

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 18, 2022
TIME: 6:00 p.m.
PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431

REGULAR MEETING

1. CALL TO ORDER
Steve Carlson Bret Autrey Mike Nagle Stephanie Reed Josh Snyder Leona Ashley Scott Foster
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
4. CITIZEN PARTICIPATION
5. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated July 18, 2022
 - b. Approval of Minutes –Budget Hearing/Regular Meeting June 20, 2022
 - c. Non-Union At-Will Contracts
 - d. 2022-2023 Student Handbook Approvals
 - e. 2022-2023 Program & Curriculum DK-12
 - f. Hiring Approvals & Resignation Acceptances
6. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building & Site Committee Report
 - c. Personnel Committee Report
7. SUPERINTENDENT'S REPORT and COMMENTS
 - a. Update on Summer Projects
8. DISCUSSION ITEMS
 - a. Elementary Bond Project Application and Certificate for Payment #27
 - b. Set Board Meeting Schedule 2022-2023 (Dates, Times, Locations)
 - c. School District Depositories & Authorized Signatories Designated
 - d. Electronic Transfer Officer Designees
 - e. DTE Agreement
 - f. Band Travel Request to Chicago
 - g. Wellness Policy Update
 - h. Pickleball Club Agreement
 - i. New Teacher Contract - Steven Nimcheski
 - j. Bid for Softball Field Improvements
 - k. Financial Software
9. ACTION ITEMS
 - a. Elementary Bond Project Application and Certificate for Payment #27
 - b. Set Board Meeting Schedule 2022-2023 (Dates, Times, Locations)
 - c. School District Depositories & Authorized Signatories Designated
 - d. Electronic Transfer Officer Designees
 - e. DTE Agreement
 - f. Band Travel Request to Chicago
 - g. Wellness Policy Update
 - h. Pickleball Club Agreement
 - i. New Teacher Contract - Steven Nimcheski
 - j. Bid for Softball Field Improvements
 - k. Financial Software ~ Munis Software Services
10. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
11. 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 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. Kyle Corlett, Superintendent
RE: 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

Regular Meeting

***CONSENT AGENDA**

Non-Union At-Will Contracts

It is recommended that the Board approve annual contracts and service agreements with the following employees.

- Mark Boon, LHS Student Enhancement Intervention Specialist
- Misty Bolton - LECC Teacher
- Trish Forfinski, LES At-Risk Interventionist
- Dennis Genson, LHS At-Risk Math Support
- Beth Gunsell, LES At-Risk Specialist
- Michelle Holtrust - Director of Online Learning
- Michelle Kiessel, LES At-Risk Specialist
- Jasmine Mott - LECC Teacher
- Andrea Sargent, LHS At-Risk Specialist
- Melanie Tomaski - Director of Oriole Work Based Learning Academy
- Kirk Walden, LHS At-Risk Coordinator

Hiring Approvals

- Courtney Walters, LECC Teacher 3 Year Old Class

Resignation Acceptances

- Dylana Kelso, LES Aide

Student Handbooks & Curriculum Approvals

The major changes for the high school handbook include linking board policies in code of conduct sections where appropriate. There were minor language changes surrounding the closure of the LHS library during renovations. The section on credit/no credit was also updated to better clarify the process for students and families.

The major changes for the middle school and elementary handbook include syncing the wording for medication disbursement, updating the wording for the appeal of suspension to mirror the Board policy, and for the middle school updating the dress code to include wearing of capes (which became an issue at the end of the year).

SUPERINTENDENT'S REPORT

I will give a general update about projects we have going on this summer.

DISCUSSION ITEMS

Bond Project Application and Certificate for Payment #27

We will need an action item at the Board meeting to approve the certificate for payment on the school bond project and to authorize the District to pay \$947,513.11, as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The certified pay application has been shared with the Board.

Set Board Meeting Schedule 2022-2023 (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 2022-2023 with a starting time at 6:00 p.m. for all regularly scheduled meetings, as outlined below:

<u>Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
August 15, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 19, 2022	Regular Meeting	Ludington Elementary School 5771 W Bryant Road
October 17, 2022	Regular Meeting	OJ DeJonge Middle School 706 East Tinkham Avenue
November 21, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 12, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 16, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 20, 2023	Regular Meeting	Ludington High School 508 North Washington Avenue
March 20, 2023	Regular Meeting	Ludington Elementary School 5771 W Bryant Road
April 17, 2023	Regular Meeting	OJ DeJonge Middle School 706 East Tinkham Avenue
May 15, 2023	Regular Meeting	Ludington High School 508 North Washington Avenue
*June 19, 2023	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

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 (Dr. Kyle B. Corlett, Laura Jacobs) 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 (Dr. Kyle B. Corlett, Laura Jacobs) 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.

DTE Agreement

DTE is requesting to purchase an extension to the property they currently have behind our bus garage. Their proposal is for \$5,000. Here's a description of the purchase from the contract- "A 15-foot-wide pipeline easement and a 40-foot-long by 42-foot-wide Gate Valve Site as described on attached Exhibit "A", together with the right of ingress and egress at convenient points for such purposes, and with all rights necessary for the convenient enjoyment of the privileges herein granted."

Band Travel Request to Chicago

We received a travel request to Chicago from the band director Keith Kuczynski. The itinerary is included in the packet for your review.

Wellness Policy Update

We will discuss the recommended update to our wellness policy. Caryn Elam, Food Service Director, summarized the changes below- "The LASD Wellness Policy complies with nearly all current requirements. The Wellness Committee is very active and involved in the district, making real, appreciable changes that improve the health of its students, staff and community.

In order to be compliant, the Wellness Committee recommends adding the following items to the Wellness Policy:

- Parents and guardians whose children attend LASD will be educated about the importance of providing healthy treats and rewards and will be encouraged to do so via student handbooks and various family communications.
- Recess before lunch will be implemented at all applicable grade levels, which is shown to increase the consumption of fruits, vegetables and milk and thus reduce waste.”

Pickleball Club Agreement

We have worked with the Ludington Pickleball group in developing an agreement for the use of the courts on Oriole Field. The agreement outlines that further updates to the courts will be the responsibility of the club, that they will allow public access to the courts at all times unless for major events, in which case they would post signs and notify the school. There were other details included such as when bathrooms were to be opened and cleaned.

New Teacher Contract - Steven Nimcheski

We are pleased to recommend Steven Nimcheski who will be teaching science at LHS. Steven holds a Bachelor’s Degree from Michigan State University in Fisheries and Wildlife management and a Master’s Degree in secondary education from Wayne State University. Steven comes with 13 years of teaching experience.

Bid for Softball Field Improvements

We received two bids to level out and resurface the softball field along with adding drainage. The lowest and recommended bid was from Water Management Specialists, INC for \$95,887 and the higher bid was by Greenscape General Contracting for \$138,100.

Financial Software

We will discuss the financial software proposal.

ACTION ITEMS

Bond Project Application and Certificate for Payment #27

Board President: *We will need a motion to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of \$947,513.11 as certified by the architect and construction manager, and as outlined in the Certificate for Payment.*

Motion by Member _____, *to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of \$947,513.11 as certified by the architect and construction manager, and as outlined in the Certificate for Payment.*

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Set Board Meeting Schedule 2022-2023 (Dates, Times, Locations)

Board President: *We will need a motion to approve the Board meeting schedule for the regular meetings of the Board of Education for 2022-2023 with a starting time at 6:00 p.m. for all regularly scheduled meetings and locations as presented:*

<u>Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
August 15, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 19, 2022	Regular Meeting	Ludington Elementary School 5771 W Bryant Road
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November 21, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.

