

NOTICE OF PUBLIC MEETING

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: Organizational & Regular Meeting
DATE: January 18, 2021
TIME: 6:00 p.m.
PLACE: Electronic/Virtual
Ludington Area Schools Administration/Central Office, 809 E. Tinkham Avenue, Ludington

ORGANIZATIONAL MEETING

1. CALL TO ORDER & ROLL CALL: TEMPORARY CHAIRPERSON (SUPERINTENDENT)
ROLL CALL/MEMBER LOCATION: Steve Carlson/ _____ Bret Autrey/ _____ Josh Snyder/ _____ Mike Nagle/ _____
 Stephanie Reed/ _____ Leona Ashley/ _____ Scott Foster/ _____
2. CEREMONIAL OATH OF OFFICE
3. ELECTION OF BOARD PRESIDENT; SEATING OF BOARD PRESIDENT
4. ELECTION OF VICE PRESIDENT
5. ELECTION OF SECRETARY
6. ELECTION OF TREASURER
7. APPOINTMENT BY BOARD SECRETARY & SECRETARY DESIGNEE
8. APPOINTMENT OF BOARD MEMBERS REPRESENTATIVES TO ESD, MASB, RECREATION BOARD
9. COMMITTEE APPOINTMENTS (Direction Given to Members by President)
10. ADJOURNMENT OF ORGANIZATIONAL MEETING

REGULAR MEETING (Following Adjournment of Organizational Meeting)

1. CALL TO ORDER
2. AGENDA MODIFICATION
3. GOOGLE MEET PARTICIPANT CONTROLS
4. CITIZEN PARTICIPATION
5. SPECIAL PRESENTATIONS
 - a. Brian Dotson - MEMSPA / SET SEG Principal of the Year Recognition
 - b. Board of Education Recognition Month
 - c. Recognition of Martin Luther King, Jr. Birthday
6. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated January 18, 2021
 - b. Approval of Regular Meeting Minutes December 14, 2020
 - c. Non-union Remote Learning Instructor Contract
7. BOARD COMMITTEE REPORTS
 - a. Personnel Committee Report: January 13, 2021
 - b. Finance Committee Report: January 14, 2021
 - c. Building & Site Committee Report: January 15, 2021
8. SUPERINTENDENT'S REPORT & COMMENTS
 - a. Review Owner, Architect, Construction Team Meeting Notes and Progress
 - b. Public Posting of Training on Delivery, Access, and Use of Virtual Content
9. DISCUSSION ITEMS
 - a. Update on Secondary School Complex Schematic Design Meetings
 - b. Elementary Bond Project Application and Certificate for Payment #9
 - c. Review Bids Received for Vacant School Properties
 - d. Update on Extended COVID-19 Continuity of Learning Plan
 - e. Second Reading: NEOLA Special Policy Update - Emergency Temporary Telecommuting
10. ACTION ITEMS
 - a. Elementary Bond Project Application and Certificate for Payment #9
 - b. Action on Bids Received from George Duncan DBA Gold Nugget Properties, LLC
 - c. Updated Extended COVID-19 Continuity of Learning Plan Approval
 - d. NEOLA Special Policy Update - Emergency Temporary Telecommuting Policy
 - e. Child Nutrition Program Director Contract
 - f. Retainer Fee Agreement - Appointment of Thrun Law Firm, P.C.
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 Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

ORGANIZATIONAL MEETING / REGULAR MEETING

Meeting Notice and Meeting Access Information:

This notice is given and published pursuant to the Epidemic Emergency Order issued by Michigan Department of Health and Human Services Director Robert Gordon.

The Board of Education for Ludington Area School District will meet on Monday, January 18, 2021 at 6:00 pm for a regular meeting as an electronic / virtual meeting (online and/or by phone) to protect the health, safety, and welfare of the citizens of Ludington Area School District from Coronavirus/COVID-19. This virtual meeting is authorized pursuant to the Michigan Open Meetings Act, MCL 15.263a.

Public comment will be handled using the participant controls of the Google Meet platform. These will be discussed at the start of the meeting. If you are listening by telephone only, you will be called upon by the host during the time for public participation in the meeting.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting and/or to obtain this notice in an alternative format, should contact Superintendent Jason Kennedy, Ludington Area School District at (231) 845-7303 at least twenty-four (24) hours prior to this meeting.

Google Meet Instructions for Participants

To join the conference by telephone:

1. On your phone, dial the teleconferencing number provided below:
 - Phone number: (US) +1 321-677-2267
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
 - Pin number: 275 148 619#

Before the meeting:

1. You will need a computer, tablet, or smartphone with speakers or headphones. You will have the opportunity to check your audio immediately upon joining the meeting.

To join the meeting via video conference or technology device:

1. At the start time of the meeting, click on the link below to join via computer. You may be instructed to download the Google Meet application.

