund Balance July 1, 2025</b>	<b>\$3,289,755</b>

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Special Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is as follows. Included in Local Revenues is LESA’s voted millage for Special Education estimated at 3.1108 mills using a 0.9910 Millage Reduction Fraction, which will provide an estimated \$34,018,688 in revenue:

<b>Revenue:</b>	<b>Original Budget</b>
Local	\$36,537,633
State	19,646,915
Federal	7,216,410
Incoming Transfers & Other	549,021
Fund Modifications (Other Operating Transfers In)	40,000
Total Revenue	<u>\$63,989,979</u>
<b>Fund Balance:</b>	
Estimated Fund Balance, July 1, 2024	\$9,144,113
Less Non Spendable	0
Less Committed/Assigned	0
Fund Balance Available to Appropriate	<u>\$9,144,113</u>
<b>Total Available to Appropriate</b>	<u><u>\$73,134,092</u></u>

**BE IT FURTHER RESOLVED**, that \$63,628,794 of the total available to appropriate in the **Special Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	<b>Original</b>
Instruction:	
Added Needs	\$7,247,979
Support Services:	
Pupil	25,418,730
Instruction Staff	3,811,447
General Administration	231,652
Building Administration	0
Business	744,577
Operations/Maintenance	940,269
Transportation	5,707,577
Central	1,365,227
Other	0
Community Services	119,551
Payments to Other Public Schools	17,078,773
Other Financing Uses	963,012
<b>Total Appropriated</b>	<u><u>\$63,628,794</u></u>
<b>Ending Fund Balance:</b>	
Total Estimated Fund Balance, July 1, 2025	\$9,505,298
Less Committed	0
Less Assigned	0
<b>Unassigned Fund Balance July 1, 2025</b>	<u><u>\$9,505,298</u></u>

F. Fuel Bid Recommendation

The Agency has historically initiated the proposal process for diesel fuel and gasoline for the districts that participate in the Regional Transportation Collaborative and Fowlerville Community Schools. The contract with the current vendor is expiring soon, so the process was once again undertaken by the Agency.

There were 3 bids submitted and those bids are noted on the attached bid tabulation.

Upon a successful reference check, verification of the specifications requested along with demonstrated experience of the vendor and verification of the quality of the product they are bidding, we recommend that Corrigan Oil be awarded the bid for diesel fuel and gasoline as the overall lowest responsible bidder.

This contract would begin on August 1, 2024 and there are options to extend the agreement beyond July 31, 2025 if the recommended bidder maintains competitive pricing and meets the expectations of the Agency and the participating districts.

It was moved by Kaiser and seconded by Fryer that the Board award the bid for diesel fuel and gasoline to Corrigan Oil and authorize the Superintendent to negotiate and sign a contract to begin on August 1, 2024.

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

The motion carried unanimously.

G. Resolution to Join the MAISL Joint Risk Management Trust (the MAISL Trust)

The Agency worked with Gallagher Benefit Services to obtain quotes for property and casualty insurance. As a best practice, it is essential to explore various options and assess comparative pricing to ensure the best value and coverage. The respondents to this request for quotes were SETSEG, the current provider, and the MAISL Trust.

After reviewing both quotes and comparing the pricing and coverages, the MAISL Trust premium pricing was the most cost effective. The annual premium comparison is shown below:

SETSEG	\$209,684
MAISL Trust	\$175,957

Beyond the premium comparison, there were differences noted between SETSEG and MAISL Trust coverages. MAISL Trust deductibles in some areas are higher (\$5,000 versus \$2,500). Also, non-accident related towing is not covered by MAISL, along with rock/chip repair or replacement for windshields. The MAISL policy also does not cover property/liability due to acts of terrorism. We could purchase additional policies to cover these areas as needed.

Taking these differences into account, the savings in premium, along with the membership and a seat on the MAISL Trust Board, more than compensate for the few disparities mentioned earlier.

The MAISL Trust was started in 1988 and was formed by nine Michigan school districts. The current membership includes 26 school districts. Each district within the MAISL Trust has a seat on the MAISL Trust Board of Directors. The Board meets regularly throughout the year and collectively makes decisions about the Trust, including coverages offered and rates.

In order to move to the MAISL Trust, the Agency must pass a board resolution to become a member. The Agency must also pass a resolution naming a Director and Alternate Director to the MAISL Trust. The resolutions are attached for your review.

It was moved by Jankowski and seconded by Cortez that the approve joining the MAISL Trust for property and casualty insurance coverage beginning July 1, 2024 and appoint Stephanie Weese as Director, and Laura Walters as Alternate Director to the MAISL Trust.

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

The motion carried unanimously.

**RESOLUTION TO APPROVE MAISL AS THE DISTRICT'S  
PROPERTY AND CASUALTY PROVIDER**

A regular meeting of the Board of Education of the District was held in the District, on the 12th day of June, 2024, at 6 o'clock in the p.m.

