

**LUDINGTON BOARD OF EDUCATION - LUDINGTON AREA SCHOOL DISTRICT**  
**809 E. Tinkham Avenue, Ludington, Michigan 49431 – Phone 231-845-7303**

*This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.*

Mission: The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation and quality instruction ensure learning and equip students for success in society.

**MEETING: Regular Meeting**  
**DATE: August 15, 2022**  
**TIME: 6:00 p.m.**  
**PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431**

**REGULAR MEETING**

1. CALL TO ORDER & ROLL CALL  
    \_ Steve Carlson \_ Bret Autrey \_ Mike Nagle \_ Stephanie Reed \_ Josh Snyder \_ Leona Ashley \_ Scott Foster
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
4. SPECIAL PRESENTATION
  - a. Interconnected Systems Framework- Jennifer Rollenhagen, WSESD and Erin Coe, DHD10
5. CITIZEN PARTICIPATION
6. CONSENT AGENDA
  - a. Ratification of Bill Payment - Per Summary Dated: August 15, 2022
  - b. Approval of Minutes Dated: July 18, 2022
  - c. Appointment of Legal Firm Thrun Law, P.C.
  - d. Appointment of Audit Firm 2022-2023
  - e. Distance/Virtual Learning 2022-2023
  - f. Hiring Approvals & Resignation Acceptances
7. BOARD COMMITTEE REPORTS
  - a. Finance Committee Report
  - b. Building/Site Committee Report
  - c. Personnel/Negotiation Committee Report
8. SUPERINTENDENT'S REPORT & COMMENTS
  - a. State of the District
  - b. ESSER III
9. DISCUSSION ITEMS
  - a. Bond Project Application and Certificate for Payment #28
  - b. School Meal Prices 2022-2023
  - c. Appointment of UMB Bank as Official Depository
  - d. Electrical Bid for Gas Storage Tanks
  - e. MS/HS Bid Proposals
10. ACTION ITEMS
  - a. Bond Project Application and Certificate for Payment #28
  - b. School Meal Prices 2022-2023
  - c. Appointment of UMB Bank as Official Depository
  - d. Electrical Bid for Gas Storage Tanks
  - e. MS/HS Bid Proposals
11. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
12. 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

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## CITIZEN PARTICIPATION

### Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
  1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
  1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

**Revised:** January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

## **Regular Meeting**

### **CONSENT AGENDA**

- Hiring Approvals
  - Jeff Knapp, JV Boys Tennis Coach
  
- Resignation Acceptances
  - Cody Jensen, LES Teacher

### **SUPERINTENDENT REPORT**

I will present a State of the District address that will include updates on our budget, enrollment, challenges, and strengths. I'll also give an update on the most recent recommendations from DHD10 regarding COVID and ESSER III.

### **DISCUSSION ITEMS**

#### **Bond Project Application and Certificate for Payment #28**

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 \$258,590.61 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.

#### **School Meal Prices**

It is recommended that we increase meal prices by \$0.45 cents per meal for food service breakfasts, and by \$0.70 cents for food service lunches for the upcoming school year. We are required to charge our full-pay students the federal reimbursement rate for meals. Adult meal prices are also being adjusted for the current year.

	<b>2021-2022</b>	<b>2022-2023</b>	<b>Increase / Decrease</b>
Milk	\$0.65	\$0.65	-
Student Breakfast	\$1.55	\$2.00	\$0.45
Student Breakfast (reduced)	\$0.30	\$0.30	-
Student Lunch	\$2.55	\$3.25	\$0.70
Student Lunch (reduced)	\$0.40	\$0.40	-
Adult Breakfast	\$2.80	\$3.50	\$0.70
Adult Lunch	\$5.15	\$6.50	\$1.35

#### **Appointment of UMB Bank as Official Depository**

We contract with an investment firm named Baker Tilly to handle the sale of our bond as well as invest those funds until they are needed to pay for bond projects. Baker Tilly is recommending that we transfer the funds to UMB Bank, and Thrun has reviewed these agreements and approved them. Baker Tilly will then work with Laura Jacobs on actually investing those funds in various types of investments

that align with our board policy and also meet cash flow needs for paying the monthly Christman bill and any other project bills.

