

Ludington Area Schools  
Board of Education  
Meeting Minutes July 18, 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.

---

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.

Ludington Area Schools  
Board of Education  
Meeting Minutes July 18, 2022

- 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*

Ludington Area Schools  
Board of Education  
Meeting Minutes July 18, 2022

*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  
Board of Education  
Meeting Minutes July 18, 2022

<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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: 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. Nayes: None. Motion: Passes 7-0.

Ludington Area Schools  
Board of Education  
Meeting Minutes July 18, 2022

- 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.

---

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.*