

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: Public Budget Hearing & Regular Meeting
DATE: July 19, 2021
TIME: 6:00 p.m.
PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431

BUDGET HEARING

1. CALL TO ORDER & ROLL CALL
 Steve Carlson Josh Snyder Bret Autrey Mike Nagle Stephanie Reed Leona Ashley Scott Foster
2. AGENDA MODIFICATION
3. CITIZEN PARTICIPATION: Review Board Policy 0167.3: Public Participation at Board Meetings
4. PUBLIC HEARING
 - a. Final Budget Amendment for Fiscal Year Ending June 30, 2021
 - b. Proposed Budget for Fiscal Year Ending June 30, 2022 (2021-2022)
 - c. Review of Property Tax Millage Rate
5. ADJOURNMENT OF PUBLIC HEARING

REGULAR MEETING

1. CALL TO ORDER
2. AGENDA MODIFICATION
3. CITIZEN PARTICIPATION
4. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated July 19, 2021
 - b. Approval of Minutes –Budget Hearing/Regular Meeting June 28, 2021
 - c. Epi-Pen Renewals
5. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building & Site Committee Report
 - c. Personnel Committee Report
6. BUSINESS MANAGER'S REPORT - None
7. SUPERINTENDENT'S REPORT and COMMENTS
 - a. New Teacher and Staff Hiring Recommendations
 - b. Review Owner, Architect, Construction Team Meeting Notes and Construction Progress
 - c. Reopening of Baldwin Pool: Update on Equipment Upgrades
8. DISCUSSION ITEMS
 - a. Elementary School Furniture Bid Awards
 - b. School Lunch Prices 2021-2022
 - c. Update on Return to School Planning for 2021-2022
 - d. Shoreline Cycling Club ~ Singletrack Showdown Race November 27, 2021
9. ACTION ITEMS
 - a. Set Board Meeting Schedule 2021-2022 (Dates, Times, Locations)
 - b. School Lunch Prices 2021-2022
 - c. School District Depositories & Authorized Signatories Designated
 - d. Electronic Transfer Officer Designees
 - e. Elementary Bond Project Application and Certificate for Payment #15
 - f. Elementary School Furniture Bid Awards
 - g. New Teacher and Staff Hiring Contracts
 - h. Approval and Ratification of the LEA Contract
 - i. Enter into Closed Session: Personnel Evaluation of the Superintendent per MCL 15.268 Section 8(1)a, as requested by the Superintendent
 - j. Return to Open Session: Superintendent's Evaluation and Effectiveness Rating
10. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
11. ADJOURNMENT

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason J. Kennedy, Superintendent
RE: Budget Hearing/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

PUBLIC BUDGET HEARING

The Board of Education will hold a public hearing to consider the District's proposed 2021/2022 budget. The Board may not adopt its proposed 2021/2022 budget until after a public hearing. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. We will hold a public hearing prior to the regular meeting for the proposal of the 2021/2022 operating budget. Jesse Rickard, Director of Business Services, will present to the Board. We will then adjourn the hearing and call the regular meeting to order.

Budget Amendment for Fiscal Year Ending June 30, 2021

Jesse Rickard will discuss the final budget amendment for the year ending June 30, 2021. The Board of Education will be asked to approve the final budget amendment for the year ending June 30, 2021 at the Board of Education on June 28, 2021.

Proposed Budget for 2021-2022

Jesse Rickard will present the 2021 - 2022 fiscal year budget in the public budget hearing to the Board on Monday, June 28, 2021. The Board is required to approve a budget prior to June 30, 2021. The Board will review the assumptions used to build the budget, as well as the preliminary budget build for the 2021 - 2022 fiscal year.

Regular Meeting

***CONSENT AGENDA**

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. I recommend 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 2021-2022 school year:

- **Elementary Music Teacher**: We will need an action item to approve the hiring of Ryan Lewis as the elementary music teacher at Foster School at our Board meeting on Monday. Ryan Lewis comes to us with a plethora of music and arts experiences. Most recently, he was an elementary music teacher in Redmond, Washington. Previously, he has held positions as director of choir at Tolt Middle School, Instrumental and Vocal Director at Cedarcrest High School, and served nine years in the United States Army Reserve, 448th Civil Affairs Battalion. Mr. Lewis has a Bachelors in Education K-12 Instrumental, Vocal, and General Music from Central Washington University and a Masters in Arts Integration in Curriculum from Lesley University. His experience ranges from kindergarten through high school which will provide an exorbitant amount of knowledge as we transition into the new Elementary Complex where both past and new traditions can be formed. I believe that Mr. Lewis is the perfect fit to carry out past musical traditions, but use his experience to create highly engaging musical experiences for students within our school,

district, and community. The hiring of Mr. Lewis is contingent upon successful criminal history background checks, drug testing, and board approval. We look forward to welcoming Mr. Lewis to Ludington Area Schools.