*December 12, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 16, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 20, 2023	Regular Meeting	Ludington High School 508 North Washington Avenue
March 20, 2023	Regular Meeting	Ludington Elementary School 5771 W Bryant Road
April 17, 2023	Regular Meeting	OJ DeJonge Middle School 706 East Tinkham Avenue
May 15, 2023	Regular Meeting	Ludington High School 508 North Washington Avenue
*June 19, 2023	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

Motion by Member _____, to approve the schedule of board meetings as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

School District Depositories & Authorized Signatories Designated

Board President: 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 (Dr. Kyle B. Corlett, Laura Jacobs) 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.

Motion by Member _____, to designate West Shore Bank as official depository of the school district and, further, to designate the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) 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.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

School District Electronic Transfer Officer Designees

Board President: We will need a motion to approve the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) 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.

Motion by Member _____, to approve the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) 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.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

DTE Agreement

Board President: We will need a motion to approve the DTE Agreement as written and presented.

Motion by Member _____, to approve the DTE Agreement as written and presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Band Travel Request to Chicago

Board President: We will need a motion to approve the band travel request to Chicago as presented.

Motion by Member _____, to approve the band travel request to Chicago as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Wellness Policy Update

Board President: We will need a motion to approve the Wellness Policy as written and presented.

Motion by Member _____, to approve the Wellness Policy as written and presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Mason County Disc Golf Agreement

Board President: We will need a motion to approve the Mason County Disc Golf Agreement as presented.

Motion by Member _____, to approve the Mason County Disc Golf Agreement as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Pickleball Club Agreement Update

Board President: We will need a motion to approve the Pickleball Club Agreement as presented.

Motion by Member _____, to approve the Pickleball Club Agreement as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed
(Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Teacher Contract Approval Steven Nimcheski

Board President: We will need a motion to approve a probationary teaching contract for Steven Nimcheski serving as science teacher at Ludington High School pending successful completion of all in service requirements and background checks per Board Policy and Michigan Law.

Motion by Member _____, to approve a probationary teaching contract for Steven Nimcheski serving as science teacher at Ludington High School pending successful completion of all in service requirements and background checks per Board Policy and Michigan Law.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed
(Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Bid for Softball Field Improvements

Board President: We will need a motion to approve the bid by Water Management Specialists for \$95,887 for the proposed work to the softball field.

Motion by Member _____, to approve the proposed bid as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed
(Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

Financial Software ~ Munis Software Services

Board President: We will need a motion to approve Munis Software Services as presented.

Motion by Member _____, to approve Munis Software Services as presented.

Support by Member _____.

VOTE: (Y/N) Steve Carlson (Y/N) Bret Autrey (Y/N) Josh Snyder (Y/N) Mike Nagle (Y/N) Stephanie Reed
(Y/N) Leona Ashley (Y/N) Scott Foster. AYES: ____ NAYES: ____ MOTION: Passes / Fails.

RATIFICATION OF BILL PAYMENT

July 18, 2022

Period: 6/16/2022 through 7/11/2022

GENERAL OPERATING FUND

Payroll 6/17/22	795,715.77
Payroll 7/1/22	704,057.07

Total Payroll	1,499,772.84
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Bills (6/16/22 through 7/11/22)	<u>660,153.74</u>
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2,159,926.58

TOTAL GENERAL OPERATING FUND

TOTAL ATHLETIC FUND

209.43

Bills (6/16/22 through 7/11/22)

TOTAL LUNCH FUND

30,828.96

Bills (6/16/22 through 7/11/22)

GRAND TOTAL ALL FUNDS

2,190,964.97

Bills (6/16/22 through 7/11/22)



Market Overview

	Current Period	Year-to-Date
	06/01/2022	01/01/2022
Beginning Market Value	2,597,067.48	12,741,860.94
Income		
Interest		2,822.60
Dividends	857.30	2,912.30
Net Contributions/Distributions		
Receipts	1,999,500.00	5,374,548.83
Disbursements	(3,697,481.54)	(17,222,201.43)
Change in Market Value	0.00	0.00
Ending Market Value	899,943.24	899,943.24

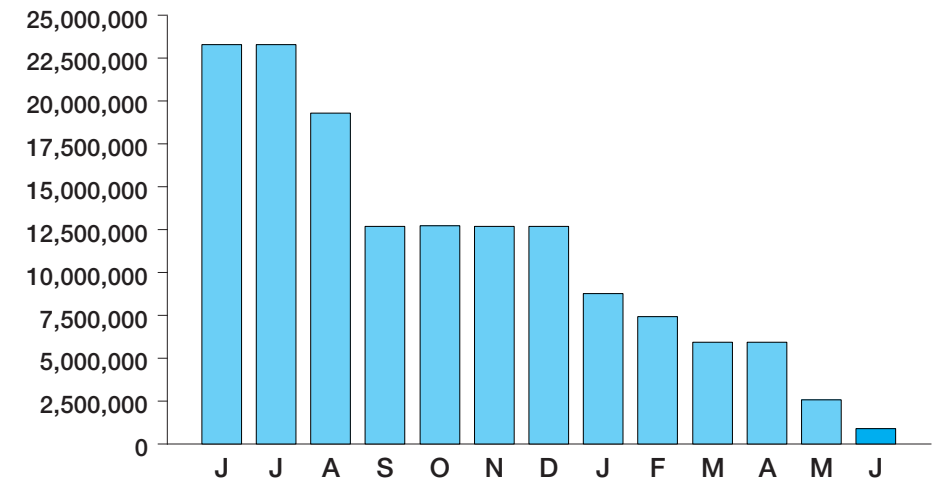
Asset Allocation

	Account Value Percentage	Market Value
■ Money Markets and Cash	100%	\$899,943
	100%	\$899,943

Capital Gains

	Current Period	Year-to-Date
Short-term Capital Gain / (Loss)	0.00	0.00
Long-term Capital Gain / (Loss)	0.00	0.00

Historical Value





Portfolio(s) included in Statement

Portfolio Number: 150363.1 Portfolio Name: Ludington Area Schools Custody 2019

Transaction Summary

	Income Cash	Principal Cash	Cost	Market Value Including Cash
Beginning Market Value	0.00	0.00	2,597,067.48	2,597,067.48
Income				
Interest		(857.30)	857.30	
Dividends		857.30		857.30
Additions				
Transfers		1,999,500.00		1,999,500.00
Disbursements				
Other		(1,699,314.87)	(1,998,166.67)	(3,697,481.54)
Purchases		(1,999,500.00)	1,999,500.00	
Sales & Maturities		1,699,314.87	(1,699,314.87)	
Ending Market Value	0.00	0.00	899,943.24	899,943.24





Statement of Investment Position

Units Description	Symbol Cusip	Cost Basis		Market Value		Unrealized Gain / (Loss)	Estimated Annual Income	Yield %
		Unit	Total	Unit	Total			
Money Markets & Cash								
Money Market Funds								
899,943.24 Michigan Class Cooperative Liquid Asset	SF8888741	1.00	899,943.24	1.00	899,943.24		13,321	1.48
Total Money Market Funds			899,943.24		899,943.24	0.00	13,321	
Total Money Markets and Cash			899,943.24		899,943.24	0.00	13,321	
Account Total			899,943.24		899,943.24	0.00	13,321	



Ludington Area Schools
Board of Education
Meeting Minutes June 20, 2022

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

BUDGET HEARING

- I. Call to Order & Roll Call ~ The public budget hearing was held in the Ludington Area School District Administration Office Boardroom located at 809 East Tinkham Avenue, Ludington, Michigan. The meeting was called to order by Board President Steve Carlson at six o'clock p.m.

