

NOTICE OF PUBLIC MEETING

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: Electronic / Virtual Public Budget Hearing & Regular Meeting
DATE: June 22, 2020
TIME: 6:00 p.m.
PLACE: Administration Office, 809 E. Tinkham Avenue, Ludington, Michigan

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. GOOGLE MEET PARTICIPANT CONTROLS
4. CITIZEN PARTICIPATION: Review Board Policy 0167.3: Public Participation at Board Meetings
5. PUBLIC HEARING
 - a. 2020-2021 Proposed General Operating Budget
 - b. Review of Property Tax Millage Rate
6. ADJOURNMENT OF PUBLIC HEARING

REGULAR MEETING

7. CALL TO ORDER
8. AGENDA MODIFICATION
9. CITIZEN PARTICIPATION
10. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated June 22, 2020
 - b. Approval of Minutes – Regular Meetings May 18, 2020; Special Meeting June 1, 2020
 - c. Annual Summer Tax Resolution 2021
 - d. Annual Michigan High School Athletic Association Membership Resolution 2020/2021
 - e. MASB Membership Renewal 2020/2021
11. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building & Site Committee Report
 - c. Personnel/Policy Committee Report
12. SUPERINTENDENT'S REPORT and COMMENTS
 - a. Return to School Planning, Preparedness and Response Plan, and Parent and Staff Survey Results
 - b. Review Owner, Architect, Construction Team Meeting Notes
 - c. Architectural Field Report on Elementary School Project
 - d. 2020-2021 Staffing Plan
13. DISCUSSION ITEMS
 - a. Donald C. Baldwin Pool Estimate Update and Reopening
 - b. School Building Appraisals and Developing a Marketing Plan
 - c. Second Reading: NEOLA Policies Volume 34, Number 2
 - d. Evaluation of the Superintendent for 2019-2020
14. ACTION ITEMS
 - a. Tuition Rate (Section 6 Non-Resident Students); School of Choice 2020-2021
 - b. Non-Union Administrative & Central Office Contracts 2020-2021
 - c. 2019-2020 Budget Amendment
 - d. 2020-2021 Budget Adoption
 - e. Audit Engagement Letter - Hungerford Nichols
 - f. Elementary Bond Project Application and Certificate for Payment #2
 - g. Set July 2020 Board Meeting Date Time Place
 - h. NEOLA Policy Updates: Volume 34, Number 2
15. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
16. 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 Public Budget Hearing and Regular Meeting – Agenda Notes

Meeting Notice and Meeting Access Information:

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

The Board of Education for Ludington Area School District will meet on Monday, June 22, 2020 at 6:00 am 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 Executive Order 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)+1 314-649-9594
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
 - Pin number: 935 572 328#

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/zgw-sup-a-qcu

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 2020-2021 budget. The Board may not adopt its proposed 2020-2021 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 2020-2021 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.

REGULAR MEETING

SUPERINTENDENT'S REPORT

Return to School Planning, Preparedness and Response Plan, and Parent and Staff Survey Results

We will discuss the work of the District Return to School Task Force, the efforts made toward developing plans for returning to school in the fall, the District's Preparedness and Response Plan, along with survey results from parents and staff members regarding a return to school in the fall.

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 building and site committee apprised of the work and progress at the elementary school project site. These notes will also be posted to the District's website.

Architectural Field Report on Elementary School Project

We will review the Architectural Field Report on the Elementary School Project that was completed by Jon DenOuden from GMB Architecture + Engineering, dated June 11, 2020. Jon is a construction administrator with GMB Architecture + Engineering. He was formerly a construction superintendent with the Wolverine Construction Group, 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. These field reports will also be posted to the District's website as they are received.

2020 - 2021 Staffing Plan

We will discuss the staffing plan for the 2020-2021 school year and the staffing assumptions that were used in the development of the 2020-2021 budget.