- **Middle School ELA Teacher:** We will need an action item to approve the hiring of Courtney Doman as an English Language Arts teacher at O.J. DeJonge Middle School at our Board meeting on Monday. Ms. Doman is an experienced educator, having taught English language arts at Lakeside Middle School in Cumming, Georgia. At Lakeside Middle School, Ms. Doman established a literacy-rich classroom that promoted 21st Century skills such as collaboration, communication, and critical thinking. Ms. Doman served as the department chair at Lakeside Middle School, leading the work of professional learning communities and collaborative learning teams within the building. She also has experience in working with English language learners and in leading co-curricular activities. In addition to her work at Lakeside Middle School, Ms. Doman recently served Ludington Area Schools as a long-term substitute teacher, filling in at Lakeview Elementary School. Ms. Doman possesses Michigan teaching certification in secondary English language arts (BA), grades 5-9 social studies (RX), and has a middle level specialization. Ms. Doman earned her Bachelor of Arts degree from Michigan State University and a Master of Arts degree in Middle Grades English from Piedmont College in Georgia. The hiring of Ms. Doman is contingent upon successful criminal history background checks, drug testing, and board approval. We look forward to welcoming Ms. Doman to Ludington Area Schools.
- **High School Special Education Teacher:** We will need an action item to approve the hiring of Jeff Knapp as a teacher at Ludington High School at our Board meeting on Monday. The hiring of Mr. Knapp is contingent upon successful criminal history background checks, drug testing, and board approval. Mr. Knapp completed his undergraduate degree at Spring Arbor University, and he holds a Master's Degree from Ohio University. Mr. Knapp has six (6) years of teaching experience, most recently with Hesperia Community Schools. We look forward to welcoming Mr. Knapp to Ludington Area Schools.
- **High School Science Teacher:** We will need an action item to approve the hiring of Matt Gunberg as a science teacher at Ludington High School at our Board meeting on Monday. The hiring of Mr. Gunberg is contingent upon successful criminal history background checks, drug testing, and board approval. Mr. Gunberg is a graduate of Ludington Area Schools and holds a Bachelor's Degree from Michigan State University, along with endorsements in Integrated Science (DI) and Biology (DA). These endorsements will allow Mr. Gunberg to teach any of the science classes that are offered by the District. Mr. Gunberg has four (4) years of teaching experience and has recently been a science teacher at Mason County Eastern Schools. We look forward to welcoming Mr. Gunberg back to Ludington Area Schools.

Review Owner, Architect, Construction Team Meeting Notes and Construction Progress

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.

Reopening of Baldwin Pool: Update on Equipment Upgrades

We will review progress and updates to the timeline for the opening of the Baldwin Pool after the improvements and upgrades have been made in the pool basement. After solidifying dates with the pool installer and contractors, the timeline below for the reopening of the pool is below:

- Week of July 19, 2021: Light infills and pool repairs/cleaning
- Week of July 26, 2021: Equipment startup and filling of the pool
- Week of August 2, 2021: Commissioning and owner training on new equipment
- Week of August 9, 2021: Opening of the pool; ready for use

DISCUSSION ITEMS

Elementary School Furniture Bid Awards

On June 2, 2021, bids were received for the new elementary building. A total of nine (9) bids were received for seven (7) different bid categories. Bidders were required to bid complete categories for six of the seven categories. The seventh bid category was not required to be bid in its entirety and those items are recommended to be awarded on a line item or item code grouping basis. All recommendations are considered low and qualified ensuring compliance with the basis of design bid specifications.