Members Present: Steve Carlson, Mike Nagle, Stephanie Reed, Josh Snyder, Leona Ashley, Scott Foster
Members Absent: Bret Autrey

- II. Pledge of Allegiance
III. Agenda Modification ~ None to report.
IV. Citizen Participation ~ None heard.
V. Public Hearing ~ Jesse Rickard, Director of Business presented the final budget amendment for Fiscal Year Ending June 30, 2022 and the proposed 2022/2023 Budget. A review of the property millage rates were presented as part of the budget presentation.
VI. Adjournment ~ Motion by Snyder, supported by Nagle to adjourn the budget hearing at 6:25 p.m.
Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.

REGULAR MEETING

- I. Call to Order ~ The regular meeting was called to order at 6:25 p.m.
II. Special Presentation
A. Ludington Police Department Chief Tim Kozal addressed the Board to share collaboration efforts between law enforcement and district staff on safety and security planning.
B. Ludington Elementary School Principal Katie Eisinger presented an end of the year report for Ludington Elementary School. She shared information from the transition in January through collaboration successes between students and staff. She brought iPads to demonstrate how collaboration at the building led to an app that was developed to monitor and report social and emotional issues from students which in turn helps identify their emotions and ways to work through them. The app and in person support are tools for building staff to better understand needs of the students and getting support for their immediate needs and those ongoing.
III. Agenda Modification ~ None to report.
IV. Citizen Participation ~ One citizen addressed the Board.
V. Consent Agenda
A. Ratification of Bill Payment - Per Summary Dated June 20, 2022 was approved by consent.
B. Approval of Minutes – Regular & Closed Meetings May 16, 2022 were approved by consent.
C. Annual Summer Tax Resolution 2023 was approved by consent.
D. Annual Michigan High School Athletic Association Membership Resolution 2022/2023 was approved by consent.
E. MASB Membership Renewal 2022/2023 was approved by consent.
F. Tuition Rate (Section 6 Non-Resident Students) 2022/2023 was approved by consent.
G. Hiring Approvals for Gina Beck, Food Service Aide, Marla Sanders-Aide and Melissa Russell serving as ELL Coordinator were approved by consent. Resignation Acceptances for Peggy Bobrowski, Kaylyn Buckner, Danielle Hargett and Jesse Rickard were approved by consent.
Motion by Foster, supported by Reed, to approve the consent agenda as written and presented.
Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.

Ludington Area Schools
Board of Education
Meeting Minutes June 20, 2022

- VI. Board Committee Reports
- A. The Finance Committee report was presented by Josh Snyder.
 - B. The Building and Site Committee report was presented by Mike Nagle.
 - C. The Personnel Committee report was presented by Stephanie Reed.
- VII. Superintendent Report and Comments
- A. The annual report on bullying for the 2021-2022 school year was presented. The definition of bullying was shared. There were two incidents for the District reported to the state for the current year meeting the definition of bullying.
 - B. COVID Return to Learn Plan Report 2021-2022 was presented.
 - C. A letter from West Shore Educational Service District Superintendent Dr. Jason Jeffrey was shared with the Board. He thanked Dr. Corlett and the District for the use of Peterson Auditorium for the graduation ceremony for their students.
- VIII. Discussion Items
- A. Waiver & Consent LASD ~ Uncollectible Personal Property Tax was presented by Carlos Alvarado.
 - B. Elementary Bond Project Application and Certificate for Payment #26 was presented.
 - C. Administrative Contract Approval Greg Pscodna, Athletic Director was presented.
 - D. Administrative Contract Approval Laura Jacobs, Director of Business Services was presented.
 - E. Teacher Contract Patrick Ruskowski was presented for approval.
 - F. Shoreline Cycling Club ~ Singletrack Showdown Race request was presented last month and set for action this month.
 - G. Bids for Replacing Gas Storage Tanks were shared.
 - H. Bids for Fixing CBO Roof were discussed.
 - I. Bus Purchases and bids were discussed.
 - J. Approval for Purchase of iPad Packages & Cases was discussed.
 - K. Purchase of Replacement VFD's was discussed. This was submitted to insurance but if it is not covered we need to schedule replacement.
 - L. EnviroClean Contract Renewal was discussed. The contract is one year and there was discussion about bringing custodial services back internally. The contract renewal will give the District time to research costs and staffing for next year.
 - M. Bids for Softball Field Work Diamond #3 Oriole Field was discussed.
 - N. Administrative & Central Office, Non-Union Contracts 2022/2023 were presented for discussion.
 - O. West Shore Educational Service District Parent Advisory Committee Appointment 2022/2023 Melissa Mutton was presented.
- IX. Action
- A. Motion by Nagle, supported by Reed, to approve the Waiver & Consent LASD ~ Uncollectible Personal Property Tax Resolution as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
 - B. Motion by Snyder, supported by Foster, to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of \$52,957.26 as certified by the architect and construction manager, and as outlined in the Certificate for Payment. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
 - C. Motion by Ashley, supported by Reed, to approve a three year administrative contract for Greg Pscodna, serving as Athletic Director pending successful completion of all in-service requirements and background checks per Board Policy and Michigan Law. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.

Ludington Area Schools
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- D. Motion by Nagle, supported by Foster, to approve a three year administrative contract for Laura Jacobs, serving as Director of Business Services pending successful completion of all in-service requirements and background checks per Board Policy and Michigan Law. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- E. Motion by Snyder, supported by Reed, to approve a probationary teaching contract for Patrick Ruszkowski serving as second grade teacher at Ludington Elementary School pending successful completion of all in-service requirements and background checks per Board Policy and Michigan Law. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- F. Motion by Reed, supported by Nagle, to approve the Shoreline Cycling Club use of the School Forest Trails on Saturday, Nov. 26, 2022 for their annual Singletrack Showdown mountain bike race as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- G. Motion by Ashley, supported by Nagle, to approve the bid award for the replacement of gas storage tanks to Rohr Gasoline Equipment who had the low bid of \$332,485.00 as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- H. Motion by Snyder, supported by Ahsley, to award the low bid to At The Peak Roofing LLC in the amount of \$98,323 as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- I. Motion by Nagle, supported by Reed, to approve the purchase of three Thomas buses from Hoekstra in the amount of \$313,128 as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- J. Motion by Ashley, supported by Nagle, to approve the iPad device replacement in an amount of \$1,959,387 pending award of grant funds as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- K. Motion by Nagle, supported by Snyder, to approve the VFD's from ControlNET in an amount of \$19,500 as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- L. Motion by Reed, supported by Nagle, to approve the one year contract renewal for EnviroClean as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- M. Motion by Foster, supported by Nagle, to approve the work on Softball Field Diamond #3 awarding the bid to Ruggles and Son in the amount of \$14,640 as presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- N. Motion by Reed, supported by Foster, to approve non-union administrative and central office contracts for all administrators (Dan Mesyar, Steve Forsberg, Mike Hart, Randy Fountain, Tim Hansen, Jenn Mackey, Katie Eisinger, Abby Schaperkotter) and other central office staff/supervisors and non-union staff (Susie Hovey, Andy Klevorn, Mary Marble, Laura Kassanos, Carrie Moeggenberg, Penny Schultz, Deb Wilsey, Brent Gillett, Tyrone Collins, Jen Collins, Caryn Elam, Nicole Benedict) receive a one year extension of their contracts. Salaries and benefits will be equivalent to the negotiated pay increase established for the LEA for the 2022/2023 school year. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- O. Motion by Snyder, supported by Nagle, to approve the resolution provided to amend our 2021/2022 budgets Fiscal Year Ending June 30, 2022 as written and presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- P. Motion by Nagle, supported by Reed, to approve the 2022/2023 Budget Resolution as written and presented. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.

