

LUDINGTON BOARD OF EDUCATION - LUDINGTON AREA SCHOOL DISTRICT
809 E. Tinkham Avenue, Ludington, Michigan 49431 – Phone 231-845-7303

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

Mission: The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation and quality instruction ensure learning and equip students for success in society.

MEETING: Regular Meeting
 DATE: December 9, 2019
 TIME: 6:00 p.m.
 PLACE: Administration Office 809 East Tinkham Avenue, Ludington, Michigan

- I. CALL TO ORDER & ROLL CALL
 - ☑ Steve Carlson ☑ Bret Autrey ☑ Mike Nagle ☑ Stephanie Reed ☑ Josh Snyder ☑ Leona Ashley ☑ Scott Foster
- II. PLEDGE OF ALLEGIANCE
- III. AGENDA MODIFICATION
- IV. CITIZEN PARTICIPATION
- V. CONSENT AGENDA
 - A. Ratification of Bill Payment - Per Summary Dated December 9, 2019
 - B. Approval of Minutes: November 18, 2019 Regular Meeting
- VI. BOARD COMMITTEE REPORTS
 - A. Personnel/Policy Committee Report: December 4, 2019
 - B. Finance Committee Report: December 5, 2019
 - C. Building & Site Committee Report: December 6, 2019
- VII. BUSINESS MANAGER'S REPORT: Jesse Rickard - CM Budget Status Detail and Summary Overview
- VIII. SUPERINTENDENT'S REPORT and COMMENTS
 - A. Elementary School Design Updates and Progress
- IX. DISCUSSION ITEMS
 - A. Oaktree Academy, Inc. Lease Agreement Renewal
 - B. South Hamlin Roof Replacement
 - A. Second Reading: NEOLA Policy Update - Volume 34, Number 1
- X. ACTION ITEMS
 - A. Oaktree Academy, Inc. Lease Agreement Renewal
 - B. French Class Trip Request: Québec (June 2020) and France (Spring 2021)
 - C. NEOLA Policy Update - Volume 34, Number 1
 - D. Closed Session: Emergency Operations Security Planning - MCL 15.268 Section 8(k)
 - E. Approval of Emergency Operations Plan: Pursuant to MCL 380.1308b
- XI. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- XII. ADJOURNMENT

Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason Kennedy, Superintendent
RE: Regular Meeting ~ Agenda Notes

Regular Meeting

BUSINESS MANAGER'S REPORT

CM Budget Status Detail and Summary Overview

Jesse Rickard will review the budget review process that will be used on a monthly basis with the Board of Education and the Construction Management Company once the construction process begins. Jesse will review a sample project update that the CM uses, along with monthly budget detail and budget summary documents that will be provided on a monthly basis to the Board once the construction process on the elementary school begins.

SUPERINTENDENT'S REPORT

Elementary School Design Updates and Progress

We will discuss design updates to the new elementary school since our last board meeting. The District's web page continues to be updated with all information as we receive it from GMB and Christman.

DISCUSSION ITEMS

Oaktree Academy, Inc. Lease Renewal Agreement - South Hamlin

It is my recommendation that the Board approve the renewal of the agreement with Oaktree Academy, Inc. to lease the South Hamlin building for use as a child care center. The renewal will continue with similar payment terms as previously authorized by the Board from the lessee. Base monthly lease payments will be \$3,000 and the term of the lease will be effective January 1, 2020 and terminate on December 31, 2024.

South Hamlin Building Roof Replacement

The roof on the South Hamlin Building is in need of replacement. The District's original sinking fund plan called for the replacement of the roof in 2019-2020. The District has worked with G. Freeland Roofing Systems, Inc. who has recommended the replacement of the roof. We will discuss prioritizing this repair and developing a plan to seek competitive bids for the roof replacement using sinking fund proceeds.

