

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 School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

MEETING: Regular Meeting
DATE: July 20, 2020
TIME: 6:00 p.m.
PLACE: Electronic / Virtual Meeting Pursuant to Executive Order

1. CALL TO ORDER & ROLL CALL
 - ☑ Steve Carlson ☑ Bret Autrey ☑ Mike Nagle ☑ Stephanie Reed ☑ Josh Snyder ☑ Leona Ashley ☑ Scott Foster
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
4. GOOGLE MEET PARTICIPANT CONTROLS
5. CITIZEN PARTICIPATION
6. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated July 20, 2020
 - b. Approval of Minutes –Budget Hearing/Regular Meeting June 22, 2020
 - c. Non-Union Contracts & Service Agreements
 - d. Epi-Pen Renewals
7. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building & Site Committee Report
 - c. Personnel Committee Report
8. BUSINESS MANAGER'S REPORT - None
9. SUPERINTENDENT'S REPORT and COMMENTS
 - a. New Teacher and Staff Hiring Recommendations
 - b. Review Owner, Architect, Construction Team Meeting Notes
 - c. Review Architectural Field Report on Elementary School Project
 - d. Update on Building Marketing: Guidance from Thrun Law
10. DISCUSSION ITEMS
 - a. School Lunch Prices 2020-2021
 - b. Superintendent Evaluation for 2019-2020
 - c. Return to School Planning and COVID-19 Preparedness Response Plan
 - d. Roof Replacement at South Hamlin
11. ACTION ITEMS
 - a. Set Board Meeting Schedule 2020-2021 (Dates, Times, Locations)
 - b. WSESD SEPAC Representative Designation 2020/2021
 - c. School Lunch Prices 2020-2021
 - d. School District Depositories & Authorized Signatories Designated
 - e. Electronic Transfer Officer Designees
 - f. Elementary Bond Project Application and Certificate for Payment #3
 - g. New Teacher and Staff Hiring Contracts
 - h. Superintendent Evaluation for 2019-2020 & Contract Renewal
12. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
13. 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 J. Kennedy, Superintendent
RE: Electronic/Virtual Regular Meeting – Agenda Notes

Meeting Notice and Meeting Access Information:

This notice is given and published pursuant to the Executive Orders issued by Gretchen Whitmer, Governor of the State of Michigan.

The Board of Education for Ludington Area School District will meet on Monday, July 20, 2020 at 6:00 pm for its regular meeting as a virtual meeting (online and/or by phone) to protect the health, safety, and welfare of the citizens of Ludington Area School District from Coronavirus/COVID-19, pursuant to law and mandates of Executive Order 2020-129 issued by Governor Gretchen Whitmer.

Public comment will be handled using the participant controls of the Google Meet platform. These will be discussed at the start of the meeting. If you are listening by telephone only, you will be called upon by the host during the time for public participation in the meeting.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting and/or to obtain this notice in an alternative format, should contact Superintendent Jason Kennedy, Ludington Area School District at (231) 845-7303 at least twenty-four (24) hours prior to this meeting.

Google Meet Instructions for Participants

To join the conference by telephone:

1. On your phone, dial the teleconferencing number provided below:
 - Phone number: (US) +1 337-441-2664
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
 - Pin number: 517 669 315#

Before the meeting:

1. You will need a computer, tablet, or smartphone with speakers or headphones. You will have the opportunity to check your audio immediately upon joining the meeting.

To join the meeting via video conference or technology device:

1. At the start time of the meeting, click on the link below to join via computer. You may be instructed to download the Google Meet application.

Meeting Link: meet.google.com/ntf-urhu-sdr

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

Regular Meeting

***CONSENT AGENDA**

Non-Union Contracts & Service Agreements

It is recommended that the Board approve annual contracts and service agreements with the following employees. Each employee will be compensated the same as they were during the 2019-2020 until an agreement is reached with the associations that represent the employees of the District's professional and support staff. The same percentage compensation increase, if applicable, will be applied to these annual contracts at the time successor agreements are reached between the District and Associations.

- ❖ Mark Boon, LHS Student Enhancement Intervention Specialist
- ❖ Sarah Cooper - Director of PMECC
- ❖ Trish Forfinski, Foster At-Risk Interventionist
- ❖ Beth Gunsell, Franklin/OJ At-Risk Specialist
- ❖ Tim Hansen, Foster Dean of Students
- ❖ Michelle Holtrust - Director of Online Learning
- ❖ Michelle Kiessel, Foster At-Risk Specialist
- ❖ Matt McDonald, OJ Dean of Students
- ❖ Melanie Tomaski - Director of Oriole Work Based Learning Academy
- ❖ Kirk Walden, LHS At-Risk Coordinator
- ❖ Dennis Genson, LHS At-Risk
- ❖ Tricia Hale, PMECC 4 Yr P. Teacher
- ❖ Danielle Britton, PMECC 3 Yr P. Teacher
- ❖ Andrea Sargent, LHS At-Risk Specialist
- ❖ Amy Wojcicki, District ELL Coordinator
- ❖ Jennifer Collins, Computer Technician
- ❖ Brent Gillett - Director of Recreation Programs
- ❖ Carrie Moeggenberg - District Instructional Technology

EpiPen Renewals

The Epinephrine Auto-Injector Public Acts 186 and 187 allow local Boards to ask any authorized prescriber to issue a prescription for Epinephrine Auto Injectors to a school board. One written prescription to a school board can allow for all district buildings to obtain (2) epinephrine auto-injectors per building. Schools must stock at least two (2) EpiPens in each school building, and ensure that at least two (2) school employees in each building are trained to use and properly administer an EpiPen. It is recommended that the Board approve the authorization of the District's EpiPen prescription renewal through its consent agenda to comply with the Acts outlined above.