### **Electrical Bid for Gas Storage Tanks**

We are pursuing grants to purchase electric buses and install the infrastructure to support electric buses. In order to accommodate electric buses, we need to update the electrical work in the bus garage and have received one bid to do so.

### **MS/HS Bid Proposals**

There is a long list of bids we received for the MS/HS Bond Projects, a summary is included in the packet.

## **ACTION ITEMS**

### **Bond Project Application and Certificate for Payment #28**

**Board President:** *We will need a motion to approve the certificate for payment on the school bond project and to authorize the District to pay the certificate for payment in the amount of \$258,590.61 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 school bond project and to authorize the District to pay the certificate for payment in the amount of \$258,590.61 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.

### **School Meal Prices 2022-2023**

**Board President:** *We will need a motion to approve the school meal prices as presented for the 2022-2023 school year.*

**Motion by Member** \_\_\_\_\_, *to approve the school meal prices as presented for the 2022-2023 school year.*

**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.

### **Appointment of UMB Bank Depository for the District**

**Board President:** *We will need a motion to approve UMB Bank as an authorized Depository for the District as presented.*

**Motion by Member** \_\_\_\_\_, *to approve UMB Bank as an authorized Depository for the District 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.

**Electrical Bid for Gas Storage Tanks**

**Board President:** We will need a motion to approve the electrical bid to C & I Electric in the amount of \$19,625 for New 100 AMP panel and \$1,425 for meter change out as presented.

**Motion by Member** \_\_\_\_\_, to approve the electrical bid to C & I Electric in the amount of \$19,625 for New 100 AMP panel and \$1,425 for meter changeout 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.

**MS/HS Bid Proposals**

**Board President:** We will need a motion to approve all the bids as presented for the work category groups in the amount of \$46,024638.

**Motion by Member** \_\_\_\_\_, to approve all the bids as presented for the work category groups in the amount of \$46,024638.

**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

August 15, 2022

Period: 7/12/2022 through 8/10/2022

## GENERAL OPERATING FUND

Payroll 7/15/22 596,418.63

Payroll 8/5/22 565,564.06

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Total Payroll 1,161,982.69

**Bills (7/12/22 through 8/10/22) 806,928.62**

▲  
**1,968,911.31**

## TOTAL GENERAL OPERATING FUND

TOTAL ATHLETIC FUND 17,362.32

**Bills (7/12/22 through 8/10/22)**

TOTAL LUNCH FUND 18,322.37

**Bills (7/12/22 through 8/10/22)**

GRAND TOTAL ALL FUNDS 2,004,596.00

**Bills (7/12/22 through 8/10/22)**

**LUDINGTON AREA SCHOOLS  
BALANCE SHEET  
For the Month Ending July 31, 2022**

	<b><u>Current Year</u></b>
<b><u>Assets</u></b>	
Savings/Checking Accounts	\$ 852,677
Investments	\$ -
Taxes Receivable	\$ -
Accounts Receivable	\$ 144,667
Due From Other Funds	\$ 365,593
Capital Projects Receivable	\$ -
Inventory	\$ -
Prepaid Expenses	\$ 217,657
Other Assets	\$ -
Total Assets	<b><u>\$ 1,580,594</u></b>
 <b><u>Liabilities and Fund Equity</u></b>	
Liabilities:	
Accounts Payable	\$ (1)
Payroll Liabilities	\$ 1,550,983
Accrued Expenses	\$ -
Due to Other Funds	\$ 503,560
Due to Other Governmental Units	\$ -
Deferred Revenue	\$ 343,074
Note Payable	\$ -
Total Liabilities	<b><u>\$ 2,397,617</u></b>
Fund Equity:	
Inventory (Reserved)	\$ -
Other Fund Balance	\$ (817,023)
Total Fund Balance	<b><u>\$ (817,023)</u></b>
Total Liabilities and Fund Equity	<b><u>\$ 1,580,594</u></b>