Ludington Area Schools
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- Q. Motion by Reed, supported by Foster, to set the July regular meeting for 6:00 p.m. on July 18, 2022, at 809 East Tinkham Avenue, Ludington, Michigan. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- R. Motion by Reed, supported by Foster, to appoint Melissa Mutton as our representative on the WSESD SEPAC for the 2022/2023 school year. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.
- X. Other Items of Business and Announcements ~ The Superintendent and Board thanked Jesse Rickard for his service to the District.
- XI. Adjournment ~ Motion by Foster, supported by Snyder, to adjourn the meeting at 7:28 p.m.
- XII. Ayes: Carlson, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Passes 6-0.

Michael W. Nagle, Secretary, Board of Education

Approved _____

(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. Phone 231-845-7303.) *The Ludington Area School District is an equal opportunity employer and provider.*

Gate Valve & Pipeline Easement

For good and valuable consideration, receipt of which is hereby acknowledged, exempt from transfer taxes under MCL 207.526(h)(i) and MCL 207.505(h)(i), Ludington Area School District, a Michigan general powers school district, 809 E. Tinkham Ave., Ludington, MI 49431, (hereinafter called GRANTOR) for themselves, their heirs, executors, administrators, successors, and assigns hereby grants to DTE GAS COMPANY, a Michigan corporation, One Energy Plaza, Detroit, Michigan 48226 (hereinafter called GRANTEE) an easement with the right to install, operate, maintain, alter, replace, move and remove pipeline(s), gate valves, main line valves, blow-offs, meters, pipeline fittings, regulators and appurtenances, with housing therefor, conduct archeological and environmental testing and assessments, in connection with the construction, operation and maintenance of Grantee's pipeline or pipelines upon a parcel of land situated in City of Ludington, Mason County, Michigan, described as follows and as shown in the Survey attached hereto as *Exhibit "A"*:

REAL ESTATE DESCRIPTION: The South 1/2 of the Southwest 1/4 of the Southwest 1/4 EXCEPT the North 150 feet of Section 11, Township 18 North, Range 18 West; INCLUDING a 40-foot-wide strip of land formerly CSX Railroad right-of-way as described on Liber 441, Page 611 of Mason County Records. Being 15 acres more or less.
Parcel # 051-250-013-00 (the "Property").

EASEMENT DESCRIPTION: A 15-foot-wide pipeline easement and a 40-foot-long by 42-foot-wide Gate Valve Site as described on attached *Exhibit "A"*, together with the right of ingress and egress at convenient points for such purposes, and with all rights necessary for the convenient enjoyment of the privileges herein granted (the "Easement Area").

THE PARTIES FURTHER AGREE THAT:

1. **Structures and Trees:** Grantee, at its expense, shall have the right to erect, maintain and remove a fence around the Easement Area for the gate valve. No buildings or other structures shall be erected or placed, and no trees shall be planted, on or in the Easement Area without the written consent of the Grantee, which shall not be unreasonably withheld. Additionally, Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing in the Easement Area,

and remove any structures, improvements, fences, buildings or landscaping in the Easement Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's Facilities. Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in the Easement Area. Grantee shall make every reasonable effort to ensure that any such work will not be performed while the Grantor's schools are in session to minimize disruption to the Grantor's normal operations.

2. **Additional Workspace:** Additional workspace, contiguous to the easement may be used temporarily during construction, maintenance or removal of the pipeline(s) or the gate valve to be installed hereunder. If such additional workspace is necessary, Grantee shall provide advance written notice to the Grantor identifying that additional property and intended duration of use.
3. **Ground Elevation:** Grantee shall initially bury said pipeline or pipelines at a minimum depth of 24-inches. Grantor shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Grantee allowing said alteration.
4. **Damages/Restoration:** Grantee shall pay reasonable damages to improvements occasioned by said installation or by any of its subsequent operations under this easement or shall replace the damaged area to its original condition as reasonably practical. Grantee shall replace in good workmanlike manner all tile cut in the construction of the pipeline or pipelines.
5. **Exercise of Easement:** Grantee's nonuse or limited use of this easement shall not preclude Grantee's later use of this easement to its full extent.
6. **Indemnity:** Grantee assumes all risks arising out of its construction and use of the Easement Area. In addition, Grantee shall indemnify, defend, and hold Grantor harmless from and against all claims and liabilities for injury to persons or property, including without limitation, reasonable attorney's fees expended in defending against any such claims, to the extent caused by Grantee's or its subcontractor's actions or failure to act related to this Grant.
7. **Assignment/Successors:** Grantee's rights herein granted may be assigned in whole or in part upon providing written notice to Grantor. This easement runs with the land, and all rights, privileges and obligations created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executors, successors, and assigns of the parties hereto.
8. **Ownership:** Grantor covenants that they are the lawful fee simple owner of the above-described Property and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever in granting this easement.
9. **Recording Fees:** Grantee shall be responsible for paying the recording fees for this Grant with the Mason County, Michigan Register of Deeds. After recording, Grantee shall promptly send Grantor a copy of this recorded Easement.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

It is understood that the person securing this easement is without authority from Grantee to make any agreement in respect of the subject matter hereof not herein expressed.

Executed this _____ day of _____, 2022.

Grantor:

Ludington Area School District, a Michigan general powers school district

By: _____

Name: Kyle B. Corlett

Title: Superintendent

ACKNOWLEDGMENT

State of Michigan

County of _____

On this _____ day of _____ 2022, before me, a Notary Public in and for said County, personally appeared Kyle B. Corlett, Superintendent, Ludington Area School District, who is known to be the same person who signed and is described in the above instrument, and acknowledged the same to be his free act and deed.

Notary Public _____ County, MI.

Acting in _____ County, MI.

My Commission Expires: _____

Grantee:

DTE Gas Company, a Michigan corporation

By: _____

Name: _____

Title: _____

ACKNOWLEDGMENT

State of Michigan

County of _____

On this _____ day of _____ 2022, before me, a Notary Public in and for said County, personally appeared _____, DTE Gas Company, who is known to be the same person who signed and is described in the above instrument, and acknowledged the same to be their free act and deed.

