

**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:** November 19, 2018  
**TIME:** 6:00 p.m.  
**PLACE:** Ludington Area Schools Administration Office  
 809 E. Tinkham Avenue, Ludington, Michigan

- I. CALL TO ORDER & ROLL CALL
  - ☑ Steve Carlson ☑ Kelly Thomsen ☑ Bret Autrey ☑ Mary Jo Pung ☑ Mike Nagle ☑ Stephanie Reed ☑ Josh Snyder
- II. PLEDGE OF ALLEGIANCE
- III. AGENDA MODIFICATION
- IV. CITIZEN PARTICIPATION
- V. CONSENT AGENDA
  - A. Ratification of Bill Payment - Per Summary Dated November 19, 2018
  - B. Approval of Minutes Regular Meeting October 15, 2018; Special Meeting October 29, 2018
  - C. Annual Resolution and Summer Tax Agreements
- VI. BOARD COMMITTEE REPORTS
  - A. Finance Committee Report November 14, 2018
  - B. Personnel Committee Report November 16, 2018
  - C. Building & Site Committee Report November 16, 2018
- VII. SUPERINTENDENT'S REPORT and COMMENTS
  - A. Official Canvass Statement of Votes: Election and Orientation of New Board Members
  - B. Staff Update (Resignation Acceptance)
  - C. Portrait of a Graduate: 21st Century Educational Strategies
  - D. Strategic Plan - Facilities Update and Recommendation
- VIII. DISCUSSION ITEMS
  - A. Grant Award Notification: Section 35(a)5 Additional Instructional Time Grant
  - B. Recommendation to Hire: Director of Business Services
  - C. Schedule Special Board Meeting: November 26, 2018
  - D. Science Department Travel Request
  - E. Alternative Sources of Funding: Clean Diesel Bus Grant Application
  - F. District Safety Team Update and Navigate Prepared
  - G. Neola Policy Update: Volume 33, Number 1
  - H. Special Education Services
- IX. ACTION ITEMS
  - A. Director of Business Services Contract Approval
  - B. LAC Shared Time Agreement Renewal 2019-2021
- X. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- XI. ADJOURNMENT

# Memorandum - Office of the Superintendent

**FROM:** Jason Kennedy, Superintendent

**RE:** Regular Meeting ~ Agenda Notes

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## ***Regular Meeting***

### **SUPERINTENDENT REPORT**

#### **Official Canvass Statement of Votes: Election and Orientation of New Board Members**

The District officially received the statement of votes from the Mason County Board of County Canvassers from the General Election that was held on Tuesday, November 6, 2018. The official vote totals are listed below, with the top two vote getters (highlighted) being declared elected:

**Leona Ashley: 4,385**

**Scott Foster: 4,121**

Brian Zatloukal: 2,368

Each newly elected board member will receive an orientation packet that includes documents from MASB. These documents focus on what new board members need to know, as well as the most up to date version of the Open Meetings Guide for School Board members. All board members will also receive the most recent updated version of the Open Meetings Guide for School Board Members.

#### **Staff Update (Resignation Acceptance)**

The District received a letter of resignation from Lakeview Elementary Principal, Amber Kowatch, effective December 31, 2018. The principal's position has been posted at Lakeview Elementary School. The posting deadline is: Wednesday, November 21, 2018. The District intends to recommend a replacement for Mrs. Kowatch at the December Board of Education meeting. We appreciate and value Mrs. Kowatch's leadership within our district and with our schools and families, and we wish her continued success in all future endeavors.