On behalf of GMB, our recommendation is to award furniture purchasing contracts as follows:

- Custer, Inc. \$541,829.50
- Dew-El \$366,496.28
- Great Lakes Furniture Supply \$46,380.00
- Holland Desk & Chair \$135,663.05
- Interphase Interiors \$149,090.95
- Lakeshore Learning \$19,621.30
- **Total Base Bid for Contract Award: \$1,259,081.08**

No bids were received for metal storage shelving as part of the seventh bid category, and we are in process for selecting furniture finishes for all products to be ordered. **GMB recommends that we hold our not to exceed costs for furniture at \$1,304,475.00** through the first ninety (90) days of occupancy to capture metal shelving, minor fluctuations in unit costs due to finish selections, and to hold contingency for any missed items or needs that arise post occupancy. We will need an action item on Monday evening to approve these purchases.

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. I recommend that you accept the recommendation to increase current prices by \$0.10 cents per meal.

Update on Return to School Planning for 2021-2022

We will discuss preliminary recommendations being made by the Senate Return to Learn Committee, as well as review the Michigan Blueprint for Comprehensive Student Recovery, as we plan for the return to school during the 2021-2022 school year.

Shoreline Cycling Club - Singletrack Showdown Bike Race Request

The Shoreline Cycling Club would like permission to use the school forest for their Singletrack Showdown bike race on Saturday, November 27, 2021. The event raises money for the club to support their trail-building and maintenance efforts. The course will be appropriately marked and LASD will be a co-insured party to the club's insurance for the event.

ACTION ITEMS

Set Board Meeting Schedule 2021-2022 (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 2021-2022 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 16, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 20, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
October 18, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
November 15, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 13, 2021	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 17, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 21, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
March 21, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
April 18, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
May 16, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*June 27, 2022	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

School Lunch Prices

We will need an action item to set the meal prices for the 2021-2022 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. I recommend that you 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 #15

We will need an action item at the Board meeting to approve the certificate for payment on the elementary school bond project and to authorize the District to pay \$1,974,759.18, as certified by the architect and construction manager, and as outlined in the Certificate for Payment.

Elementary School Furniture Bid Awards

We will need an action item to approve the following purchasing contracts, totaling \$1,259,081.08, as discussed:

- Custer, Inc. \$541,829.50
- Dew-El \$366,496.28
- Great Lakes Furniture Supply \$46,380.00

- Holland Desk & Chair \$135,663.05
- Interphase Interiors \$149,090.95
- Lakeshore Learning \$19,621.30

GMB recommends that we hold our not to exceed costs for furniture at \$1,304,475.00 through the first ninety (90) days of occupancy to capture metal shelving, minor fluctuations in unit costs due to finish selections, and to hold contingency for any missed items or needs that arise post occupancy.

New Teacher Contracts

We will need an action item to approve the following new teacher contracts as discussed: Ryan Lewis, Courtney Doman, Jeff Knapp, and Matt Gunberg.

Approval and Ratification of the LEA Contract

We will need an action item to approve and ratify the collective bargaining agreement between the Board of Education and the Ludington Education Association (LEA). The LEA voted to approve and ratify the contract on Wednesday, July 14, 2021. Highlights of the contract include:

- Two (2) year agreement expiring on August 1, 2023.
- 2% on schedule salary increase in both years of the agreement.
- 5% off schedule payment in year one and a 3% off schedule payment in year 3%.
- Additional language tied to fund balance and our board's goal of 10% in the event that additional funding drives our fund balance significantly higher than 10% as a good faith gesture to ensure that we balance the financial stability of the district with the need to also compensate our staff accordingly.
- Class size language to accommodate the addition of the Young 5's program.
- Changing our elementary electives to include STEAM, Technology, and Exploratory (PE, vocal music, and art).
- Adding Schedule B coaching stipends to make men's and women's bowling a varsity sport
- Improving the compensation for the quiz bowl director and robotics coaches, as these positions were significantly under funded for the time that is required of them at events all over the state.
- Adding a Schedule B coaching stipend for Equestrian and Esports. We have not provided financial support to the coach for the sport of equestrian in the long storied state championship history of our program. This is a good faith effort to provide support to ALL of our programs.
- Miscellaneous insurance and health savings account language that helps streamline the business office.

Enter into Closed Session: Personnel Evaluation of the Superintendent

Per MCL 15.268 Section 8(1)a, and as requested in writing through this communication with the Board by the Superintendent, the Board will enter into a closed session to conduct the periodic, annual evaluation of the Superintendent.

Superintendent Evaluation for 2020-2021

The Board will return to open session and 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 2020-2021 school year.