Notary Public _____ County, MI.

Acting in _____ County, MI.

My Commission Expires: _____

Prepared by and return to: Nate Krommendyk
DTE Gas Company
PO Box 279
Kalkaska, MI 49646

Revised by: MaryJo D. Banasik (P57421)
Thrun Law Firm, P.C.
P.O. Box 2575
East Lansing, MI 48826

RECEIPT FOR GATE VALVE EASEMENT

Received from DTE GAS COMPANY, a Michigan corporation, Five Thousand and 00/100-----
----- Dollars (\$5,000.00) for the purchase of one Gate Valve Easement containing a site with
the dimensions of 40' X 42' and a Pipeline Easement with the dimensions of 15' x
641' (as shown on Exhibit "A" of the Gate Valve and Pipeline Easement) upon property
situated in the City of Ludington Township, Mason County, Michigan.

More fully Described:

LOCATED ON PROPERTY DESCRIBED AS:

The South ½ of the Southwest ¼ of the Southwest ¼ EXCEPT the North 150 feet of Section 11,
Township 18 North, Range 18 West; INCLUDING a 40-foot-wide strip of land formerly CSX
Railroad right-of-way as described on Liber 441, Page 611 of Mason County Records. Being 15
acres more or less.

Parcel# 051-250-013-00

And this shall be and is a complete discharge, satisfaction and compromise of the obligation of
said company contained in the Gate Valve and Pipeline Easement dated ____/____/____ as
reasonable compensation for doing any or all of the acts or things authorized by said Gate Valve
& Pipeline Easement.

Dated this ____ day of _____, 2022.

Ludington Area School District, a Michigan
general powers school district

Print Name

Sign Name

Title

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Ludington Area School District

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **3 - State Government (Public School)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

809 E. Tinkham Ave.

6 City, state, and ZIP code

Ludington, MI 49431

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									

or

Employer identification number										
3	8		-	6	0	0	2	6	1	2

Part II Certification

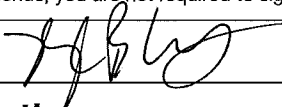
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶



Date ▶

7/18/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Non PO Foreign Corrupt Practices Act Questionnaire

Legal Vendor Name and Address

1	Name:		Telephone No.:	
	Address:		City/Town:	
	Zip/Postal Code:	State/Province:	Country:	

Invoice Mailing Address (if different from above)

2	Name:			
	Address:		City/Town:	
	Zip/Postal Code:	State/Province:	Country:	

Contacts

3	Company Representative: Nathaniel Krommendyk	Email Address: nathaniel.krommendyk@dteenergy.com	Telephone No.: (231)258-3742
	Accounts Payable Contact:	Email Address:	Telephone No.:

Organization (Business Type) Check One

<input type="radio"/> Corporation	<input type="radio"/> Sole Proprietor	<input type="radio"/> Other (specify):
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Non PO Foreign Corrupt Practices Act Questionnaire

Foreign Corrupt Practices Act Questions

5	A. Are you a foreign entity, individual residing outside of the US, foreign government or state-owned or affiliated company?		Yes
			No
	B. Is your company acting as an agent (including any sales or purchasing agent), partner, co- or joint-venturer, or consultant of DTE in a foreign country?		Yes
			No
	C. Will this relationship have a foreign element (such as a supplier that has foreign ownership or foreign subcontractors or subvendors) that is not otherwise covered by questions A & B above?		Yes
			No
	D. If yes to C, please specify if you are selling to DTE out of your inventory or if the goods are being made to order.		Inventory
			Made to Order
	E. Are you providing customs brokering, freight-forwarding, logistical support, or import/export services or are you contracting with others for such services on DTE's behalf?		Yes
			No

Requirements

6	<p style="text-align: center;">Attach a completed W8 or W9 with a US TIN signed by an authorized agent for your company</p> <p style="text-align: center;">If your company prefers direct deposit (ACH or wire), you need to fill out a DTE EFT form. In addition, a second document is required for all banking info, such as a letter on company letterhead, invoice, or voided check showing the bank name, account number, routing number, etc.</p>
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On Behalf of the company identified herein, I certify that the statements and all the answers to the questions on this form are true and correct.

Name/Title _____

Signature _____

Date _____

(Officer responsible for assuring the accuracy of this document)

Fill out the questionnaire completely, scan it, and email it back to the DTE representative that sent it to you. Attached the required documents specified above

National Festival of the States

The Honorable

Lori Lightfoot

Mayor of Chicago

together with

Music Celebrations International

cordially invites the

Ludington High School Wind

Symphony

to be a representative of

Michigan

in performance at the

2023 National Festival of the States

Chicago, Illinois





Music Celebrations International, L.L.C.

1440 S. Priest Drive, Suite 102, Tempe, AZ 85281-6954
(480) 894.3330 (800) 395.2036 Fax (480) 894.5137
info@musiccelebrations.com

May 16, 2022

Keith Kuczynski, Director of Bands
Ludington High School
508 N. Washington Ave.
Ludington, MI 49431

Dear Mr. Kuczynski,

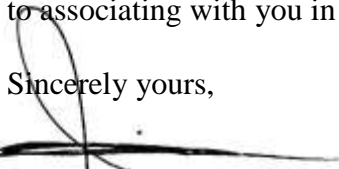
Music Celebrations International extends an official invitation to the **LUDINGTON HIGH SCHOOL WIND SYMPHONY** to participate in the **2023 NATIONAL FESTIVAL OF THE STATES** concert series in **CHICAGO**.

The quality of your performances is of the utmost importance! Performance venues in the concert series range in locations from the standard public venues to auditoriums, exchange concerts, churches and memorials. Schedules permitting, we can arrange workshops with well-known clinicians, and faculty members from the most prestigious music conservatories and universities in the area who specialize in working with groups like yours.

Music Celebrations International personnel have been organizing concert tours of exceptional quality throughout the world for over 25 years. Our professional and experienced staff will handle all of your travel arrangements and accommodations down to the last detail. Rest assured that the prices we offer cover the cost of everything that will enable your group to have a successful and memorable concert tour experience.

I am very excited about the musical stimulation this tour will undoubtedly provide — just the kinds of experiences that raise the level of musicianship and dedication to the performing arts for all participants. This is the life-changing focus of Music Celebrations! Please call on us for any reason. We look forward to associating with you in this special performance opportunity.

Sincerely yours,



John P. Wiscombe
President

Ludington High School
Wind Symphony
National Festival of the States
Chicago, Illinois
April 28 – 30, 2023 (2 nights / 3 days)

Day 1 Friday, April 28, 2023 (D)

Afternoon arrival in Chicago, where you will meet your Tour Manager
Enjoy a city tour of Historic Downtown and the Loop
Instrumental workshop with Dr. Mallory Thompson (or similar)*
Hotel check-in
Visit Navy Pier for free time and shopping
Dinner at a local restaurant
Evening tour of the John Hancock Building, including a visit to 360 Chicago (includes TILT admission)
Return to the hotel for overnight

Day 2 Saturday, April 29 (B,D)

Breakfast at the hotel
*Performance at the Field Museum of Natural History as part of the National Festival of the States**
Lunch, on own
Educational Excursion (choose one: Museum of Science and Industry, Art Institute of Chicago, Adler Planetarium, Shedd Aquarium, or Field Museum of Natural History)
Enjoy a walking tour of Millennium Park, including stops at AT&T Plaza, Cloud Gate ("The Bean"), Crown Fountain, Lurie Garden, and the Jay Pritzker Pavilion
Dinner at a local restaurant
Attend a Broadway Show
Return to the hotel for overnight

Day 3 Sunday, April 30 (B)

Breakfast at the hotel
Hotel check-out
Educational Excursion (choose one: Museum of Science and Industry, Art Institute of Chicago, Adler Planetarium, Shedd Aquarium, or Field Museum of Natural History)
Lunch, on own
Afternoon departure for home

*Subject to confirmation

This is a very flexible itinerary.