#### **Portrait of a Graduate: 21st Century Educational Strategies**

In order to answer questions about the instructional plan that would be developed to address 21st century learning moving forward, Ludington Area Schools has been invited to participate in a professional learning communities model with other high performing schools in Michigan. Saline Area Schools provided the recommendation for Ludington to join this cohort of Ed Leader 21 schools. It is recommended that LASD join the Ed Leader 21 cohort of schools and follow the seven steps to developing 21st century learning schools and classrooms within our District. This process will lead to the development of the District's new 3-5 year "roadmap" or strategic plan with an emphasis on staff professional learning in collaboration with other high performing schools throughout the state, as a focus is placed on differentiated learning, the implementation of project based learning, and the development of a portrait of the District's graduates that differentiate learning pathways for students. Schools such as Saline, Chelsea, West Bloomfield, Bloomfield, and a handful of other schools in the state participate in this collaborative process to advance 21st century learning.

#### **Update on Facilities Planning and Recommendation**

We will discuss the concept scenarios that have been further researched by the planning team, as discussed at the most recent Board work session meeting. A recommendation will be made to the Board of Education. Scenario J involves the renovation, with some new additions, to the current secondary complex, where the complex would remain as the secondary complex. Scenario K would involve renovating the current secondary complex into an elementary complex, while building a new secondary complex on the Outcalt Property. Details of each scenario will be presented at the meeting on Monday.

## **DISCUSSION ITEMS**

### **Grant Award Notification: Section 35(a)5 Additional Instructional Time Grant**

Ludington Area Schools was notified on Friday, November 16, 2018 that we have been awarded an initial grant award of \$33,589.43 for the Additional Instructional Time and Interventions grant. Funding for the Additional Instructional Time and Interventions grant has been authorized by Section 35(a)5 of the State School Aid Act, P.A. 265 of 2018. This grant has been awarded to assist districts with the cost of additional instructional time to those pupils in grades K-3 who have been identified by using Michigan Department of Education approved screening and diagnostic tools as needing additional supports and interventions in order to be reading at grade level by the end of grade 3.

### **Recommendation to Hire: Director of Business Services**

I am pleased to recommend Mr. Jesse Rickard to fill the Director of Business Services Position beginning January 1, 2019. He is the current Director of Finance at Hart Public Schools. Mr. Rickard has been highly recommended for the position, and he is extremely excited and energized to take this position to help us move forward. He has helped stabilize Hart's fund balance, has managed Hart's \$14 million dollar budget, he is an analytical thinker and problem solver, he recently completed a \$16 million dollar bond project at Hart, has recent experience working with Michigan Treasury and contractors, and he has experience in bargaining and negotiating contracts. Jesse has earned the Chief Financial Officer Certification from the Michigan School Business Officials Association (MSBOA) and he has a Bachelor's Degree in Accounting from Judson University in Elgin, IL. Mr. Rickard will be a great fit for our team.

### **Schedule Special Board Meeting: November 26, 2018**

The Board will discuss scheduling a special Board meeting on Monday, November 26, 2018 at 6:00 PM at the LASD Administration Building. The purpose of the meeting will be to consider an action item to approve the scope of the facilities improvement plan, and to appoint the professional team to complete the pre-qualification application with the Michigan Department of Treasury.

### **Science Department Travel Request**

The Science Department is seeking approval for an Alaska trip for the summer 2020. We will discuss this travel opportunity at the meeting.

### **Alternative Sources of Funding: Clean Diesel Bus Grant Application**

In 2015, Volkswagen admitted that it had installed emissions control defeat devices to cheat emissions tests and deceive federal and state regulators. Due to VW's malfeasance, a \$2.8 billion Environmental Mitigation Trust was established. Michigan received \$64.8 million of the \$2.8 billion Volkswagen Settlement.

Michigan has developed a plan to spend those funds. One goal within that plan is to reduce diesel emissions from school buses. To meet that goal, under phase one of the plan, \$12.9 million will go toward replacing class 4-8 school buses. Projects in this plan will involve replacement of eligible school buses with new diesel, alternate-fueled, or all-electric school buses.

The District has applied for a MDEQ Clean Diesel Bus Grant Application to offset up to \$80,000 in costs associated with the next round of bus purchases from our bus bond. A special thanks to Deb Wilsey and Bruce Doggett for their assistance in completing the grant application. If we are successful in earning grant dollars from this program, we will receive the proceeds to apply toward the purchase of the next four buses in our bus bond replacement program during the 2019 fiscal year.