Meeting Link: meet.google.com/pjf-axpz-bhp

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

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason Kennedy, Superintendent
RE: Organizational & Regular Electronic/Virtual Meeting Agenda Notes

ORGANIZATIONAL FORMAT

TEMPORARY CHAIRPERSON

The Superintendent will act as Temporary Chairperson and call the meeting to order.

ROLL CALL/MEMBER LOCATION:

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

CEREMONIAL OATH OF OFFICE: (Steve Carlson, Bret Autrey, Mike Nagle)

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of this State and that you will faithfully discharge the duties of the office of the Member of the Board of Education of the Ludington Area School District, Ludington, Michigan, according to the best of your ability?”

ELECTION OF BOARD PRESIDENT:

_____ nominated by _____

_____ nominated by _____

****MULTIPLE NOMINEES:** The Chairperson calls for voting on the nominees.

For _____: Members: _____

For _____: Members: _____

****MOTION FOR ONE NOMINEE:**

Motion by _____, seconded by _____, that nominations be closed and that _____ be elected President.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

The Chairperson declares _____ elected President of the Board. The Board President assumes the chair.

ELECTION OF VICE PRESIDENT: (following same format)

_____ nominated by _____

_____ nominated by _____

****MULTIPLE NOMINEES:** The Chairperson calls for voting on the nominees.

For _____: Members: _____

For _____: Members: _____

****MOTION FOR ONE NOMINEE:**

Motion by _____, seconded by _____, that nominations be closed and that _____ be elected Vice President.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

The President declares _____ elected Vice President of the Board.

ELECTION OF SECRETARY: (following same format)

_____ nominated by _____

_____ nominated by _____

****MULTIPLE NOMINEES:** The Chairperson calls for voting on the nominees.

For _____: Members: _____

For _____: Members: _____

****MOTION FOR ONE NOMINEE:**

Motion by _____, seconded by _____, that nominations be closed and that _____ be elected Secretary.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

The President declares _____ elected Secretary of the Board.

ELECTION OF TREASURER: (following same format)

_____ nominated by _____

_____ nominated by _____

****MULTIPLE NOMINEES:** The Chairperson calls for voting on the nominees.

For _____: Members: _____

For _____: Members: _____

****MOTION FOR ONE NOMINEE:**

Motion by _____, seconded by _____, that nominations be closed and that _____ be elected Treasurer.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

The President declares _____ elected Treasurer of the Board.

APPOINTMENT BY BOARD SECRETARY ~ SECRETARY DESIGNEE: Recommendation

Motion by _____, seconded by _____, to designate the Superintendent's Administrative Assistant (Penny Schultz) as the *Board Secretary Designee*, who will, in place of the Board Secretary, post all notices and take minutes of Board of Education meetings.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

APPOINTMENT OF BOARD MEMBERS AS ESD AND MASB REPRESENTATIVES / RECREATION BOARD:

Each year, the Board is asked to designate one Board Member to each of several committees or organizations. It is recommended that the President request volunteers and designate members to the following committees/organizations (current member listed in parenthesis):

WSESD - WSASBA (West Shore Area School Boards Assoc.): _____ (Josh Snyder)

MASB LRN Member - (Legislative Relations Network): _____ (Mike Nagle)

MASB Negotiations Liaison : _____ (Bret Autrey)

Ludington Recreation Board: _____ (Stephanie Reed)

Motion by _____, seconded by _____, to appoint Board Member Representatives as designated above.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

COMMITTEE APPOINTMENTS:

The Board President may direct Board members as to the process for the appointment of Ad Hoc Committee members, including the role of committee *Chairperson. These are appointed positions by the Board President.

Building and Site Committee Members: *Mike Nagle, Stephanie Reed, Bret Autrey

- Facilities, Capital Improvements

Finance/Negotiations Committee Members: *Josh Snyder, Steve Carlson, Scott Foster

- Budget Development/Adjustments, Works with Community-Budget Planning, Negotiations

Personnel Committee Members: *Stephanie Reed, Mike Nagle, Leona Ashley

- Personnel Issues, Grievances

Co-Curricular Committee Members: *Bret Autrey, Leona Ashley, Josh Snyder

- Athletics, Extra-curricular Activities, Coaches

ADJOURNMENT OF ORGANIZATIONAL MEETING:

Motion by _____, seconded by _____, to adjourn the Organizational Meeting.

ROLL CALL VOTE:

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 Y/N. AYES: _____ NAYES: _____ MOTION: _____

The organizational meeting adjourned at _____ p.m.

SPECIAL PRESENTATIONS

Brian Dotson - MEMSPA / SET SEG Principal of the Year Recognition

Paul Liabenow, the Executive Director of the Michigan Elementary and Middle School Principals Association (MEMSPA) will join us to virtually honor and recognize Brian Dotson for being named the Michigan MEMSPA / SET SEG Elementary Principal of the Year.

