

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 19, 2021
TIME: 6:00 p.m.
PLACE: Administration Office Boardroom, 809 East Tinkham Avenue, Ludington, MI

1. CALL TO ORDER & ROLL CALL

Steve Carlson Bret Autrey Mike Nagle Stephanie Reed Josh Snyder Leona Ashley Scott Foster

2. AGENDA MODIFICATION

3. CITIZEN PARTICIPATION

4. CONSENT AGENDA

- a. Ratification of Bill Payment - Per Summary Dated: August 16, 2021
- b. Approval of Minutes Dated: July 19, 2021
- c. Approval of 2020-2021 Student Handbooks
- d. K-12 Curriculum and Course Offerings
- e. Non-Union At-Will Contracts

5. BOARD COMMITTEE REPORTS

- a. Finance Committee Report
- b. Building/Site Committee Report
- c. Personnel/Negotiation Committee Report

6. BUSINESS MANAGER'S REPORT

7. SUPERINTENDENT'S REPORT & COMMENTS

- a. Review Owner, Architect, Construction Team Meeting Notes
- b. Reopening of Baldwin Pool: Update on Equipment Upgrades
- c. Superintendent Communication

8. DISCUSSION ITEMS

- a. Return to School Planning and DHD10 COVID-19 Guidance and Protocols
- b. Elementary Bond Project Application and Certificate for Payment #16
- c. Milk and Bread Bid Awards
- d. Transportation Department Plow Truck Purchase
- e. High Objective Uniform State Standards of Evaluation Option #3 Michigan Content Area Portfolio
- f. WSESD SEPAC Representative Designation 2021-2022
- g. List of Annual Public Notices: NEOLA Policy

9. ACTION ITEMS

- a. Elementary Bond Project Application and Certificate for Payment #16
- b. Milk & Bread Bid Awards
- c. Transportation Department Plow Truck Purchase
- d. High Objective Uniform State Standards of Evaluation Option #3 Michigan Content Area Portfolio
- e. WSESD SEPAC Representative Designation 2021-2022
- f. Shoreline Cycling Club - Singletrack showdown

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 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: 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

2021-2022 Student Handbooks

It is recommended that the Board of Education approve the student handbook for each school building through its consent agenda.

K-12 Curriculum and Course Offerings

It is recommended that the Board of Education approve the course offerings and K-12 curriculum for the District for the 2021-2022 school year through its consent agenda.

Non-Union Contracts & Service Agreements

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

- ❖ Mark Boon, LHS Student Enhancement Intervention Specialist
- ❖ Sarah Cooper - Director of PMECC
- ❖ Misty Bolton - PMECC Teacher
- ❖ Jasmine Mott - PMECC Teacher
- ❖ Trish Forfinski, Foster At-Risk Interventionist
- ❖ Beth Gunsell, Franklin/OJ At-Risk Specialist
- ❖ Michelle Holtrust - Director of Online Learning
- ❖ Michelle Kiessel, Foster At-Risk Specialist
- ❖ Matt McDonald, OJ Dean of Students
- ❖ Melanie Tomaski - Director of Oriole Work Based Learning Academy
- ❖ Kirk Walden, LHS At-Risk Coordinator
- ❖ Dennis Genson, LHS At-Risk
- ❖ Andrea Sargent, LHS At-Risk Specialist
- ❖ Amy Wojcicki, District ELL Coordinator

SUPERINTENDENT REPORT

Review Owner, Architect, Construction Team Meeting Notes

We will review the most recent owner, architect, and construction team meeting notes for the elementary school project as a way to continue to keep the building and site committee apprised of the work and progress at the elementary school project site.

Reopening of Baldwin Pool: Update on Equipment Upgrades

We will review progress and updates to the timeline for the opening of the Baldwin Pool after the improvements and upgrades have been made in the pool basement.

Superintendent Communication

We will review a communication from the superintendent as it pertains to potential transition planning in the superintendency.