**LUDINGTON AREA SCHOOLS  
GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
For the Month Ending July 31, 2022**

<b>REVENUES:</b>	<b>Budget</b>	<b>Year to date</b>	<b>Balance</b>	<b>% spent</b>
Local	\$ 17,844,645	\$ 618,342	\$ 17,226,303	3.47%
State	\$ 4,721,649	\$ -	\$ 4,721,649	0.00%
Federal	\$ 3,431,185	\$ -	\$ 3,431,185	0.00%
Transfers	\$ 585,644	\$ 10,310	\$ 575,334	1.76%
 Total Revenue	 \$ 26,583,123	 \$ 628,652	 \$ 25,954,471	 2.36%
 <b>EXPENDITURES:</b>				
Instruction/Basic	\$ 13,854,537	\$ 578,767	\$ 13,275,770	4.18%
/Added Needs	\$ 3,447,369	\$ 230,028	\$ 3,217,341	6.67%
Support Service/Pupil	\$ 895,483	\$ 36,895	\$ 858,588	4.12%
/Instructional	\$ 858,646	\$ 96,161	\$ 762,485	11.20%
/Gen. Admin.	\$ 471,848	\$ 57,175	\$ 414,673	12.12%
/School Admin.	\$ 1,918,448	\$ 202,976	\$ 1,715,472	10.58%
/Business	\$ 635,875	\$ 62,158	\$ 573,717	9.78%
/Oper. & Maint.	\$ 2,055,111	\$ 122,858	\$ 1,932,253	5.98%
/Transportation	\$ 1,036,779	\$ 102,993	\$ 933,786	9.93%
/Central Services	\$ 240,421	\$ 31,836	\$ 208,585	13.24%
/Athletics	\$ 933,960	\$ 92,869	\$ 841,091	9.94%
/Comm Services	\$ 125,839	\$ 4,370	\$ 121,469	3.47%
/Transfers	\$ 7,900	\$ -	\$ 7,900	0.00%
 Total Expenditures	 \$ 26,482,216	 \$ 1,619,087	 \$ 24,855,229	 6.11%
Excess of Revenue over Expenses		\$ (990,435)		
 Fund Balance 6/30/22	 \$ 1,602,806	 \$ 1,602,806		
 Budgeted Ending Fund Balance	 \$ 1,703,713			

*Prepared by the Business Office*



**LUDINGTON AREA SCHOOLS**  
**Capital Projects Fund**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the Month Ending July 31, 2022**

<b>REVENUES:</b>	<b>Budget</b>	<b>year to date</b>	<b>Balance</b>	<b>% spent</b>
Bond Issuance	\$ -	\$ -	\$ -	#DIV/0!
Interest Earnings	\$ 50,586		\$ 50,586	0.00%
Energy Rebates	\$ -	\$ -		
Total Revenue	\$ 50,586	\$ -	\$ 50,586	0.00%
 <b>EXPENDITURES:</b>				
Bond Issuance Costs	-	\$ -	\$ -	0.00%
Contracted Services	-	\$ -	\$ -	0.00%
Site Improvements	1,650,000	\$ -	\$ 1,650,000	0.00%
Consulting Services	1,556,389	\$ 5,967	\$ 1,550,422	0.38%
Legal Fees	5,000	\$ -	\$ 5,000	0.00%
Building Construction	2,000,000	\$ 55,997	\$ 1,944,003	2.80%
Building Improvements	20,000,000	\$ -	\$ 20,000,000	
Other Expense		\$ -	\$ -	0.00%
Total Expense	25,211,389	61,963	\$ 25,149,426	0.25%
Fund Balance 6/30/22	\$ 14,833,103	\$ 14,833,103		
Ending Fund Balance		\$ 14,771,140		

*Prepared by the Business Office*



### Market Overview

	Current Period	Year-to-Date
	07/01/2022	01/01/2022
<b>Beginning Market Value</b>	<b>899,943.24</b>	<b>12,741,860.94</b>
Income		
Interest		2,822.60
Dividends	1,156.49	4,068.79
Net Contributions/Distributions		
Receipts		5,374,548.83
Disbursements		(17,222,201.43)
Change in Market Value	0.00	0.00
<b>Ending Market Value</b>	<b>901,099.73</b>	<b>901,099.73</b>

