

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 13, 2021
TIME: 6:00 p.m.
PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431

- I. CALL TO ORDER & ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. AGENDA MODIFICATION
- IV. CITIZEN PARTICIPATION
- V. CONSENT AGENDA
 - A. Ratification of Bill Payment - Per Summary Dated December 13, 2021
 - B. Approval of Minutes: November 15, 2021 Regular Meeting, December 6, 2021 Special & Closed Meeting
- VI. BOARD COMMITTEE REPORTS
 - A. Personnel Committee Report December 8, 2021
 - B. Finance Committee Report December 9, 2021
 - C. Building & Site Committee Report December 10, 2021
- VII. INTERIM SUPERINTENDENT'S REPORT and COMMENTS
- VIII. DISCUSSION ITEMS
 - A. Elementary Bond Project Application and Certificate for Payment #20
 - B. Second Reading - NEOLA Policy Updates Volume 36 Number 1
 - C. School Nurse
 - D. Child Nutrition Program Director
 - E. Building & Site Bond Issuance Authorizing Resolution
 - F. Technology Bond Issuance Authorizing Resolution
- IX. ACTION ITEMS
 - A. School District Authorized Signatories Designated
 - B. School District Electronic Transfer Officer Designees
 - C. Ratification Resolution Reaffirming Board Action
 - D. Board Committee Appointments, Committee Chairs & Board Officer
 - E. Elementary Bond Project Application and Certificate for Payment #20
 - F. NEOLA Policy Updates Volume 36 Number 1
 - G. Child Nutrition Program Director Contract Approval
 - H. Building & Site Bond Issuance Authorizing Resolution
 - I. Technology Bond Issuance Authorizing Resolution
 - J. Approval of Emergency Operations Plan
- X. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- XI. 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 Interim Superintendent Dr. Peg Mathis 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: Dr. Peg Mathis, Interim Superintendent
RE: Regular Meeting ~ Agenda Notes

CITIZEN PARTICIPATION

Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

Revised: January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

DISCUSSION ITEMS

Elementary Bond Project Application and Certificate for Payment #20

We will need an action item at the Board meeting on Monday to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of **\$837,556.85**, as certified by the construction manager, and as outlined in the Certificate for Payment. The District received the pay application information from the construction manager to process on December 6, 2021. This information was shared with the Finance Committee.

Second Reading - NEOLA Policy Volume 36, Number 1

These new regulations will require some revision to current policies. Neola has conducted a thorough review of policy and administrative guidelines templates and has provided appropriate revisions and additions in this update to ensure that the District meets the compliance.

The update includes revisions to the following District policies:

- Bylaw 0100 - DEFINITIONS
- Policy 3120 - EMPLOYMENT OF PROFESSIONAL STAFF
- Policy 6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS
- Policy 6152 - STUDENT FEES, FINES, AND CHARGES
- Policy 8310 - PUBLIC RECORDS
- Policy 8320 - PERSONNEL FILES
- Policy 8330 - STUDENT RECORDS

School Nurse Consideration

We will discuss the most recent updates related to the ability to hire a school nurse, as well as a potential state grant opportunity to help support this position. Section 310 of the State School Aid Act has allocated funding to increase student supports this year, and school nurses are one of the supports identified as an allowable use for these funds.

Child Nutrition Program Director Recommendation

The District received a formal resignation from Kevin Lange, the Child Nutrition Program Director in November to pursue another opportunity. Interviews were conducted for this position one year ago when Donna Garrow retired and Mr. Lange was selected as the top candidate. Another candidate, Caryn Elam, was also identified as a top candidate by the committee at that time, but ultimately the position was offered to Mr. Lange. Ms. Elam has expressed an interest in this now vacant position.

Caryn Elam is a Certified Dietary Manager, as well as a Certified Food Protection Professional, which is equivalent to an Associate's degree in School Nutrition Professional Standards. She has served in roles similar to this since 2010 as the Director of Dining Services for both Hart Public Schools and Mona Shores Public Schools. The District is pleased to recommend the hiring of Caryn Elam for this position.

Building & Site Bond Issuance Authorizing Resolution

The timeline and process for issuing the second series of bonds for the remaining district construction projects will be reviewed. With the beginning stages of renovation work starting as soon as March 2022, the District has worked with Baker Tilly to develop a tentative timeline for the receipt of the second series bond proceeds on March 10, 2022. This process will be discussed in greater detail, and we will need a motion to adopt the authorizing resolution to begin this process.

Technology Bond Issuance Authorizing Resolution

The District's technology bond has a third series that has not yet been issued, but has been authorized

by voters. The process and timeline for the issuance of this series will be discussed. The District has worked with Baker Tilly to develop a tentative timeline for the receipt of the second series bond proceeds on February 22, 2022. This process will be discussed in greater detail, and we will need a motion to adopt the authorizing resolution to begin this process.

ACTION ITEMS

School District Authorized Signatories Designated

We will need a motion to designate the Superintendent and Director of Business Services (Dr. Kyle Corlett, Jesse Rickard) to act as officials on behalf of the school district and as official signatories authorized to sign checks, contracts, agreements, purchase orders, and other appropriate documents, and/or authorize transfers in accounts. This will take effect on January 1, 2022 when Dr. Corlett's employment officially begins.

School District Electronic Transfer Officer Designees

We will need a motion to recommend the Superintendent and Director of Business Services (Dr. Kyle Corlette, Jesse Rickard) as authorized agents of the District to complete such transactions on behalf of the Board, through Automatic Clearing House (ACH) process, be designated as the District's Electronic Transfer Officers (ETO) in accordance with the provisions of Board Policy #6144. This will take effect on January 1, 2022 when Dr. Corlett's employment officially begins.

Ratification Resolution Reaffirming Board Action

We will need an action item to approve the resolution reaffirming all board action as written and prepared by Thrun Law, Inc.

Board Committee Appointments / Officers

We will need a motion to approve board members to the following committees: Stephanie Reed to the Personnel Committee & Chairperson, Building & Site Committee, City of Ludington Recreation Board; and further approve Josh Snyder to the Finance Committee & Chairperson, Co-Curricular Committee, and Board Treasurer.

Elementary Bond Project Application and Certificate for Payment #20

We will need an action item at the Board meeting on Monday to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of **\$837,556.85**, as certified by the construction manager, and as outlined in the Certificate for Payment. The District received the pay application information from the construction manager to process on December 6, 2021. This information will be shared with the committee prior to the committee meeting.

NEOLA Policy Volume 36, Number 1

We will need a motion to approve policy updates as presented.

Child Nutrition Program Director Contract Approval

We will need an action item to hire Caryn Elam as Child Nutrition Program Director, pending successful completion of all inservice requirements and background checks per Board Policy and Michigan Law as presented.

Building & Site Bond Issuance Authorizing Resolution

We will need a motion to adopt the authorizing resolution to begin the process.

Technology Bond Issuance Authorizing Resolution

We will need a motion to adopt the authorizing resolution to begin the process.

Approval of Emergency Operations Plan (Pursuant to MCL 380.1308b of the Michigan Revised School Code)

We need an action item to approve the updated Emergency Operations Plan. This plan was adopted by the Board of Education December 9, 2019.