### **District Safety Team Update and Navigate Prepared**

The District Safety Team met on November 14, 2018 and discussed the following topics: District lockdown procedures, implementation of the Rave Panic Button and updates, ALICE staff training and District plans, fire drill procedures, the implementation of Interquest Detection Canines, Narcan and Narcotics test kits, vaping issues, implementation of enhanced safety drills, student practice using the Boot, and plans to further develop staff training in collaboration with local law enforcement agencies.

The District team also discussed the purchase and implementation of Navigate Prepared, a system that will fully map and digitize District facilities, allow Central Dispatch and law enforcement officials access to video surveillance during an emergency situation, provide for the ability to track and monitor student attendance during emergency drills, create an app based software that houses all District emergency operations plans and procedures for immediate access during a crisis, link and log all safety drills for ease of reporting, while also helping facilitate many other safety related functions during a crisis situation. The District Safety Team would like to purchase this service.

### **Neola Policy Updates Volume 33 Number 1**

We completed the review of the first reading of the NEOLA Policy updates for Volume 33, Number 1, which was recently released. A copy of the policies was provided to Board committee members at the policy committee meeting. We will then complete a second reading next month. The policy updates include:

#### **Board Bylaws**

- Bylaw 0100 - Definitions
- Bylaw 0122 - Board Powers
- Bylaw 0131.1 - Bylaws and Policies
- Bylaw 0143.1 - Public Expression of Board Members
- Bylaw 0165.6 - Cancellation
- Bylaw 0166 - Agenda
- Bylaw 0167.1 - Voting
- Bylaw 0167.2 - Closed Session
- Bylaw 0167.3 - Public Participation at Board Meetings
- Bylaw 0167.6 - Use of Social Media

#### **Office of Civil Rights**

- Policy 1422/3122/4122 - Nondiscrimination and Equal Employment Opportunity
- Policy 1662/3362/4362 - Anti-harassment
- Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity
- Policy 5517 - Anti-harassment
- Policy 5517.02 - Sexual Violence

#### **Every Student Succeeds Act**

- Policy 2112 - Parent and Family Engagement
- Policy 2261 - Title I Services
- Policy 2261.01 - Parent and Family Member Participation in Title I Programs
- Policy 2261.03 - District and School Report Card
- Policy 2700 - P.A. Annual Reports

#### **Michigan Legal Statutes**

- Policy 2271 - Post-secondary Enrollment Option Program
- Policy 3120 - Employment of Professional Staff
- Policy 3120.04 - Employment of Substitutes
- Policy 3130 - Assignment and Transfer
- Policy 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicles
- Policy 5330 - Use of Medications
- Policy 5460 - Graduation Requirements
- Policy 5540 - Interrogation of Students
- Policy 5610 - Emergency Removal, Suspension, and Expulsion of Students
- Policy 5610.01 - Expulsions / Suspensions - Required by Statute
- Policy 5611 - Due Process Rights

Policy 5630.01 - Student Seclusion and Restraint  
Policy 6325 - Procurement - Federal Grants / Funds  
Policy 6350 - Prevailing Wage Coordinator  
Policy 8210 - School Calendar

### **Special Education Services**

We will discuss our special education service model with the Board, with special emphasis placed on regional programs offered through the WSESD.

### **ACTION ITEMS**

#### **Director of Business Services Contract Approval**

We will need to approve the hiring of Jesse Rickard to a two and a half year contract, pending successful completion of all inservice requirements and background checks per Board Policy and Michigan Law.

#### **LAC Shared Time Agreement Renewal 2019-2021**

Our current shared time agreement with LAC expires at the end of the 2018-2019 school year. I met with Collin Thompson, LAC Principal, last week to discuss the agreement. I recommend you approve the two year renewal of the agreement.