

Ludington Board of Education  
Public Meeting Notice

Please Post

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

Finance Committee Meeting

Date: September 12, 2019

Time: 5:30 p.m.

Place: Ludington Area School District Administration Office  
809 East Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL  
 Josh Snyder    Steve Carlson    Scott Foster
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
  - a) Opening Day Enrollment Update
  - b) Bond Project Update: Site Development and Mechanical Systems
  - c) GMB Schematic Design Presentation
  - d) Timber Sale Management Proposal: Ecosystems Management, LLC
  - e) School Food Service / Acoustical Consultant Proposals
  - f) Tour of Foster Elementary School / Marketing of Buildings
  - g) Business Manager Report: District Out of Formula Tracking
  - h) Spectrum Health Professional Services Contract Renewal 2019-2020
  - i) Updates from Other Committees
- 5) OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- 6) ADJOURNMENT

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. 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, 231-845-7303. 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:** Finance Committee Meeting ~ Agenda Notes

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## **Opening Day Enrollment Update**

We will discuss enrollment on opening day and where we currently are at, with an understanding that pupil membership count day is not until the first Wednesday in October. Currently, the District enrollment is an improvement over what was budgeted.

## **Bond Project Update: Site Development and Mechanical Systems**

Meetings were scheduled with GMB to review site development plans on September 6, 2019 and mechanical systems on September 11, 2019. The first meeting focused on finalizing the square footage needed to carry out the schematic design as approved by the Board, and the second meeting focused on a discussion around a cost and benefit analysis of a geothermal system versus a more traditional HVAC system. Installation of a geothermal system would be at a premium cost of an additional \$1.1 million dollars, and this system was not a part of our original budget estimates used to develop our plan.

## **GMB Schematic Design Presentation**

We will review the bond schematic design deliverable that has been presented to the District by GMB Architecture and Engineering. GMB is scheduled to stay on track with a September 20th deliverable date to provide the finalized schematic design package to the Christman Company so that the first budget check can be done. Completion of the schematic design package essentially locks down the square footage needed and the major adjacencies of spaces in relation to one another, and allows us to move into the next phase of design.

## **Timber Sale Management Proposal: Ecosystems Management, LLC.**

The District has worked closely with Dr. Josh Shields, an outreach forester with the Manistee and Mason-Lake Conservation Districts. It is recommended that the District contract with Jack Boss, a wildlife biologist from Ecosystems Management, LLC to manage the sale of timber from the Outcalt Property where the elementary school complex will be built. Ecosystems Management, LLC (EM) is also assisting the District in writing a Forest Stewardship Management Plan through grant support from the Michigan Department of Natural Resources. EM has proposed a contract with a range of fees depending upon the gross timber sale. If the gross timber sale is less than \$10,000, the fee for managing the timber sale will be \$1,500. If the timber sale exceeds \$15,000, the fee for managing the timber sale will not exceed \$2,250. The proposal includes a \$300 retainer fee to cover time and expenses associated with tree marking, as well as making a determination of an estimated wood volume and standing timber valuation. EM will prepare and circulate a timber sale notice, soliciting bids from at least eight (8) prospective timber buyers in western lower Michigan. EM will also coordinate the development of a contract between the District and the timber buyer, and will conduct at least three oversight inspections during the

harvest operation. It is my recommendation that the Board approve the contract with Ecosystems Management, LLC as proposed.

If the surveyor is able to flag the 15 acre piece of land where the elementary site complex is to be built by September 20, 2019, Ecosystems Management, LLC will begin to paint mark the select harvest trees within the proposed elementary school area between September 20 and 24, 2019. If not, EM will mark the trees immediately after October 3, 2019. This will then allow EM to determine an estimated wood volume and timber sale valuation so that the timber sale announcement can be publicly distributed seeking bids. The site clearing must be completed no later than March 15, 2020 for us to stay on schedule for a spring 2020 ground breaking. If approved, Ecosystems Management, LLC has already developed a timber sale bid notice to seek competitive bids for the timber. This would be distributed upon approval.

### **School Food Service / Acoustical Consultant Proposals**

Based on the size and scope of our project, GMB Architecture and Engineering has recommended that we engage a food service consultant and an acoustical consultant to help with the design and specification of the kitchen and acoustical equipment. The food service consultant would be responsible for producing design concepts for the kitchen/serving layout and would provide open specifications for all food service equipment that would be bid as part of the Christman Company's construction package. The consultant would also help to provide budgeting for the associated equipment layouts. The company would not be the same company that would purchase and install the equipment. GMB will develop an RFP process to seek bids from these consultants.

### **Tour of Foster Elementary School / Marketing of Buildings**

Craig Patterson, Senior Vice President with Woda Cooper Companies, Inc., has scheduled a tour of Foster Elementary School for Thursday, September 12, 2019 with the District. Craig stated that his company is interested in the property because they want to develop affordable workforce housing in Ludington. We will also discuss the development of a marketing plan for the buildings once they become vacant.

### **Business Manager Report: District Out of Formula Tracking**

Jesse Rickard will provide an overview of what it means for a district to be in formula funded versus out of formula funded and the difference between the two. He has developed a tracking tool that allows the District to project the per pupil foundation amount and enrollment needed based on several assumptions associated with increases in the taxable value of the District. He will present this information to the Finance Committee and then will provide a general overview to the full board at the Board meeting on Monday, September 16, 2019.

### **Spectrum Health Professional Services Contract Renewal 2019-2020**

We will discuss the renewal of the contract for Professional Services with Spectrum Health. The contract for these services is \$9,000, and remains the same cost as in the previous school year. The School Health Program includes, but is not limited to: Spectrum Health providing a local nurse who does staff training (CPR/BLS/First aid/AED, etc.), medication administration training, and any other trainings deemed pertinent, Spectrum Health providing a local nurse who supplies the district with

Narcan and epi pen training and provides assistance in developing and coordinating any student health care plans (seizure disorders, type 1 diabetics, etc.), recommends and assists in the implementation of any school health changes related to programs or facilities, and provides access to the nurse hub via telephone call or virtual visits to manage and assist with the daily health needs of students. It is my recommendation that this contract be continued and approved, as they are providing outstanding service to the District at an outstanding price and benefit to our students and families.

**Updates from Other Committees**

We will review updates from each of the other committees in preparation for the Board meeting on September 16, 2019.