### Asset Allocation

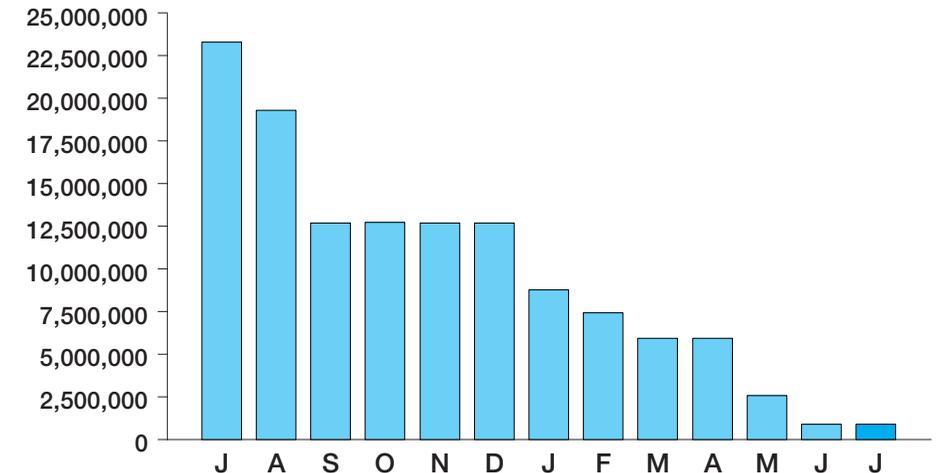
■ Money Markets and Cash

Account Value Percentage	Market Value
100%	\$901,100
<b>100%</b>	<b>\$901,100</b>

### 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





Account Name: Ludington Area Schools Custody Series  
2019

Account Number: 150363.1  
Statement Period: Jul. 1 - Jul. 31, 2022

### 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
<b>Beginning Market Value</b>	<b>0.00</b>	<b>0.00</b>	<b>899,943.24</b>	<b>899,943.24</b>
Income				
Interest		(1,156.49)	1,156.49	
Dividends		1,156.49		1,156.49
<b>Ending Market Value</b>	<b>0.00</b>	<b>0.00</b>	<b>901,099.73</b>	<b>901,099.73</b>





**Statement of Investment Position**

Units Description	Symbol Cusip	Cost Basis		Market Value		Unrealized Gain / (Loss)	Estimated Annual Income	Yield %
		Unit	Total	Unit	Total			
<b>Money Markets &amp; Cash</b>								
<b>Money Market Funds</b>								
901,099.73 Michigan Class Cooperative Liquid Asset	SF8888741	1.00	901,099.73	1.00	901,099.73		15,747	1.75
<b>Total Money Market Funds</b>			<b>901,099.73</b>		<b>901,099.73</b>	<b>0.00</b>	<b>15,747</b>	
<b>Total Money Markets and Cash</b>			<b>901,099.73</b>		<b>901,099.73</b>	<b>0.00</b>	<b>15,747</b>	
<b>Account Total</b>			<b>901,099.73</b>		<b>901,099.73</b>	<b>0.00</b>	<b>15,747</b>	



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Board of Education  
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*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.

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REGULAR MEETING

- I. Call to Order & Roll Call ~ The meeting 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, Bret Autrey, Josh Synder, Mike Nagle, Stephanie Reed,  
Leona Ashley, Scott Foster

Members Absent: None

- II. Pledge of Allegiance  
III. Agenda Modification ~ Add Discussion & Action Items: SEL Program Curriculum; Lockout Boot Quote  
IV. Citizen Participation ~ Two citizens addressed the Board.  
V. Consent Agenda

A. Ratification of Bill Payment - Per Summary Dated July 18, 2022 was approved by consent.

B. Approval of Minutes – Budget & Regular Meetings June 20, 2022 were approved by consent.

C. Non-Union At-Will Contracts were approved by consent:

- 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

D. 2022-2023 Student Handbooks were approved by consent.

E. 2022-2023 Programming & Curriculum DK-12 were approved by consent.

F. Hiring approval for Courtney Walters, Preschool Teacher was approved and the resignation of Danielle Kelso was accepted by consent.

Motion by Foster, supported by Nagle to approve the consent agenda as presented.

Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

- VI. Board Committee Reports

A. The Finance Committee report was presented by Bret Autrey.

B. The Building and Site Committee report was presented by Mike Nagle.

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- C. The Personnel Committee report was presented by Stephanie Reed.
- VII. Superintendent Report and Comments
  - A. Dr. Kyle B. Corlett shared an update on summer projects. He congratulated RyAnn Rohrer on winning State Championships. A *State of the District* report for the next board meeting will be presented.
- VIII. Discussion Items
  - A. Bond Project Application and Certificate for Payment #27 was received in the amount of \$947,513.11.
  - B. Board Meeting Schedule 2022-2023 (Dates, Times, Locations)  
The proposed schedule was discussed 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:

<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 N. 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 N. Washington Avenue
June 19, 2023	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

- C. School District Depositories & Authorized Signatories Designated ~ We will need 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.
- D. Electronic Transfer Officer Designees ~ We will need to designate 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.
- E. DTE requested to purchase an extension to the property they currently have behind our bus garage. Their proposal is for \$5,000. 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.”
- F. Band Travel Request to Chicago ~ A travel request was received from the band director Keith Kuczynski. The travel plans to Chicago and itinerary were shared.
- G. Wellness Policy Update ~ The recommended updates to our wellness policy were shared. Caryn Elam, Food Service Director, summarized the changes: *“The LASD Wellness Policy complies with nearly all current requirements. The Wellness Committee is very active and*

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Board of Education  
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*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."*

H. 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.

I. New Teacher Contract - Steven Nimcheski is recommended for hire to teach 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.

J. 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.

K. Financial Software ~ The financial software proposal and recommendation were shared. Munis Software Services pricing and conversion timelines were shared with the Board. The WSESD will cover the costs for conversion and setup.

L. SEL Program Curriculum ~ The program and curriculum were presented for discussion to the board.

M. Lockout Boot Quote ~ The pricing to add the boot to classrooms in Ludington Elementary School is \$10,030 from the Lockout Company.

IX. Action Items

A. Motion by Autrey, supported by Reed, 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 #27. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

B. Motion by Ashley, supported by Snyder, to set the meeting schedule for 2022-2023 (Dates, Times, Locations) with a starting time at 6:00 p.m. for all regularly scheduled meetings and locations as listed:

<u>Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
August 15, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Avenue.
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 Avenue.

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

Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

C. Motion by Autrey, supported by Foster, 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. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

D. Motion by Snyder, supported by Reed, 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. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

E. Motion by Nagle, supported by Autrey, to approve the DTE Agreement as written and presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

F. Motion by Reed, supported by Ashley, to approve the band travel request to Chicago as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

G. Motion by Snyder, supported by Nagle, to approve the Wellness Policy as written and presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

H. Motion by Nagle, supported by Reed, to approve the Pickleball Club Agreement as negotiated and presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

I. Motion by Autrey, supported by Foster, to approve a probationary teaching contract to Steven Nimcheski pending successful completion of all inservice requirements and background checks per Board Policy and Michigan law as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

J. Motion by Ashley, supported by Snyder, to approve the bid by Water Management Specialists for \$95,887 for the proposed work to the softball field improvements as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

K. Motion by Reed, supported by Nagle, to approve Munis Software Services as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

L. Motion by Foster, supported by Reed, to approve Lockout Boot Quote in the amount of \$10,030 as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

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- M. Motion by Autrey, supported by Reed, to approve SEL Program / Curriculum in the amount of \$10,476 as presented. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.
- X. Other Items of Business and Announcements ~ None to report.
- XI. Adjournment ~ Motion by Autrey supported by Foster, to adjourn the meeting at 6:30 p.m. Ayes: Carlson, Autrey, Snyder, Nagle, Reed, Ashley, Foster. Nays: None. Motion: Passes 7-0.