DISCUSSION ITEMS

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. The final plan and approval of that plan will not take place on Monday; however, the draft plan will be shared as we await additional guidance from Dr. Morse and DHD10. We will review feedback received by the District, as well as

guidance and protocols received by the District on August 13th in preparation for the new school year. The regularly scheduled meetings with Dr. Morse will begin again starting on August 19th for schools within her jurisdiction. The District's plans will continue to be subject to change based upon additional guidance and or directive received. The Board may need to schedule a special meeting to finalize its plan after meeting with Dr. Morse and her team. The District has also received an invitation from Dr. Elizabeth Hill from the University of Michigan to work with a team of medical experts to review our plans before approval by the Board.

Elementary Bond Project Application and Certificate for Payment #16

We will need an action item at the Board meeting to approve the certificate for payment on the elementary school bond project and to authorize the District to pay \$1,854,414.10, 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.

Milk and Bread Bids

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. We will discuss the bids received and will make a recommendation for board action.

Transportation Department Plow Truck Purchase

We will discuss the need for a new district plow truck to be housed in the operations department. The existing district plow truck is housed in the transportation department, and is stocked with repair parts and equipment that is specific to school bus repair needs.

With the recent hiring of the Operations Supervisor, a new position in the district, we have temporarily used this transportation department vehicle to support the transitional work being completed by this supervisor in both the transportation department and the operations department. This has been a feasible temporary solution because we have had a head bus mechanic vacancy since September of last year. We are currently working through the hiring process with a highly certified school bus mechanic looking to relocate to this area, who has accepted our job offer for this vacant position. With the filling of this position, the need for an additional vehicle specific to supporting the work of the operations department has become evident.

High Objective Uniform State Standards of Evaluation Option #3 Michigan Content Area Portfolio

We will discuss the use of a High Objective Uniform State Standards of Evaluation Content Area Portfolio as evidence of practice needed for special education teachers to provide content level instruction to special education students as an additional option to help our special education staff. The District has been working directly with the Michigan Department of Education on this matter, and the Department recommends our Board approving this option to support special education teachers, especially given the nature of special education as a critical shortage area.

WSESD SEPAC Representative Designation

It is recommended that the Board approve Shannon Miller as the Ludington Area School District representative to the West Shore Educational Service District Special Education Parent Advisory Committee for the 2021/2022 school year. Shannon has been serving in this capacity for the District the past couple years. She has done a great job representing LASD in this capacity and we would like for her to continue in this role.

List of Annual Public Notices: NEOLA Policy

We will review the list of annual public notices and the procedures used by the District to notify the public of each of the annual notifications that we are required to provide to the public.

ACTION ITEMS

Elementary Bond Project Application and Certificate for Payment #16

We will need an action item at the Board meeting to approve the certificate for payment on the elementary school bond project and to authorize the District to pay \$1,854,414.10, 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.

Milk & Bread Bid Awards

We will need an action item to approve the milk and bread bid awards to Prairie Farms for milk, and to Aunt Millie's for bread, as discussed above. The action item authorizes the Superintendent or Director of Business Services to sign and execute the agreements with Prairie Farms and Aunt Millie's.

High Objective Uniform State Standards of Evaluation Option #3 Michigan Content Area Portfolio

We will need an action item to approve the use of a High Objective Uniform State Standards of Evaluation Content Area Portfolio as evidence of practice needed for special education teachers to provide content level instruction to special education students as an additional option to help our special education staff, as recommended by the Michigan Department of Education.

WSESD SEPAC Representative Designation

We will need an action to approve Shannon Miller as the Ludington Area School District representative to the West Shore Educational Service District Special Education Parent Advisory Committee for the 2021/2022 school year. Shannon has been serving in this capacity for the District the past couple years. She has done a great job representing LASD in this capacity and we would like for her to continue in this role.

Transportation Department Plow Truck Purchase

We will need an action item to approve the purchase of a new 2022 Chevrolet 2500 Heavy Duty plow truck at the price of \$39,700 to support the operations department.