

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 School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

MEETING: Regular Meeting
DATE: July 15, 2019
TIME: 6:00 p.m.
PLACE: Ludington Area Schools Central Business Office/Administration Building
 809 E. Tinkham Avenue, Ludington, Michigan

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. CITIZEN PARTICIPATION
5. SPECIAL PRESENTATION: Mechanic of the Year - Rich Page
6. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated July 15, 2019
 - b. Approval of Minutes –Budget/Regular, Special & Closed Meetings June 24, 2019
 - c. Approval of 2019-2020 Student Handbooks
 - d. K-12 Curriculum and Course Offerings
 - e. Epi-Pen Renewals
 - f. Non-Union Contracts & Service Agreements
7. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building & Site Committee Report
 - c. Personnel Committee Report
8. BUSINESS MANAGER'S REPORT - Bond Update: Cash Flow Projections
9. SUPERINTENDENT'S REPORT and COMMENTS
 - a. New Teacher and Staff Hiring Recommendations
 - b. Land and Site Survey Update
 - c. Forester Recommendations, Forest Management Plan, and DNR Grant Application
10. DISCUSSION ITEMS
 - a. School Lunch Prices 2019-2020
 - b. GMB Proposed Bond Project Design Schedule
11. ACTION ITEMS
 - a. Set Board Meeting Schedule 2019-2020 (Dates, Times, Locations)
 - b. School Lunch Prices 2019-2020
 - c. Appointment of Audit Firm 2019-2020
 - d. School District Depositories & Authorized Signatories Designated
 - e. Electronic Transfer Officer Designees
 - f. New Teacher Contract Approvals
 - g. Management of Technology Bond Proceeds
12. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
13. 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

FROM: Jason Kennedy, Superintendent

RE: Regular Board Meeting ~ Agenda Notes

Regular Meeting

***CONSENT AGENDA**

Non-Union Contracts & Service Agreements (2% Increase)

- ❖ Mark Boon, LHS Student Enhancement Intervention Specialist, annual contract, 6 hours per day, salary not to exceed \$ 28,566
- ❖ Dennis Genson, LHS At-Risk, hourly contract \$21.87/hour, 2 hours/day, 3 days/week
- ❖ Kirk Walden, LHS At-Risk Coordinator, annual contracted salary not to exceed \$23,660
- ❖ Michelle Kiessel, Foster At-Risk Specialist, full-time, annual contract \$49,500
- ❖ Trish Forfinski, Foster At-Risk Interventionist, part-time, annual salary \$31,514
- ❖ Jennifer Shaw, Lakeview At-Risk Specialist, full-time, annual contract \$52,000
- ❖ Beth Gunsell, Franklin/OJ At-Risk Specialist, annual contract 8 hours per day \$53,550
- ❖ Tricia Hale, PMECC 4 Yr P. Teacher, hourly contract, \$15.16/hour, 7 ½ hours/day, M-TH
- ❖ Courtney Walters, PMECC 3 Yr P. Teacher, hourly contract, \$15.16/hour, 4 hours/day M-Th
- ❖ Dale Horowski, Teacher Evaluations, \$5202 annual stipend
- ❖ Amy Wojcicki, District ELL Coordinator, hourly contract not to exceed 200 hours \$,5202

2019-2020 Student Handbooks

I recommend that the Board approve the student handbook for each school building through its consent agenda at the Board meeting on July 15, 2019.

K-12 Curriculum and Course Offerings

I recommend that the Board approve the course offerings and K-12 curriculum for the District for the 2019-2020 school year through its consent agenda at the Board meeting on July 15, 2019.

EpiPen Renewals

The Epinephrine Auto-Injector Public Acts 186 and 187 allow local Boards to ask any authorized prescriber to issue a prescription for Epinephrine Auto Injectors to a school board. One written prescription to a school board can allow for all district buildings to obtain (2) epinephrine auto-injectors per building. Schools must stock at least two (2) EpiPens in each school building, and ensure that at least two (2) school employees in each building are trained to use and properly administer an EpiPen. I recommend that the Board approve the authorization of the District's EpiPen prescription renewal through its consent agenda to comply with the Acts outlined above.

BUSINESS MANAGER'S REPORT

Bond Update: Cash Flow Projections

Jesse Rickard will discuss and review the initial cash flow projections that have been developed by the Christman Company for the bond project. Cash flow projections will be discussed starting July 1, 2019 through September 1, 2024 for the bond project.

SUPERINTENDENT'S REPORT

New Teacher and Staff Hiring Recommendations

We have completed the interview process for the hiring of two teaching positions. These vacancies were created with the retirement of Scott Stone and the resignation of Shelby Schittenhelm. I will recommend the hiring of Alison Helminski and Evan Kroeze at the Board meeting on Monday. Alison has taught for 15 years, with the last three of those years at Spittler Elementary in Hart. Alison lives in Ludington and also teaches a number of fitness and yoga classes here in town. She comes highly recommended to the District and will be hired, pending Board approval, to teach health and physical education at the middle school. Evan is a graduate of Ludington High School and Grand Valley State University. He will be hired, pending Board approval, to teach social studies at the high school.