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Michael W. Nagle, Secretary, Board of Education

Approved \_\_\_\_\_

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(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.*





## LASD Distance Learning Teacher Expectations

### 2022-2023 School Year

#### Schedule:

- Teachers will need to have their Google Meet open from 8:00 a.m.- 3:00 p.m. for grades K-5 and 7:50 a.m.-2:50 p.m. for grades 6-12 except for their lunch hour and planning time. New pupil accounting guidelines require students to have access to teachers the same amount of time as a normal school day.
- **Here's the schedule for the elementary-** Again, teachers need to have their Google Meet open so students can join if they have questions.
  - Admin will be added as a Co-Teacher in Canvas.
  - Teachers will be available for students with "**Google Meets,**" open for the contracted school hours of 7:50 a.m.-2:50 p.m. for grades 6-12 and 8:00 a.m.-3:00 p.m. for grades K-5.
  - Teachers will conduct morning meetings daily outlining student expectations for the school day.
  - Teachers will deliver Math and ELA mini-lessons daily.
    - 20-30 minutes of Direct Instruction for Math and ELA (**Must be a "Live" Lesson**)
    - Live mini-lessons can be recorded and shared on Canvas for students to view again if needed based on teacher discretion.
  - Teachers will evaluate and provide feedback on **all assignments** and student's work will be graded on a weekly basis.
  - Students will need to complete any missing assignments or incomplete work.
  - Teachers will provide supplemental activities for Social Studies and Science.
  - Special Education teachers will provide a Continuity of Learning Plan (CLP) as defined in their student's IEPs.
  - Specials teachers will follow their normal schedule.
  - Title I paras will follow their push in schedule and provide small group reading interventions for their students remotely.
  - SPED paras will work with Special Education Teachers for guidance with supporting students during remote learning.
- **Schedules for the middle and high school** will be the same as in-person, but will be slightly staggered so they don't overlap. Reminder, teachers will need to have their Google Meet open from 7:50 a.m.-2:50 p.m. except for their lunch hour and planning time. For example, you will need to have it open from



7:55-8:51 a.m. for first hour in the high school even though students are not required to be on until 8 a.m. Here's the schedule for middle and high school-

- Instructional times (Teacher will be on their Google Meet for the whole time, but students will only be required for the instructional time to save data)
  - 1st period 7:50 a.m.-9:12 a.m.
  - 2nd period 9:18 a.m.-10:29 a.m.
  - 3rd period 10:35 a.m.-11:46 a.m. (B Lunch)
  - 3rd period 11:05 a.m.-12:16 p.m. (A Lunch)
  - 4th period 12:22 p.m.-1:33 p.m.
  - 5th period 1:39 p.m.-2:50 p.m.
- The Middle school will take instruction for the 2nd half of the hour.
  - 1st period 7:50 am - 9:10 am
  - 2nd period 9:15 am - 10: 25 am
  - 3rd period 10:30 am - 12:15 pm
    - 6th Grade: 10:30 am - 11:45 am, lunch 11:45 am - 12:15 pm
    - 7th Grade: Lunch 10:25 am - 10:55 am; Class 11:00 am - 12:15 pm
    - 8th Grade: Class 10:30 am - 11:05 am; Lunch 11:05 am - 11:35 am; Class 11:40 am - 12:15 pm
  - 4th period 12:20 pm - 1:30 pm
  - 5th period 1:35 pm - 2:50 pm
- No AEP

### **Attendance:**

- Teachers grades K-5 will need to take attendance in the morning and afternoon as usual. Teachers grades 6-12 will need to take attendance for each class period in PowerSchool.

### **Communication:**

- Teachers will communicate with students through Canvas, sharing Google Meet links through those sites. Specials teachers need to communicate with classroom teachers to ensure that their Google Meet invites are shared with students.
- Teachers will communicate their Google Meet invites with their building administrator. Administrators will communicate how they want this information shared.
- Assignments completed on Distance Learning days should still be graded and students should still receive feedback on them as they would for any assignment completed in-person.



**Absences:**

- If you request an absence on the day of distance learning, please record videos of instruction in advance that will be shared with students through Canvas. Please coordinate with the building administrator and colleagues on finding a teacher in your building that will serve as a substitute. The substitute will need to monitor the classroom teacher's Google Meet and also take attendance for each class. Teachers who serve as substitutes will receive comp time.



