

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

Finance Committee Meeting

Date: August 06, 2020

Time: 5:30 p.m.

Place: Ludington High School Library
508 N. Washington Avenue, Ludington, Michigan
(Enter through outside library door on N. Washington Ave.)

- 1) CALL TO ORDER & ROLL CALL
 Josh Snyder Steve Carlson Scott Foster
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
 - a) Elementary Bond Project Application and Certificate for Payment #4
- 4) DISCUSSION ITEMS
 - a) Elementary School Building Commissioning Bid Award
 - b) Contract Negotiations with the Ludington Education Association
 - c) Notice of Conditions of Bid and Sale of Property
 - d) Update on Return to School Planning and COVID-19 Preparedness Response Plan
 - e) Milk and Bread Bid Awards
 - f) Updates from Other Committees
- 5) OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- 6) ADJOURNMENT

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan, 231-845-7303. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason Kennedy, Superintendent
RE: Finance Committee 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

AGENDA MODIFICATION

Elementary Bond Project Application and Certificate for Payment #4

We will need an action item at the Board meeting on Monday to approve the certificate for payment on the elementary school bond project and to authorize the District to pay **\$731,439.83**, as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The District received the authorized documents on August 6, 2020.

DISCUSSION ITEMS

Elementary School Building Commissioning Bid Award

The Christman Company developed an RFP seeking competitive bids for the commissioning of the new elementary school complex. Commissioning is a systematic process, through documented verification, that all building systems perform interactively, and as intended in the design phase of the construction process. This process is required by the State of Michigan for all new school buildings. The District received five (5) bids for the service ranging from \$22,500 to \$86,200. The budget for this part of the project was \$36,000. The Christman Company is recommending Functional Consultant Services, the low, qualified and responsive bidder at \$22,500. The company has several outstanding recommendations and has been used by the Christman Company on past projects. We will be discussing this at the Finance and Building and Site Committee meetings and then seeking approval at the August Board meeting.

Contract Negotiations with the Ludington Education Association

An update on contract negotiations for a successor Agreement with the Ludington Education Association will be provided to the committee.

Notice of Conditions of Bid and Sale of Property

We will review and discuss the Notice of Conditions of Bid and Sale of Property pertaining to the sale of the vacant school buildings (Foster, Franklin, and Lakeview) that was developed by Gordon VanWieren at Thrun Law Firm. The Board will be asked to approve the notice at the Board meeting on August 10, 2020.

Return to School Planning and COVID-19 Preparedness Response Plan

We will discuss the draft of the District's Return to School Plan for the 2020-2021 school year and the development of the District's COVID-19 Preparedness Response Plan. We will review the

public comment and feedback received by the District, as well as the final plan so that it can be approved by the Board of Education, as required by Executive Order, at the Board meeting on Monday.

Milk and Bread Bid Awards

The district has solicited competitive bids from vendors for milk and bread products for the upcoming school year. Bids were received from Prairie Farms and Cedar Crest for milk. Aunt Millie's was the only bid received for bread. A recommendation to approve the award of the milk bid to Prairie Farms, and the bread bid to Aunt Millie's will be presented to the Board. The bread costs are unchanged from the prior year, and the milk costs have a slight increase as described below:

- 1% white milk increased from .2250 cents to .2526 cents per half pint
- Fat free white milk increased from .2445 cents to .2578 cents per half pint
- 1% chocolate milk increased from .2490 cents to .2541 cents per half pint
- 1% strawberry milk increased from .2490 cents to .2551 cents per half pint

Updates from Other Committees

We will review updates from each of the other committees in preparation for the Board meeting on August 10, 2020.