© Music Celebrations International



NATIONAL FESTIVAL OF THE STATES IN CHICAGO
MUSIC CELEBRATIONS INTERNATIONAL
Cost Inclusions & Exclusions
LUDINGTON HIGH SCHOOL WIND SYMPHONY

The following cost estimates for MCI's suggested tour itinerary are based on the number of paying participants in two 54 seat motorcoaches. This tour suggestion represents a beginning point for further discussion, customization and negotiation.

2 nights / 3 days by <u>chartered motorcoach</u>		<i>100-103 Paying (+5 free)</i>	<i>90-99 Paying (+4 free)</i>	<i>80-89 Paying (+4 free)</i>	<i>70-79 Paying (+3 free)</i>	<i>60-69 Paying (+3 free)</i>
Chicago Suburban Hotel	Including Motorcoach	\$679	\$712	\$754	\$799	\$861
	Land Only (Self-Arranged Motorcoach)	\$583	\$603	\$628	\$652	\$684
Chicago Downtown Hotel	<i>Including Motorcoach</i>	\$779	\$812	\$854	\$899	\$961
	Land Only (Self-Arranged Motorcoach)	\$683	\$703	\$728	\$752	\$784

Transportation (chartered bus) is priced as of May 16, 2022, and is subject to change. Fuel surcharges for coaches may apply.

The costs vary, depending upon the total number of paying participants sharing certain fixed overhead costs which include *chartered motorcoach, Tour Manager, free trips, concert costs, etc.*

These costs are based on group payments made by organization check or cash-equivalent to qualify for our lowest discounted prices. If you choose to have MCI handle the accounting and payment processing for each individual on tour, a 5% accounting fee applies.

Please complete your registration on our web portal at <https://portal.musiccelebrations.com> and submit your \$1500 non-refundable deposit to Music Celebrations International so that we can immediately begin work on the logistical and performance arrangements for your concert tour. We'll contact you within a few days to confirm your receipt of this material and address any questions you might have. In the meantime, you are welcome to contact us toll free at 1-800-395-2036. We look forward to associating with you in this special performance opportunity.

WE WILL MATCH OR BEAT ANY OTHER SIMILAR OFFER YOU MAY BE CONSIDERING!

These items are subject to negotiation. For instance, we can re-quote based on less centrally located hotels, eliminate some dinners, eliminate entrance fees, adjust the free trip ratio, etc., to reduce the overall cost.

NATIONAL FESTIVAL OF THE STATES IN CHICAGO
MUSIC CELEBRATIONS INTERNATIONAL
Cost Inclusions & Exclusions
LUDINGTON HIGH SCHOOL WIND SYMPHONY

COST INCLUSIONS

- ❖ **CONCERT ARRANGEMENTS:** All performances and workshops, including necessary clearances or permits, and the following as needed: *For Choirs* – sound equipment for outdoor concerts only (amplification, playback, up to five microphones), keyboard or piano, and choral risers or steps. *For Concert Bands* – chairs. *For Orchestras* – sound equipment for outdoor concerts only and chairs.
- ❖ **CONCERT PROMOTION:** Official recognition, quality concert venues and publicity.
- ❖ **COACH TRANSPORTATION:** Round-trip transportation by deluxe motorcoach from **Ludington, MI** based on afternoon arrival. Extended hours or overnight driving may incur additional charges for relief drivers.
- ❖ **ACCOMMODATIONS:** Hotel accommodations, based on quad occupancy. City center accommodations are available at a supplement upon request.

		<u>Triple Supplement</u>	<u>Double Supplement</u>	<u>Single Supplement</u>
2 nights / 3 days	Chicago Suburban Hotel:	\$30	\$90	\$271
	Chicago Downtown Hotel:	\$49	\$146	\$437

- ❖ **MEALS:** Two meals per day (as noted in the Tour itinerary) including breakfast and dinner. Please note that breakfast is not included on day of arrival and dinner is not included on day of departure.
- ❖ **TOUR MANAGEMENT:** One full-time, professionally-licensed Tour Manager on each motorcoach who meets the group upon arrival and remains until departure to guide all excursions, maximize use of time, and enhance the educational value.
- ❖ **ENTRANCE FEES:** Entrances are included to all sights listed on the Tour itinerary.
- ❖ **FREE TRIPS:** One free trip (based on double occupancy) for each 20 paying participants; i.e., the 21st, 42nd, etc. participant travels free of charge.
- ❖ **GRATUITIES:** Tips and taxes are paid to Tour Managers, coach drivers and hotel personnel.
- ❖ **LIABILITY INSURANCE:** \$3M MCI Tour Liability Insurance coverage. Only MCI arranged services (motorcoach, flights, guides, hotels, etc.) will be covered under MCI's Tour Liability Insurance.

COST EXCLUSIONS

- ❖ Daily lunches.
- ❖ Instrument rental, music stands, cartage, if needed
- ❖ Concert programs, if needed.

**Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs**

**Local Wellness Policy:
Triennial Assessment Summary**

Background

The Healthy, Hunger-Free Kids Act of 2010 requires Local Educational Agencies (LEAs) to update or modify their wellness policy, as appropriate. When wellness committees meet on a regular basis throughout the school year, an assessment plan should be used to ensure progress is being made on the district's wellness policy and procedures.

Purpose

The template below is offered to help summarize the information gathered during your assessment. Members of a school wellness committee who are completing the triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy, 2) how the wellness policy compares to model wellness policies, and 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details must be shared.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

Resources

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

Section 1: General Information

School(s) included in the assessment:

Ludington Elementary, Ludington High School and OJ DeJong Middle School

Month and year of current assessment: May 2022

Date of last Local Wellness Policy revision: Revised 7/17/17

Website address for the wellness policy and/or information on how the public can access a copy:

Our Wellness Policy is posted on the school district website at the following address:

<https://go.boarddocs.com/mi/lud/Board.nsf/vpublic?open#>

Section 2: Wellness Committee Information

How often does your school wellness committee meet? Monthly

School Wellness Leader:

Name	Job Title	Email Address
Alison Helminski	Middle School Physical Education	ahelminski@lasd.net

School Wellness Committee Members:

Name	Job Title	Email Address
Michael Hart	Middle School Principal	mhart@lasd.net
Leona Ashley	School Board Member	leona.ashley@spectrumhealth.org
Caryn Elam	Child Nutrition Program Director	celam@lasd.net
Austin Morris	School Resource Officer	amorris@lasd.net
Bekki Moser	Teacher	bmoser@lasd.net
Alison Helminski	Middle School Health and PE	ahelminski@lasd.net
Sarah Roesler	Teacher	sroesler@lasd.net
Grace Richardson	Health Department	grichardson@dhd10.org
Beth Standish	School Nurse	bstandish@lasd.net

Section 3. Comparison to Model School Wellness Policies

Indicate the model policy language used for comparison:

- Michigan State Board of Education Model Local School Wellness Policy
- Alliance for a Healthier Generation: Model Policy
- WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

The original writer of our Wellness Policy is unknown to the current committee members, and that person's source for the model policy is also unknown. However, our policy language appears to be taken from NEOLA and includes all the same components as the model policies listed above. The current committee members note some gaps in the current policy, as outlined in the tables below, and are making efforts to update the Wellness Policy.