The meeting was called to order by LuAnn Loy, President.

Present: Members Cortez, Fryer, Jankowski, Kaiser, Loy

Absent: Members

The following resolution was offered by Member Jankowski and supported by Member Cortez

That the Livingston Educational Service Agency joins to the MAISL Joint Risk Management Trust effective July 1, 2024 for the District's Property and Casualty Insurance needs.

Ayes: Members Cortez, Fryer, Jankowski, Kaiser, Loy

Nays: Members

Motion declared adopted.



Secretary, Board of Education



**RESOLUTION TO APPOINT DIRECTOR AND ALTERNATE DIRECTOR**  
**TO THE MAISL TRUST**

A regular meeting of the Board of Education of the District was held in the District, on the 12th day of June, 2024, at 6 o'clock in the p.m.

The meeting was called to order by LuAnn Loy, President.

Present: Members Cortez, Fryer, Jankowski, Kaiser, Loy

Absent: Members

The following resolution was offered by Member Jankowski and supported by Member Cortez.

That the Livingston Educational Service Agency name Stephanie Weese as Director, and Laura Walters as Alternate Director to the MAISL Trust.

Ayes: Members Cortez, Fryer, Jankowski, Kaiser, Loy

Nays: Members

Motion declared adopted.

  
\_\_\_\_\_  
Secretary, Board of Education

## H. Early Childhood Curriculum Purchase

The Agency has used the *Creative Curriculum* across its preschool classrooms for over 15 years based on its research-validated model aligned with early learning standards. This curriculum is approved by both the Michigan Department of Education for the Great Start Readiness Program and the Office of Head Start. Last year, a Curriculum Review Committee evaluated options and recommended maintaining Creative Curriculum.

The proposed transition to the cloud-based *Creative Curriculum* digital platform will modernize and standardize materials across all classrooms. The physical boxed sets of curricular materials have had on average a 2-year life cycle. Replacements for missing items have not been ordered due to the requirement to purchase an entire new boxed kit. Transitioning to a cloud-based digital platform will eliminate the ongoing need to replenish expendable physical resources subject to wear and tear from preschool classroom use.

Due to the significant cost of this purchase, it was necessary to adhere to both State and Federal guidelines. To comply with MCL 380.1274 (State) and 2 CFR 200.320 (Federal), the Agency obtained quotes from two other MDE approved curricula:

*High Scope*: \$53,460 - This is packaged as a kit that includes only the curriculum. Supplemental units, professional development, and assessments are additional costs. Although requested on two occasions, a formal bid has not yet been received from High Scope. The cost presented is derived from the purchasing cart on the site.

*Connect4Learning*: \$98,835 - This program does not offer infant/toddler classrooms nor is it approved for Head Start PreK classrooms.

The total *Creative Curriculum* subscription for 36 classrooms is \$244,135:

- Per Pre-K Classroom - \$6,780 (33 classrooms total)
- LESA GSRP (17 classrooms)
- LESA Head Start (5 classrooms)
- Brighton District PreK (8 classrooms)
- Fowlerville District PreK (3 classrooms)
- Per Toddler Classroom - \$4,050 (3 LESA classrooms)
- Coaching Membership - \$8,245

This joint subscription allows for greater in-kind professional development services from Teaching Strategies compared to individual district purchases.

Public Act (P.A.) 103 of 2023 created additional Start Up funding for new or expanded Great Start Readiness Program (GSRP). MDE has granted purchase of the 5-year subscription out of the Start Up funding. Curriculum Funding was also awarded from The Office of Preschool and Out-of-School Time Learning in the amount of \$61,175 in GSRP curriculum funds.

### **Breakdown of Funding Sources:**

- \$54,240 Brighton allocated GSRP Start Up Funding
- \$13,560 LESA allocated GSRP Start Up Funding
- \$46,050 Head Start Funding

\$69,110 LESA GSRP Funding  
\$61,175 MDE Curriculum Funding

It was moved by Loy and seconded by Cortez that the Board approve the purchase of Creative Curriculum in an amount not to exceed \$244,135.

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

The motion carried unanimously.

## **8. Reports.**

Superintendent's Report

Dr. Hubert:

- Expressed his appreciation to the Board for a good year, and also to Cabinet, Judy, and all of the Agency staff. He shared that good things have happened with the districts and our programs this year.

## **9. Board Discussion.**

Fryer reported that he attended the Early College graduation, and he stated our programs are amazing from pre-K through Early College. Kaiser also stated our staff are great in responding to the needs of the community.

## **10. Adjournment.**

It was moved by Kaiser and seconded by Cortez to adjourn the meeting.

Loy declared the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Harold E. Fryer  
Secretary

HEF/jp