Land and Site Survey Update

The Spicer Group completed the field work for the land and site survey for the Outcalt Property prior to the July 4th holiday. The Spicer Group is now working to finalize all survey documents for the District's property at the corner of Jebavy Drive and Bryant Rd. and was given a deadline of July 25, 2019 to complete the necessary survey documentation and to submit it to GMB Architecture and Engineering.

Nordlund and Associates will begin survey work on the secondary complex over the next month or so.

Forester Recommendations and Forest Management Plan

The District has been working with Joshua Shields, Ph.D., an ecologist and forester with the Manistee and Mason - Lake Conservation District, to develop a plan and formulate recommendations for the 15 acre site that will be cut to accommodate the new elementary school. These recommendations will be reviewed with the Board. Dr. Shields has also been assisting the District in working with the Forest Resource Division of the Department of Natural Resources and Jack Boss, wildlife biologist and forester, to write a Forest Stewardship Program Grant Application. This grant, a cost sharing model, will provide the District with additional dollars to work with Jack Boss to write a stewardship plan that will cover the remaining forested property so that there is a management plan in place to preserve the wildlife habitat and forest ecosystem that is not impacted by the elementary building site. The Site Summary document prepared by Dr. Shields will also be reviewed with the Board.

DISCUSSION ITEMS

School Lunch Prices

It is recommended that we increase meal prices by \$0.10 cents per meal for food service breakfasts, lunches, and milk, for the upcoming school year. We are required to charge our full-pay students the federal reimbursement rate for meals by 2021. I recommend that you accept the recommendation to increase current prices by \$0.10 cents per meal.

GMB Proposed Bond Project Design Schedule

We will discuss the bond design schedule, as proposed by GMB Architecture and Engineering. This will involve discussions pertaining to the major deliverables of the design project, the design committee structure recommendation, and the roles and responsibilities of each design committee.

ACTION ITEMS

Set Board Schedule 2019/2020; All regular meetings at 6:00 p.m.

| <u>Tentative Date</u> | <u>Meeting Type</u> | <u>Location/School Building</u> |
|-----------------------|---------------------|--|
| July 15, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| August 19, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| September 16, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |

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| October 21, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| November 18, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| *December 9, 2019 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| January 20, 2020 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| February 17, 2020 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| March 16, 2020 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| April 20, 2020 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| May 18, 2020 | Regular Meeting | Administration Office, 809 E. Tinkham Ave. |
| *June 22, 2020 | Budget & Regular | Administration Office, 809 E. Tinkham Ave. |

School Lunch Prices

We will need a motion to set the meal and milk prices for the 2019-2020 school year. I recommend that the Board approve the lunch prices for 2019-2020 school year as written above and presented.

Appointment of Audit Firm

We will need a motion to approve the appointment of the District's auditing firm for the 2019-2020 school year. I recommend Hungerford Nichols as the district's audit firm for the 2019-2020 school year.

School District Depositories & Authorized Signatories Designated

We will need a motion to designate West Shore Bank as official depository of the school district and, further, to designate the Superintendent and Director of Business Services (Jason Kennedy, Jesse Rickard) 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.

School District Electronic Transfer Officer Designees

We will need a motion to recommend the Superintendent and Director of Business Services (Jason Kennedy, Jesse Rickard) 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.

Management of Bond Proceeds for Technology

The District has the ability to continue working with Communications by Design in the management and engineering of the technology portion of the 2019 bond project, while saving money in doing so. CBD has designed and managed the District's Technology Bond project. The design fee for the engineering of the technology portion of the 2019 bond project would be 5.0%, if completed by Communications by Design, as was done with the District's prior technology bond projects. This is instead of the 5.9% that would be charged if the engineering and design work is done by the architect, GMB Architecture and Engineering. Of the \$100.9 million dollar project, \$7.9 million is considered technology or technology infrastructure. I recommend that you approve this agreement and continue to work with CBD in this capacity to save money on the design of the technology infrastructure.

OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS

NMSLA Dinner at Hagerty Center Traverse City - August 1, 2019 (5:30 PM - 8:30 PM)

The Northern Michigan Schools Legislative Association (NMSLA) dinner will be held on August 1, 2019, at the Hagerty Center, located at 715 E. Front Street in Traverse City. Social hour will begin at 5:30 p.m., Dinner will be at 6:30 p.m., and the program will follow. The speaker will be State Representative Aaron Miller, the Chair of the House School Aid Subcommittee. Tickets for the dinner cost \$31.20 and registration for the event is required with a deadline of July 26, 2019, if you plan to attend.