Section 4. Compliance with the Wellness Policy and progress towards goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion and education
 - Physical activity
 - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the table below to indicate the progress made with each goal included in the Wellness Policy. The table may be used for each school separately or the district as a whole.

Tip: When developing a wellness plan, ensure activities are meeting goals by developing SMART objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable.
- **Realistic:** Consider resources and determine what can reasonably be accomplished.
- **Time bound:** Identify deadlines for goals and related tactics.

The Centers for Disease Control and Prevention (CDC) has tips for developing [SMART objectives](#).

Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: Ludington Area School District Date: _____

Nutrition Promotion and Education Goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Example: Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> a) Provide teachers with list of non-food reward examples. b) Discuss changes at back-to-school staff training. c) Follow-up mid-year to discuss challenges and determine additional communication needed. 	Before the beginning of next school year.	<ul style="list-style-type: none"> – Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year. 	Principal	Teachers, staff, students	Yes
Nutrition Education	<ul style="list-style-type: none"> 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives. 2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education. 3. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant. 4. The standards and benchmarks for nutrition education shall be behavior focused. 5. Nutrition education posters, such as the My Plate Posters, will be 	Sept 2017	Wellness Committee Leader will assess compliance with this policy by working with teachers, Physical Education and Health teachers	Wellness Committee Leader	Students and staff	Ongoing

	<p>displayed in the cafeteria.</p> <p>6. Nutrition education shall extend beyond the school by engaging and involving families and the community.</p> <p>7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.</p> <p>8. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.</p> <p>9. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.</p>					
Nutrition Promotion	<p>A. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.</p> <p>Additionally, the District shall:</p> <ol style="list-style-type: none"> 1. encourage students to increase their consumption of healthful foods during the school day; 2. create an environment that reinforces the development of healthy 	Sept 2017	<p>Physical Education and Health teachers can assess compliance regarding curriculum items</p> <p>Annual self-monitoring reviews are conducted by the Child Nutrition Director and witnessed and signed by another administrator to ensure compliance.</p> <p>Triennial Administrative Reviews are conducted by State Authorities.</p> <p>Ongoing monitoring of compliance is part of the Child Nutrition Program Director's</p>	<p>Physical Education and Health teachers</p> <p>Child Nutrition Program Director</p>	Students and staff	Ongoing

	<p>eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:</p> <ul style="list-style-type: none">a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodiumb. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchyc. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementationd. fluid milk that is fat-free (unflavored and		daily duties.			
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	<p>flavored) and low- fat (unflavored)</p> <p>e. meals designed to meet specific calorie ranges for age/grade groups</p> <p>3. require students to select a fruit or vegetable as part of a complete reimbursable meal</p> <p>4. provide opportunities for students to develop the knowledge and skills for consuming healthful foods</p> <p>B. All foods and beverages sold to students as fund raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation’s Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.</p> <p>C. Rewarding children in the classroom should not involve candy and other foods that can undermine children’s diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children’s behavior and academic performance.</p>					
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	<p>Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:</p> <ul style="list-style-type: none">A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA). The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.D. All food items and beverages available for sale to students for consumption on the school campus (any area of property					
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	<p>under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.</p> <p>E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.</p> <p>F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards</p>					
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	<p>approved by the principal.</p> <p>G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.</p> <p>H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.</p> <p>I. The food service program shall be administered by a qualified nutrition professional.</p> <p>J. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.</p> <p>K. All food service personnel shall receive pre-service training in food service operations.</p> <p>L. Continuing professional development shall be provided for all staff of the food service program.</p>					
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Physical Education & Activity Goal(s):

School-based activities to promote student wellness goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Physical Education	a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State. b. All students in grades K-5 including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for thirty (30) minutes two (2) days per week for the entire school year. c. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity. d. Physical education classes shall provide	a. Fall of each school year b. In progress, students do not have daily PE at any grade level. c. Currently accurate. d. Accurate e. Accurate f. HQ teachers for Health and PE, renewed annually	Pacer and fitness scores for improving personal bests based on SMART goals c. Based on SHAPE standards d. Based on SHAPE standard e. Based on SHAPE standard f. Based on Michigan teacher certification requirements and standards of HQ status.	Building PE teachers Building PE teachers Building PE teachers Building PE teachers Indiv. PE teachers	Each student, their parents and teacher Each student, their parents and teacher Each student, their parents and teacher Each student, their parents and teacher Each student, their parents, teacher and district	In progress Continually maintained Continually maintained Continually maintained Continually maintained

	<p>students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.</p> <ul style="list-style-type: none">e. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.f. Properly certificated, highly qualified teachers shall provide all instruction in physical education.g. All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.h. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.i. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.					
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	<p>j. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.</p>					
Physical Activity	<p>a. Physical activity should not be employed as a form of discipline or punishment.</p> <p>b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.</p> <p>c. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.</p> <p>d. All students in grades K- 5 shall be provided with a daily recess period at least thirty (30) minutes in duration. Grade 6 shall be provided a scheduled fifteen (15) minute unstructured physical activity per day</p> <p>e. The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.</p>					

	<p>f. All students in grades 6-12 shall have the opportunity to participate in interscholastic sports programs.</p> <p>g. Schools shall work cooperatively with the City Recreation Department to promote a wide range of activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.</p>					
School-Based Activities	<ol style="list-style-type: none"> 1. The schools shall provide at least 10 minutes daily for students to eat breakfast and at least 20 minutes to eat lunch.. 2. The school shall provide attractive, clean environments in which the students eat with enough space for access to school lunch with minimum wait times. 3. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings. 4. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor/indoor (walking at the high school), physical activity facilities outside the normal school day. 5. Schools in our system utilize electronic identification and payment systems, therefore, 	<ol style="list-style-type: none"> 2. Remodel and new cafe begins fall '22 b.True c.True d. e.True 	Completion	School Admin	students and staff	estimated 2025

	<p>eliminating any stigma or identification of students eligible to receive free and/or reduced meals.</p> <p>6. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.</p> <p>7. All foods available to students in District Programs, other than the food service program, shall be served with consideration for promoting students' health and well-being. Birthday parties and holiday celebrations should promote positive lifestyle choices to reduce student health risks and improve learning.</p>					
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Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Food & Beverages Sold to Students (including meals and a la carte items)	<p>A. All foods and beverages sold to students as fund raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.</p> <p>B. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.</p>	Sept 2017	<p>Annual self-monitoring reviews are conducted by the Child Nutrition Director and witnessed and signed by another administrator to ensure compliance.</p> <p>Triennial Administrative Reviews are conducted by State Authorities.</p> <p>Ongoing monitoring of compliance is part of the Child Nutrition Program Director's daily duties.</p>	Child Nutrition Program Director	Students and staff	Ongoing