Second Reading: NEOLA Policy Update - Volume 34, Number 1

We will review the latest NEOLA policy update (Volume 34, Number 1) with the Board as our second reading of the policy recommendations. Policies to be reviewed and updated include:

- 1420 - School Administrator Evaluation
- 2265 - Child Care Center Staff and Volunteers
- 2450 - Community and Adult Education
- 2628 - State Aid Incentives
- 3210 - Staff Ethics
- 3220 - Professional Staff Evaluation
- 5230 - Late Arrival and Early Dismissal

5330.02 - Opioid Antagonists
6800 - System of Accounting
7300 - Disposition of Real Property
7440.03 - Small Unmanned Aircraft Systems
8400 - School Safety Information
8462 - Student Abuse and Neglect

ACTION ITEMS

Approval of Oaktree Academy, Inc. Lease Renewal Agreement - South Hamlin

It is my recommendation that the Board approve the renewal of the agreement with Oaktree Academy, Inc. to lease the South Hamlin building for use as a child care center. We will need a motion to authorize the Superintendent to execute a lease agreement between the District and Oaktree Academy, Inc., as described above.

Approval of French Class Trip Request: Québec (June 2020) and France (Spring 2021)

French Teacher, Susan Shoup, has requested that the Board consider the approval of two student trips at its December board meeting. She is requesting that students have the opportunity to travel to Québec in June of 2020. The cost of this five (5) day trip will be approximately \$1,500. A second student trip to France is being requested during spring break of 2021. The cost of this ten (10) day trip will be approximately \$3,800. The Board will be asked to approve these student trips in December. We will need an action item to approve the trip requests.

Approval of NEOLA Policy Update - Volume 34, Number 1

We will need an action item to approve the latest NEOLA policy update (Volume 34, Number 1). Policies to be reviewed and updated include:

1420 - School Administrator Evaluation
2265 - Child Care Center Staff and Volunteers
2450 - Community and Adult Education
2628 - State Aid Incentives
3210 - Staff Ethics
3220 - Professional Staff Evaluation
5230 - Late Arrival and Early Dismissal
5330.02 - Opioid Antagonists
6800 - System of Accounting
7300 - Disposition of Real Property
7440.03 - Small Unmanned Aircraft Systems
8400 - School Safety Information
8462 - Student Abuse and Neglect

Closed Session: Emergency Operations Security Planning - MCL 15.268 Section 8(k)

We will need an action item to enter into closed session, pursuant to the Open Meetings Act, MCL 15.268, Section 8(k). The school board will consider emergency operations security planning to prevent potential threats to the safety of the students and staff.

Section 1308b of the Revised School Code requires that school districts implement an emergency operations plan beginning in the 2019-20 school year. By January 1, 2020, school officials must develop an emergency operations plan for each school building that the school operates. School officials must develop the plan and it must be adopted by a majority vote of the school's board. The Legislature added

Section 8(k) to the OMA (effective March 27, 2019) to allow a board to deliberate in closed session to “consider security planning to address existing threats or prevent potential threats to the safety of the students and staff.”

Section 1308b requires that the emergency operations plan include guidelines and procedures that address: School violence and attacks; threats of school violence and attacks; bomb threats; fire; weather-related emergencies; intruders; parent and pupil reunification; threats to a school-sponsored activity or event whether or not it is held on school premises; a plan to train teachers on mental health and pupil and teacher safety; a plan to improve school building security; an active violence protocol; continuity of operations after an incident; and a vulnerability assessment.

Section 1308b also requires school officials to notify the Michigan Department of Education (MDE) of the completion of its emergency operations plan review and the adoption of its emergency operations plan within 30 days of completion or adoption of such plan. MDE will report this information to the MSP Office of School Safety. Emergency operations plans developed under Section 1308b and any information provided to MDE or the MSP under Section 1308b is exempt from disclosure under FOIA.

The District met with Liz Reimink, Emergency Manager (EM) for the County of Mason, on Friday, November 22, 2019. The EM reviewed the plans that she had on file in her office with the District and provided approval of the plans to be submitted to our Board for approval in compliance with the statute referenced above.

Further, MCL 15.267 Sec. 7(1) states, “A ⅔ roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.” Thus, a ⅔ roll call vote of members elected or appointed and serving will be required to enter into closed session.

Approval of Emergency Operations Plan: Pursuant to MCL 380.1308b

The Board will enter back into open session and will need an action item to approve the District’s Emergency Operations Plan (EOP), pursuant to Section 1308b of the Michigan Revised School Code. The District is required to provide notice to the department of the adoption of an emergency operations plan not later than 30 days after the adoption of the emergency operations plan.