DISCUSSION ITEMS

Donald C. Baldwin Pool Estimate Update

We will discuss the pool repair estimates that were received from the trade contractors by the Christman Company. We will also discuss the timeline pertaining to bond related pool repairs. It was our hope that we would be able to complete the pool repairs and upgrades prior to swimming season starting back up in the fall. However, after the statewide shutdown, suppliers have been unwilling to commit to any sort of delivery dates. This made it difficult to finalize the project budget. Thus, it is highly unlikely that we will fit these repairs and upgrades in this year, unless the pool is closed for a significant period of time this fall.

The anticipated pool upgrades and repairs were approximately \$600,000, as outlined below:

Mechanical: \$490,000
Electrical: \$30,000
Architectural: \$30,000
Design/Budget Contingency: \$50,000

It is important to understand that the estimate above does not encompass all of the bond related work that was scheduled to be completed at the pool. This estimate would address many of the mechanical issues that we continue to deal with in order to keep the pool operational, but will need to be pushed back to align with the original project scope due to the statewide shutdown.

School Building Appraisals and Developing a Marketing Plan

As discussed at the May 18, 2020 Board of Education meeting, the District has received the appraisals of Foster School, Lakeview Elementary School, and Pere Marquette Early Childhood Center. The appraisals were conducted by Northern Michigan Real Estate Consultants, and was based on market value being defined in the Agencies’ appraisal regulations as the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. The table below outlines a brief summary of the appraisal for each building:

Building	Highest and Best Use	Conclusion of Market Value	Estimated Marketing Time
Foster	<u>If vacant:</u> Hold for future development <u>As improved:</u> Use of existing building for neighborhood compatible purpose	\$220,000	12 months or less
Lakeview	<u>If vacant:</u> Hold for future development <u>As improved:</u> Use of existing building for neighborhood compatible purpose	\$165,000	12 months or less
Pere Marquette	<u>If vacant:</u> Hold for future development <u>As improved:</u> Use of existing building for neighborhood compatible purpose	\$100,000	12 months or less

We will discuss the development of a plan to market each of the properties or seek alternative use for each building and/or property.

Second Reading: NEOLA Policies Volume 34 Number 2

We will complete the second reading of the NEOLA Volume 34, Number 2 policy update with the Board and the Board will be asked to approve the policy updates at the meeting on Monday after hearing the second reading. The update will include updates to the following policies:

- 2210: Curriculum Development - Approved Courses
- 2412: Homebound Instructional Program
- 2414: Reproductive Health and Family Planning
- 3362.01: Threatening Behavior Toward Staff Members
- 5200: Attendance
- 4162: Controlled Substance and Alcohol: Safety Sensitive Functions
- 5335: Care of Students with Chronic Health Conditions
- 6107: Authorization to Accept and Distribute Electronic Signatures
- 8210: School Calendar
- 8400: School Safety Information

8462: Student Abuse and Neglect

8450: Control of Casual Contact Communicable Diseases (COVID-19)

Evaluation of the Superintendent

Section IV (8) of Executive Order 2020-65 does state: “Strict compliance with rules and procedures under section 1249, 1249a, 1249b, and 1250(1) of the School Code, MCL 380.1249, 380.1249a, 380.1249b, and 380.1250(1), under section 38.93 of the Teachers’ Tenure Act, MCL 38.93, and under section 104 of the School Aid Act, MCL 388.1704, is temporarily suspended to the extent necessary to waive any requirement for assessments or other performance evaluations of teachers not on an individual development plan on March 13, 2020 and **district administrators during the 2019–2020 school year.**”

Section IV (9) of Executive Order 2020-65 also states: “Strict compliance with rules and procedures under subsections (1), (3) and (4) of section 1250 of the School Code, MCL 380.1250(1), (3) and (4), is temporarily suspended for the remainder of the 2019–20 school year.”

Finally, Section IV (15) of Executive Order 2020-65 states: “Nothing in this order prohibits an employing school district from completing an annual year-end performance evaluation for the 2019–2020 school year...”