Kyle,

I have reached out to several electrical contractors for the Transportation project. I have called Superior Electric and they actually responded with "not interested". Ludington electric was also contacted and no reply at all after leaving several messages. Buist Electrical was contacted and they were not interested. I left a message with Anderson Electric and had no response. I am submitting the only quote received and it is from a local contractor that we have done business with. I believe it to be a fair quote and they are able to get this work done yet this fall which fits into our timeline.

I am asking that we approve C&I Electric for the Transportation updates for the fuel station move.

Respectfully,  
Tyrone Collins  
Operations Supervisor



5-25-22

**TO:** Ludington Schools Bus Garage  
809 E. Tinkham Ave.  
Ludington, MI 49431  
ATTN: Debbie Wilsey

**Project:** New 100 amp panel for gas & diesel storage and dispensing

**Project description:** Replace existing panel and associated electrical next to column E in bus garage, replace with new 42 circuit panel and associated breakers. Install new 100 amp feeder from the new 42 circuit panel to feed new panel at the west end of bus garage for new fuel dispensing, refeed existing emergency lights and garage doors from new west panel. Install GFCI receptacle at new west panel for DEF tank.

The below budget pricing does not include any engineering, plan review or Utility company charges.

**NOTE: Suppliers will only hold material pricing for 24 hours so exact cost is unknown until time of order.**

Budget pricing is based on criteria from D&W Electric.

**Total Budget pricing for above scope of work: \$19,625.00**

**Project:** Change out existing 240v Delta meter base to new 208v wye, meter base supplied from Consumers energy.

**Total budget price for meter changeout: \$1,425.00**

Any or all engineering to determine if well pump will run off 208v should be done prior to meter changeout. If a buck/boost transformer is required (which is **not** included in above pricing) should be onsite prior to meter change with substantial shipping lead times likely.

Sincerely,  
Scott Buzzell/President

Ludington Area Public Schools  
MS HS Renovations 2.0

Ludington, Michigan

Date: August 2, 2022

Rev:

TCC Proj#: 218430

SQFT: 239,190



BID DAY SUMMARY

ESTIMATE & CD REVIEW DATA			ANTICIPATED AWARD				
TCC WC	Description	WC Total	Contract Award	\$/SQFT	Variance from WC	% WC	Awarded To
01	Demolition	727,707	933,700	3.90	205,993	28.31%	X-Treme Demolition
01A	Franklin Demolition (BP 1)	162,750	162,750	0.68	0	0.00%	WC 01A
02	Earthwork & Site Utilities	2,046,442	2,098,000	8.77	51,558	2.52%	Schultz Excavating & Asphalt
06	Bituminous Paving	572,018	581,907	2.43	9,889	1.73%	Reith Riley
07	Temp Fencing	116,375	116,375	0.49	0	0.00%	WVC07
08	Landscaping	412,433	243,200	1.02	(169,233)	-41.03%	Landscape Design
10	Structural & Site Concrete	2,253,007	2,445,355	10.22	192,348	8.54%	Schepers Concrete Construction, LLC
11	Masonry	2,522,368	3,327,242	13.91	804,874	31.91%	JK Masonry
12	Structural Steel	1,869,266	1,570,300	6.57	(298,966)	-15.99%	Steel Supply & Engineering
14A	Renovation Roofing	1,413,156	815,500	3.41	(597,656)	-42.29%	Stevens Construction
14	Additions Roofing (BP 2)	659,200	659,200	2.76	0	0.00%	Stevens Construction
18	Glass/Glazing/ Aluminum	1,780,718	1,738,575	7.27	(42,143)	-2.37%	Grand Valley Glass
19	Caulking/ Sealants	53,494	63,155	0.26	9,661	18.06%	Helms Caulking
20	General Trades / Carpentry	3,060,393	3,459,928	14.47	399,535	13.06%	Muskegon Quality Builder
21	Mtl Framing/Drywall/Acoustical/Insul.	1,845,117	2,541,310	10.62	696,193	37.73%	Sobie Company
23	Flooring	1,010,943	1,228,910	5.14	217,967	21.56%	Ritsem Associates
24	Painting & Wall Coverings	420,779	663,100	2.77	242,321	57.59%	York Brothers
25	Signage	217,686	245,144	1.02	27,458	12.61%	Universal Sign Inc.
25A	Bleachers	225,000	228,738	0.96	3,738	1.66%	Interkal
26	Fire Protection	101,961	166,969	0.70	65,008	63.76%	Total Fire Protection
27	Mechanical Systems	11,501,479	15,472,400	64.69	3,970,921	34.53%	B&V Mechanical
27A	Pre-Purchased VFD's	19,500	19,500	0.08	0	0.00%	ControlNET
28	Electrical	6,397,068	6,035,000	25.23	(362,068)	-5.66%	Allied Electric
28A	Structured Cabling	424,469	384,618	1.61	(39,851)	-9.39%	Pro-Tech Cabling Systems, Inc.
29	Food Service Equipment	345,600	448,762	1.88	103,162	29.85%	Great Lakes West
38A	Scaffold Installation - To be bid later	75,000	75,000	0.31	0	0.00%	
38B	Pool Locker Room Column Repair Allowance	50,000	50,000	0.21	0	0.00%	
38C	Unsuitable Soils Allowance	0	50,000				
40A	General Requirements	185,000	185,000	0.77			
99	Gas Line Relocation	0	15,000	0.06	15,000		
<b>Subtotal:</b>		<b>40,468,929</b>	<b>46,024,638</b>	<b>192.42</b>	<b>5,555,709</b>	<b>13.73%</b>	
	Design/Bid/Escalation Contingency	2,462,227	0		(2,462,227)	-100.00%	
	Bid Contingency: 0.0%	0	0		0		
		0	0		0		
<b>Subtotal:</b>		<b>42,931,156</b>	<b>46,024,638</b>	<b>192.42</b>	<b>3,093,482</b>	<b>7.21%</b>	
	Escalation: 0.0%	0	0		0		
	Phasing Premium: 0.0%	0	0		0		
<b>Subtotal:</b>		<b>42,931,156</b>	<b>46,024,638</b>	<b>192.42</b>	<b>3,093,482</b>	<b>7.21%</b>	
	Selective Bonding: 1.2%	489,738			(489,738)	-100.00%	
<b>Subtotal Construction:</b>		<b>43,420,894</b>	<b>46,024,638</b>	<b>192.42</b>	<b>2,603,744</b>	<b>6.00%</b>	
	CM Risk/Construction Contingency: 4.2%	1,817,269	1,800,000	7.53	(17,269)	-0.95%	
<b>Subtotal Const. w/CM Contingency:</b>		<b>45,238,163</b>	<b>47,824,638</b>	<b>199.94</b>	<b>2,586,475</b>	<b>5.72%</b>	
	Commercial General Liability Insurance: 0.55%	22,396	22,396	0.09	0	0.00%	
	Permit(s):	134,641	134,641	0.56	0	0.00%	
	Abatement Survey	98,005	98,005	0.41	0	0.00%	
	Abatement Work	275,000	275,000	1.15	0	0.00%	
	Construction Testing	40,000	40,000	0.17	0	0.00%	
	Commissioning	40,000	40,000	0.17	0	0.00%	
	FF&E	1,723,920	1,723,920	7.21	0	0.00%	
	Increase to FFE Budget - Removed at DD						
	Fitness Equipment	250,000	250,000	1.05	0	0.00%	
	Fund Food Service outside of bond	(100,000)	(100,000)	(0.42)	0	0.00%	
	CBD Tech - Clocks, Paging, ETC.		364,519	1.52	364,519		
<b>Subtotal CM Services:</b>		<b>2,483,962</b>	<b>2,848,481</b>	<b>11.91</b>	<b>364,519</b>	<b>14.67%</b>	
<b>TOTAL CONSTRUCTION ESTIMATE:</b>		<b>47,722,125</b>	<b>50,673,119</b>	<b>211.85</b>		<b>0.00%</b>	
<b>TOTAL BUDGET:</b>		<b>47,495,097</b>	<b>47,495,097</b>	<b>198.57</b>		<b>0.00%</b>	
<b>AMOUNT OVER/(UNDER) BUDGET:</b>		<b>227,028</b>	<b>3,178,022</b>				