Guidelines for other foods and beverages available on the school campus, but not sold:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
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Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).	C. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.	Sept 2017	Efforts have already begun to educate school staff about the existence of this policy and assistance offered in procuring compliant snacks/rewards. Future Wellness Committee meetings will continue to assess and plans of actions will be made to increase compliance with this policy Parents need to be educated regarding this policy and helped to comply with constructive ideas and resources	Principals, Phys Ed, Wellness Committee Leader, Child Nutrition Program Director	students, staff, community members (parents)	Ongoing
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Marketing and advertising of only foods and beverages that meet Smart Snacks:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.	D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.	Sept 2017	As for compliance with the policy, the Child Nutrition Program Director as well as the Committee leader can monitor district grounds for adherence to the policy.	Child Nutrition Program Director Wellness Committee Leader	Students and Staff	Ongoing

Wellness Committee and Wellness Policy Goals:

Goal What do we want to	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress	Lead Person	Stakeholders Who will be involved	Complete?
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accomplish?			measured?		and/or impacted?	
Wellness Committee & Policies that meet or exceed requirements	<p>The Wellness Committee shall be responsible for:</p> <ul style="list-style-type: none"> A. assessment of the current school environment; B. review of the District’s wellness policy; C. presentation of the wellness policy to the school board for approval; D. measurement of the implementation of the policy; E. recommendation for the revision of the policy, as necessary. <p>Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.</p> <p>The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.</p> <p>The Superintendent is also responsible for informing the public, including parents, students and community members, on the</p>	Sept 2017	Ongoing assessment via Wellness Committee Meetings	Wellness Committee Leader, Superintendent	Committee members, Superintendent	Ongoing

	<p>content and implementation of this policy.</p> <p>The Wellness Committee will assess the implementation of this policy annually.</p> <p>The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.</p>					
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Summary of 2022 Triennial Assessment:

The LASD Wellness Policy complies with nearly all current requirements. The Wellness Committee is very active and involved in the district, making real, appreciable changes that improve the health of its students, staff and community.

There were only a few relatively minor findings uncovered during this assessment. These are described below.

- Different versions of the Wellness Policy were found in multiple places on the district website. It could also be said that the policy is difficult to find on the district website. The outdated version discovered on the Food Service Department page has already been updated.
- The current policy does not specifically mention the role parents must play in providing healthy snacks as rewards/treats. Language should be added to the policy outlining that efforts will be made to educate and encourage parents and community members to provide healthy items.
- There is a lack of specific, tangible and measurable goals. The current policy includes very relevant and important general and ongoing goals or metrics. But specific goals are not mentioned.

In order to be compliant, the Wellness Committee recommends adding the following items to the Wellness Policy:

- Parents and guardians whose children attend LASD will be educated about the importance of providing healthy treats and rewards and will be encouraged to do so via student handbooks and various family communications.
- Recess before lunch will be implemented at all applicable grade levels which is shown to increase the consumption of fruits, vegetables and milk and thus reduce waste.

**Management Agreement for Certain Recreational Uses of Pickleball Court Facilities Located
Within the Oriole Field Athletic Complex Owned by Ludington Area Schools
Draft as of June 21, 2022**

Whereas Ludington Area Schools owns certain pickleball court facilities which are an integral part of its Oriole Field athletic complex facilities and currently has no plans to repurpose the pickleball court property; and,

Whereas Ludington Area Schools desires to continue make such pickleball court facilities available for general public use from 9:00 a.m. through 9:00 p.m. daily when not required for curricular or extracurricular uses; and,

Whereas the Ludington Area Pickleball club has been pivotal in the efforts to fund and execute the \$150,000 conversion of three largely abandoned tennis courts in the Oriole Field complex into the highly functional and attractive eight court pickleball facilities that exist today; and,

Whereas the Ludington Area Pickleball club is committed to assisting Ludington Area Schools manage the usage of the pickleball courts during the portions of time allocated for general public use in fair and non-discriminatory ways,

It is therefore agreed as following:

The pickleball court real property facilities at Oriole Field are solely owned by Ludington Area Schools and the Ludington Area Pickleball club shall have no claims against such facilities.

Ludington Area Schools shall have the exclusive right to determine which times, if any, the pickleball court facilities will be made available for public use.

The Ludington Area Pickleball club will generally be recognized as representing the public when determining court usage rules and schedules during public use times. Such rules and schedules will permit regularly scheduled member only and registrant only events. However, at least 75% of available court hours per week shall be available to non-member and non-registrant players. Such rules and schedules as amended from time to time will be submitted to an identified representative of Ludington Area Schools for review and approval. Such rules and schedules shall also be prominently displayed at the pickleball courts.

Ludington Area Schools shall have the ultimate authority to determine which rules and schedules are applicable to the public use of the pickleball court facilities.

Ludington Area Pickleball Club will provide a certificate of liability insurance to Ludington Area Schools every year.

Kyle Gorlett 7/14/2022 8:30 AM

Deleted: Schools retains the responsibility for liability insurance for all activities conducted on and around the pickleball court facilities within the Oriole Field complex.

Ludington Area Schools retains the responsibility for landscaping services around the pickleball court area.

Ludington Area Schools will cooperate with the Ludington Area Pickleball club to assure that the rest room facilities adjacent to the pickleball courts are available as often as practicable for use during public usage times.

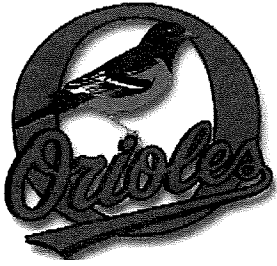
Ludington Area Schools and the Ludington Area Pickleball club may have different views as to needed infrastructure repairs and improvements needed in the future. The leaderships of Ludington Area Schools and the Ludington Area Pickleball club at the time such needs arise will be responsible for evaluating the appropriateness, priority, and funding sources for such needs.

Ludington Area Schools

Date

Ludington Area Pickleball

Date



**Ludington Area School
District
Spring 2022**

**Financial Software
Proposal**



Munis Highlights:

- Software functionality improvements/enhancements
- Cost-effective
- Collaborative opportunities
 - Common platform
 - Web-based system allows for access anywhere at any time
- Maintain uniqueness of districts - size matters
- Efficiencies
 - Electronic Time and Attendance
 - Electronic Workflows allow for streamlined processes
 - Document Retention allows for access to all information
 - Comprehensive software reduces the need for Excel templates, which in return reduces duplicate entry as well as errors
- Innovative and long term vendor
- Ease of use for both non-business and business users
- All-inclusive software, eliminating multiple third-party software vendors
- [Link to full Munis K-12 School Brochure](#)

Proposal - Munis Conversion

Munis Software Services:

- *Anticipated conversion dates:*
 - *Financials - October 1, 2022*
 - *Payroll - January 1, 2023*
- [West Shore ESD Munis Memo of Understanding through 6/30/2027](#)
 - Upfront cost of \$5,000
 - \$10 per student per year
- [Munis Sublicense and Services Agreement](#)

Munis costs of ~\$63,000 for Conversion & Training covered by West Shore ESD