SUPERINTENDENT'S REPORT

New Teacher and Staff Hiring Recommendations

It is with pleasure that I introduce the following professional staff hiring recommendations for the 2020-2021 school year:

- The hiring and reassignment of Jennifer Shaw to the OJ DeJonge Middle School Counseling position that is vacant as a result of the retirement of Amy Marsh. Jennifer will transfer into this position after serving as the at-risk specialist and counselor at Lakeview Elementary School.
- The hiring of Warren Stowe as a secondary science teacher at Ludington High School. Warren has spent the last eight years as a secondary science teacher at Allen Park High School, and will replace Mark Willis, who resigned to accept a position at the Career Tech Center at West Shore Educational Service District.

Review Owner, Architect, Construction Team Meeting Notes

We will review the most recent owner, architect, and construction team meeting notes for the elementary school project as a way to continue to keep the Board apprised of the work and progress at the elementary school project site. The meeting notes are posted to the District's webpage for community transparency.

Architectural Field Report on Elementary School Project

We will review the most recent Architectural Field Report on the Elementary School Project that was completed by Jon DenOuden from GMB Architecture + Engineering. Jon is a construction administrator with GMB Architecture + Engineering, and his role is to provide construction management oversight as an employee of the architect to ensure that the project is being constructed according to the architectural design, as specified. This is another layer of oversight to ensure that the project is moving forward and according to design specifications. The field report is posted to the District's webpage for community transparency.

Update on Building Marketing: Guidance from Thrun Law

The Superintendent will provide an update pertaining to the sale of the vacant school buildings (Foster, Franklin, and Lakeview) after further discussion with attorney Gordon VanWieren at Thrun Law Firm.

DISCUSSION ITEMS

School Lunch Prices

It is recommended that we increase meal prices by \$0.10 cents per meal for food service breakfasts, lunches, and milk, for the upcoming school year. We are required to charge our full-pay students the federal reimbursement rate for meals by 2021. The price increase will help offset customary food cost increases. It is recommended that the Board accept the recommendation to increase current prices by \$0.10 cents per meal.

Evaluation of the Superintendent

The Board will be conducting its annual evaluation of the superintendent at the Board meeting. The Board will discuss the evaluation of the superintendent and then be asked to approve the evaluation and the effectiveness label assigned to the superintendent for the 2019-2020 school year.

Return to School Planning and COVID-19 Preparedness Response Plan

We will discuss the draft of the District's Return to School Plan for the 2020-2021 school year and the development of the District's COVID-19 Preparedness Response Plan. We will discuss the work of the District Return to School Task Force, and a plan to seek feedback from the community.

Roof Replacement at South Hamlin

We will provide an update on the progress being made to replace the roof at the South Hamlin building.

ACTION ITEMS

Set Board Meeting Schedule 2020-2021 (Dates, Times, Locations)

We will need an action item to set the Board meeting schedule for the regular meetings of the Board of Education for 2020-2021 with a starting time at 6:00 p.m. for all regularly scheduled meetings, as outlined below:

<u>Tentative Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
*August 10, 2020	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 21, 2020	Regular Meeting	Administration Office, 809 E. Tinkham Ave.

October 19, 2020	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
November 16, 2020	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 14, 2020	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 18, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 15, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
March 15, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
April 19, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
May 17, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*June 28, 2021	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

WSESD SEPAC Representative Designation

It is recommended that the Board approve Shannon Miller as the Ludington Area School District representative to the West Shore Educational Service District Special Education Parent Advisory Committee for the 2020/2021 school year. Shannon has been serving in this capacity for the District the past couple years. She has done a great job representing LASD in this capacity and we would like for her to continue in this role.

School Lunch Prices

We will need an action item to set the meal prices for the 2020-2021 school year. It is recommended that we increase meal prices by \$0.10 cents per meal for food service breakfasts, lunches, and milk, for the upcoming school year. We are required to charge our full-pay students the federal reimbursement rate for meals by 2021. The price increase will help offset customary food cost increases. It is recommended that the Board accept the recommendation to increase current prices by \$0.10 cents per meal.

School District Depositories & Authorized Signatories Designated

We will need a motion to designate West Shore Bank as official depository of the school district and, further, to designate the Superintendent and Director of Business Services (Jason Kennedy, 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.

School District Electronic Transfer Officer Designees

We will need a motion to recommend the Superintendent and Director of Business Services (Jason Kennedy, 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.

Elementary Bond Project Application and Certificate for Payment #3

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 **\$1,058,467.56**, as certified by the architect and construction manager, and as outlined in the Certificate for Payment.

New Teacher Contracts

We will need an action item to approve the hiring and/or reassignment of the following:

- The hiring and reassignment of Jennifer Shaw to the OJ DeJonge Middle School Counseling position that is vacant as a result of the retirement of Amy Marsh. Jennifer will transfer into this position after serving as the at-risk specialist and counselor at Lakeview Elementary School.
- The hiring of Warren Stowe as a secondary science teacher at Ludington High School. Warren has spent the last eight years as a secondary science teacher at Allen Park High School, and will replace Mark Willis, who resigned to accept a position at the Career Tech Center at West Shore Educational Service District.

Superintendent Evaluation for 2019-2020 & Contract Renewal

We will need an action item to approve the Board evaluation of Superintendent Jason Kennedy, as discussed, and to assign an effectiveness rating to the Superintendent for the 2019-2020 school year. The Superintendent's contract will be extended for one year. Annual compensation for the 2020-2021 school year will remain as was during the 2019-2020 school year, but may be re-opened for negotiation with the Board at a later date.