With this stated, It is my recommendation that a modified evaluation of the superintendent be completed for the 2019-2020 school year, as student, teacher, and principal achievement data is not available due to COVID-19 assessment requirements being waived for the 2019-2020 school year. We will discuss the evaluation of the superintendent and the process that the Board will use to complete an evaluation of the superintendent, based upon committee recommendation.

ACTION ITEMS

Tuition Rate (Section 6 Non-Resident Students)/School of Choice 2020/2021

By state law, tuition cannot be charged for non-resident students under Section 105 or 105c, Schools of Choice. However, also required by state law, tuition must be charged to non-resident students who are released by their resident district after the Section 105 or 105c, Schools of Choice application deadline has passed. These are called Section 6 non-resident students.

“Motion to accept School of Choice students and set the tuition charge for Section 6 non-resident students, as accepted by the Ludington Superintendent of Schools and released by their resident district, at \$1.00 per student for the 2020/2021 school year, such tuition due and payable upon final acceptance for attendance in the Ludington Area Schools.”

Administrative, Central Office & Non Union Contracts

We will need an action item to approve non-union administrative and central office contracts. The superintendent is recommending that the administrators (Jesse Rickard, Dan Mesyar, Steve Forsberg, Mike Hart, Randy Fountain, Brian Dotson, Jenn Mackey, Katie Eisinger, Abby Schaperkotter) and other central office staff/supervisors and non-union staff (Jen Collins, Donna Garrow, Susie Hovey, Andy Klevorn, Mary Marble, Laura Kassanos, Carrie Moeggenberg, Penny Schultz, Deb Wilsey and Brent Gillett) receive a one year extension of their contracts. Salaries and benefits will remain as they were during the 2019-2020 school year until the LEA contract has been negotiated for the 2020-2021 school year. The same salary provisions of that contract will be applied to administrative contracts. It is recommended that the Board approve the contracts as presented to you.

2019/2020 Budget Amendment

As part of our 2020-2021 Budget Hearing, a budget amendment will also be presented for the current school year. I recommend that you approve the resolution provided to amend our 2019-2020 budgets.

2020/2021 Budget Adoption

We will share information on all of our funds at our 2020/2021 Budget Hearing on Monday. The Board is required to approve a budget prior to June 30, 2020, even though the State of Michigan has not formally adopted a State School Aid Budget for 2020-2021 yet. I recommend that you approve the resolution provided to establish our 2020/2021 budgets.

Appointment of Audit Firm: Audit Engagement Letter - Hungerford Nichols

We will need a motion to approve the appointment of the District's auditing firm for the 2020-2021 school year. It is the recommendation of the superintendent that the District continue to use the auditing services of Hungerford Nichols as the district's audit firm for the 2020-2021 school year. The approval of the firm will authorize the superintendent and the Board treasurer to sign and execute the audit engagement letter with Hungerford Nichols.

Elementary Bond Project Application and Certificate for Payment #2

We will need an action item to approve the certificate for payment on the elementary school bond project and to authorize the District to pay \$194,600.01, as certified by the architect and construction manager, and as outlined in the Certificate for Payment.

Set July 2020 Board Meeting Date Time Place

We will need to set the schedule for our July meeting. It is recommended that the Board meet at 6:00 p.m. on July 20, 2020, at the Administration Office, 809 East Tinkham Avenue, Ludington, Michigan.

NEOLA Policy Updates: Volume 34 Number 2

We will need an action item to approve the NEOLA Volume 34, Number 2 policy updates, as discussed. The approval will include discussed updates to the following policies:

- 2210: Curriculum Development - Approved Courses
- 2412: Homebound Instructional Program
- 2414: Reproductive Health and Family Planning
- 3362.01: Threatening Behavior Toward Staff Members
- 5200: Attendance
- 4162: Controlled Substance and Alcohol: Safety Sensitive Functions
- 5335: Care of Students with Chronic Health Conditions
- 6107: Authorization to Accept and Distribute Electronic Signatures
- 8210: School Calendar
- 8400: School Safety Information
- 8462: Student Abuse and Neglect
- 8450: Control of Casual Contact Communicable Diseases (COVID-19)