Board of Education Recognition Month

January is School Board Recognition month. We will take a moment to recognize and honor our Board members for their commitment and dedication to the students and families of our community. Our Board is committed to leadership and accountability of all to ensure that all children have the opportunity to succeed. We will honor and recognize the tireless effort that is put forth by our Board in the pursuit of excellence in education on behalf of the students and families of our community.

Martin Luther King, Jr Birthday - We will take a moment to honor and recognize the work of Dr. Martin Luther King, Jr. and the Civil Rights leader's life and legacy.

CONSENT AGENDA

Non-Affiliated / At Will Contract - Remote Learning Instructor

Before the holiday break, the District posted a remote learning instructor's position at Foster Elementary. Carrie Moeggenberg had been serving in this capacity for the District in addition to her instructional technology coaching position. It became very difficult for one person to manage both positions, and serve our students and staff effectively. As a result, the District posted a non-union, at-will contracted position designed to get us through the remainder of the year in supporting remote learners at Foster Elementary School. The District plans to review the future of online learning and the role that a position like this may play in the future, so making this a temporary position to get us through the year made sense.

The District is pleased and excited to announce the hiring recommendation of Ms. Maggie Nagle as the Remote Learning Instructor for 3rd, 4th, and 5th grades. Ms. Nagle is a recent graduate of Eastern Michigan University with a degree in Elementary Education and minors in reading and Teaching English to Speakers of Other Languages (TESOL). Throughout her tenure at Eastern Michigan University, Maggie is a seven-time Dean's list honoree with a cumulative GPA of 3.94. She is a 3-year member of Kappa Delta Pi, an international organization for teachers. She was also a 4-year member of the EMU concert band. As a local graduate from Ludington High School in 2016, Ms. Nagle is familiar with the community, our schools, and the staff at Ludington Area Schools. The District is excited and pleased to recommend her hiring for this position. As a matter of practice, non-affiliated and at-will contracted positions are placed in the consent agenda of the regular board meeting agenda for approval.

SUPERINTENDENT REPORT

Review Owner, Architect, Construction Team Meeting Notes and Progress

We will review the most recent owner, architect, and construction team meeting notes for the elementary school project, as well as the construction progress update that has been provided to the District by the Christman Company, as a way to continue to keep the Board apprised of the work and progress at the elementary school project site.

Public Posting of Training on Delivery, Access, and Use of Virtual Content

The public posting of the District's Training on Delivery, Access, and Use of Virtual Content plan has been posted to the District's transparency page, as required. The public posting deadline was January 15, 2021. We will review this with the Board.

DISCUSSION ITEMS

Update on Secondary School Complex Schematic Design Meetings

We will review an update on the secondary school complex schematic design meetings and progress that is being made on the schematic design of the secondary school complex design.

Elementary Bond Project Application and Certificate for Payment #9

We will need 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 \$1,890,334.80, as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The District received the pay application information from the construction manager to process on January 08, 2021.

Review Bids Received for Vacant School Properties

The Board will review each of the bids received for vacant school properties at the Board meeting on Monday evening. The bid closing date was Friday, January 8, 2021 at 3:30 p.m. Moving forward, the District plans to engage in post bid interviews with at least the top two bidders on the Lakeview Elementary School property to learn more about the specifics of each bid. Each bid has been reviewed with Gordon VanWieren, the District's legal counsel at Thrun Law Firm. Options, as discussed with the District's legal counsel will be shared with the Board as we move forward. The Board will not be asked to take action that would award a bid on Monday, February 15, 2021 is the earliest that the Board will take action toward awarding a bid. However, the Board may consider rejecting any and all bids, at its discretion, at any time.

The District received the following bids by the deadline of January 8, 2021 at 3:30 pm:

- Peter and Kaye Riley - \$170,000 for Lakeview Elementary School: Property to be subdivided into lots for purchase and construction of private homes; Bidder keeps the playground equipment and modifies one lot to be set-up for a park that will be donated to the City of Ludington.
- Todd and Nicole Stowe - \$145,000 for Lakeview Elementary School: Single family residential housing development with houses that fit the neighborhood; Demo with new build; Architecture and aesthetics to compliment the neighborhood.
- George Duncan DBA Gold Nugget Properties, LLC. (George Duncan) - \$15,000 for Lakeview Elementary School: Housing (no further detail provided).
- George Duncan DBA Gold Nugget Properties, LLC. (George Duncan) - \$15,000 for Foster Elementary School: Housing (no further detail provided).
- George Duncan DBA Gold Nugget Properties, LLC. (George Duncan) - \$15,000 for Pere Marquette Early Childhood Center: Housing (no further detail provided).

