

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.

**PERSONNEL/POLICY COMMITTEE**

Date: December 8, 2021

Time: 7:00 a.m.

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

- 1) CALL TO ORDER & ROLL CALL
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
  - a) School Nurse Consideration
  - b) New Supervisor Hiring Recommendation
  - c) School District Authorized Signatories Designated
  - d) School District Electronic Transfer Officer Designees
  - e) Second Reading - Neola Policy Update Volume 36 Number 1
  - f) Thrun Law Firm - Review of School Law Notes
  - g) Updates from other committees
- 5) OTHER ITEMS OF BUSINESS AND 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 Interim Superintendent Dr. Peggy A. Mathis 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: Dr. Peg Mathis, Interim Superintendent  
RE: Committee Meeting – Agenda Notes

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## 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

## **DISCUSSION ITEMS**

### **School Nurse Consideration**

We will discuss the most recent updates related to the ability to hire a school nurse, as well as a potential state grant opportunity to help support this position. Section 310 of the State School Aid Act has allocated funding to increase student supports this year, and school nurses are one of the supports identified as an allowable use for these funds.

### **New Supervisor Hiring Recommendation**

The District received a formal resignation from Kevin Lange, the Child Nutrition Program Director in November to pursue another opportunity. Interviews were conducted for this position one year ago when Donna Garrow retired and Mr. Lange was selected as the top candidate. Another candidate, Caryn Elam, was also identified as a top candidate by the committee at that time, but ultimately the position was offered to Mr. Lange. Ms. Elam has expressed an interest in this now vacant position.

Caryn Elam is a Certified Dietary Manager, as well as a Certified Food Protection Professional, which is equivalent to an Associate's degree in School Nutrition Professional Standards. She has served in roles similar to this since 2010 as the Director of Dining Services for both Hart Public Schools and Mona Shores Public Schools. The District is pleased to recommend the hiring of Caryn Elam for this position.

### **School District Authorized Signatories Designated**

We will need a motion to designate the Superintendent and Director of Business Services (Dr. Kyle Corlett, 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. This will take effect on January 1, 2022 when Dr. Corlett's employment officially begins.

### **School District Electronic Transfer Officer Designees**

We will need a motion to recommend the Superintendent and Director of Business Services (Dr. Kyle Corlette, 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. This will take effect on January 1, 2022 when Dr. Corlett's employment officially begins.

### **Second Reading - Neola Policy Updates Volume 36 Number 1**

We will review recommended policy updates from Neola.

### **Thrun Law Firm - Review of School Law Notes**

We will discuss the most recent school law notes with the committee. This will provide the committee with the most recent developments in school law with regard to policy development.

### **Updates from Other Committees**

We will review updates from each of the other committees in preparation for the Board meeting on Monday.