It is the recommendation of the superintendent, in consultation with Gordon VanWieren, attorney at Thrun Law Firm, that the Board of Education consider an action item to reject each of the three (3) bids from George Duncan DBA Gold Nugget Properties, LLC in the amount of \$15,000 for the purpose of housing.

Update on Extended COVID-19 Continuity of Learning Plan

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan ("Plan") that has been approved by an intermediate district or

authorizing body. The Plan does not replace the District's/PSA's COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access.

Section 98a(1)(c) states, "Thirty days after the approval of the plan under subsection (2), and every 30 days thereafter, the district must, at a meeting of the board or board of directors, as applicable, of the district, reconfirm how instruction is going to be delivered during the 2020-2021 school year. Public comment must be solicited from the parents or legal guardians of the pupils enrolled in the district during a meeting described in this subdivision." Section 98a(1)(i) states, "The district shall publicly announce its weekly interaction rates under this subdivision at each reconfirmation meeting described in subdivision (c) and make those rates accessible through the transparency reporting link located on the district's website each month."

We will review the Extended Continuity of Learning Plan Reconfirmation Meeting template and reconfirm how instruction is going to be delivered during the 2020-2021 school year, accept public comment during the meeting from parents and/or guardians on the Extended Learning Plan, and review weekly 2-way interaction rates. We will also discuss any changes to the plan. We will also complete each of these tasks at the Board meeting on Monday so that the Board can reconfirm the District's Extended Continuity of Learning Plan.

Second Reading: NEOLA Special Policy Update - Emergency Temporary Telecommuting Policy

This Special Update is being issued in response to the Michigan Occupational Safety and Health Administration's release of Emergency Rules regarding Coronavirus Disease 2019 (COVID-19). The rule requires that all Michigan employers shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely. We will complete the second reading of this policy and recommend that the Board approve the second reading of the policy.

ACTION ITEMS

Elementary Bond Project Application and Certificate for Payment #9

We will need an action item 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 \$1,890,334.80, as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The District received the pay application information from the construction manager to process on January 08, 2021.

Action on Bids Received from George Duncan DBA Gold Nugget Properties, LLC

It is the recommendation of the superintendent, in consultation with Gordon VanWieren, attorney at Thrun Law Firm, that the Board of Education consider an action item to reject each of the three (3) bids from George Duncan DBA Gold Nugget Properties, LLC in the amount of \$15,000 for the purpose of housing. The Board will need to consider an action item to reject the bids from George Duncan DBA Gold Nugget Properties, LLC.

Updated Extended COVID-19 Continuity of Learning Plan Approval

We need an action item to reconfirm the District's Extended Continuity of Learning Plan, as written and presented.

NEOLA Special Update: Emergency Temporary Telecommuting Policy Approval

The Emergency Temporary Telecommuting Policy is recommended for approval, as written and presented.

Child Nutrition Program Director Contract

After an intensive interview process led by Jesse Rickard and a team of staff members representing our support staff, professional staff, and administrative team, a recommendation is being made to hire a new child nutrition program director.

The District is recommending the hiring of Kevin Lange, pending Board approval. Mr. Lange is a graduate of Ludington Area Schools who demonstrated passion in outlining his goals for the food service program. Mr. Lange discussed the importance of morale within the department, building and strengthening staffing levels, addressing issues that ultimately lead to employee longevity within the department, while always focusing on continuous improvement of food quality and improving meal counts.

Mr. Lange led the food program at St. Mary's Hospital in Grand Rapids, where the program he led served more than 2,000 meals per day and he supervised 30 employees. He was responsible for interviewing, hiring, and managing all hospital food service employees at the Grand Rapids hospital. He supervised the daily operation of the kitchen, he handled all menu and recipe planning, and ordered all food and supplies. Mr. Lange also was responsible for the food service program at Mary Free Bed Rehabilitation Hospital, as well as all sub-acute rehabilitation food service programs within the system's Grand Rapids region. Kevin led the hospital food service program for six (6) years in this capacity.

Kevin has also spent three (3) years serving as a senior enforcement officer for the Friend of the Court in Oceana County and has completed the Michigan Sheriff's Coordinating and Training Councils Basic Certification programs in many areas.

Mr. Lange holds a Bachelor's Degree from Grand Valley State University and the District is excited to recommend his hiring. The start date for Mr. Lange will be on January 20, 2021.

Retainer Fee Agreement - Appointment of Thrun Law Firm, P.C.

The District has established an attorney-client relationship with Thrun Law, P.C. and has worked with the firm for many years. The annual retainer fee agreement amount covering the 2021 calendar year is \$2,400 and provides the District counsel in the following areas: Board counsel, business contracts, general school law, labor and employment law, litigation, administrative law, and appeals, municipal law, public finance and elections, among many other areas outlined within the retainer fee statement. It is my recommendation that the Board approve the retainer fee agreement in the amount of \$2,400 with Thrun Law, P.C. for the 2021 calendar year.