

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

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**MEETING:** Public Budget Hearing & Regular Meeting  
**DATE:** June 28, 2021  
**TIME:** 6:00 p.m.  
**PLACE:** Ludington High School Library, 508 N. Washington Avenue, Ludington, Michigan

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**BUDGET HEARING**

1. CALL TO ORDER & ROLL CALL  
( ) Steve Carlson ( ) Josh Snyder ( ) Bret Autrey ( ) Mike Nagle ( ) Stephanie Reed ( ) Leona Ashley ( ) Scott Foster
2. AGENDA MODIFICATION
3. CITIZEN PARTICIPATION: Review Board Policy 0167.3: Public Participation at Board Meetings
4. PUBLIC HEARING
  - a. Final Budget Amendment for Fiscal Year Ending June 30, 2021
  - b. Proposed Budget for Fiscal Year Ending June 30, 2022 (2021-2022)
  - c. Review of Property Tax Millage Rate
5. ADJOURNMENT OF PUBLIC HEARING

**REGULAR MEETING**

6. CALL TO ORDER
7. AGENDA MODIFICATION
8. CITIZEN PARTICIPATION
9. CONSENT AGENDA
  - a. Ratification of Bill Payment - Per Summary Dated June 28, 2021
  - b. Approval of Minutes – Regular Meeting May 17, 2021; Special Meetings May 25, 2021 and June 15, 2021
  - c. Annual Summer Tax Resolution 2022
  - d. Annual Michigan High School Athletic Association Membership Resolution 2021/2022
  - e. MASB Membership Renewal 2021/2022
10. BOARD COMMITTEE REPORTS
  - a. Finance Committee Report
  - b. Building & Site Committee Report
  - c. Personnel/Policy Committee Report
11. SUPERINTENDENT'S REPORT and COMMENTS
  - a. Review Owner, Architect, Construction Team Meeting Notes and Progress
  - b. Review Progress on the Secondary School Complex Schematic Design Meetings and Pool Project Update
12. DISCUSSION ITEMS
  - a. Ludington School Forest Management Plan: Next Steps
    - i. Great Lakes Restoration Initiative (GLRI) Project - Grant Application
  - b. Review of Elementary Classroom Audio Visual Bids Received
  - c. Evaluation of the Superintendent for 2020/2021
  - d. Spectrum Health Sports Medicine Service Agreement Renewal
    - a. Update on Extended COVID-19 Continuity of Learning Plan and End of Year Goal Reporting Form
13. ACTION ITEMS
  - a. Tuition Rate (Section 6 Non-Resident Students); School of Choice 2021/2022
  - b. Non-Union Administrative & Central Office Contracts 2021/2022
  - c. Final Budget Amendment for Fiscal Year Ending June 30, 2021
  - d. Budget Adoption for Fiscal Year Ending June 30, 2022 (2021-2022)
  - e. Set July 2020 Board Meeting Date Time Place
  - f. Elementary Classroom Audio Visual Bids
  - g. Spectrum Health Sports Medicine Service Agreement Renewal
  - h. Update on Extended COVID-19 Continuity of Learning Plan
  - i. Closed Session: Strategy and Negotiation of Collective Bargaining Agreement (LEA) per MCL 15.268 Section 8(c), as requested by the District.
14. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
15. 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 J. Kennedy, Superintendent  
RE: Public Budget Hearing and Regular Meeting – Agenda Notes

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## **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

## **PUBLIC BUDGET HEARING**

The Board of Education will hold a public hearing to consider the District's proposed 2021/2022 budget. The Board may not adopt its proposed 2021/2022 budget until after a public hearing. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. We will hold a public hearing prior to the regular meeting for the proposal of the 2021/2022 operating budget. Jesse Rickard, Director of Business Services, will present to the Board. We will then adjourn the hearing and call the regular meeting to order.

### **Budget Amendment for Fiscal Year Ending June 30, 2021**

Jesse Rickard will discuss the final budget amendment for the year ending June 30, 2021. The Board of Education will be asked to approve the final budget amendment for the year ending June 30, 2021 at the Board of Education on June 28, 2021.

### **Proposed Budget for 2021-2022**

Jesse Rickard will present the 2021 - 2022 fiscal year budget in the public budget hearing to the Board on Monday, June 28, 2021. The Board is required to approve a budget prior to June 30, 2021. The Board will review the assumptions used to build the budget, as well as the preliminary budget build for the 2021 - 2022 fiscal year.

## **REGULAR MEETING**

### **SUPERINTENDENT'S 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 being made at the elementary school project site.

#### **Review Progress on the Secondary School Complex Schematic Design Meetings and Pool Update**

We will review an update on the secondary school complex schematic design meetings and progress that is being made on the schematic design of this project. We will review draft schematic design concepts, and spaces that have been schematically designed thus far. We will also discuss updates and progress on the pool project.

### **DISCUSSION ITEMS**

#### **Ludington School Forest Management Plan: Next Steps**

#### **Great Lakes Restoration Initiative (GLRI) Project - Grant Application**

We will discuss the next steps associated with the District's School Forest Management Plan and its application for a Great Lakes Restoration Initiative Project grant to support the next steps of the District's planned initiatives, as outlined below:

- Control the invasive species of tree of heaven and Japanese barberry in the school forest. A stand of these invasive species that measures approximately 7,200 square feet, or 0.17 acre, will be controlled starting in late 2021, and culminating in 2022.
- Use mechanical or chemical site preparation methods to prepare approximately 0.6 acres of the school forest that has been cleared for the establishment of a red pine plantation. The site preparation will take place in 2022, and the seedlings will be planted in 2023. This plantation will

provide an educational setting for students to measure and monitor growth rates of trees within the plantation over the next century.

- Plant 100 bare root sugar maple seedlings (preferably at least 2-0 or 3-0 age) with 5-foot tall tree tubes and stakes (preferably Treepro miracle tubes with a solid stake such as an oak stake) in April of 2022, under the forest canopy in area MB from Figure 7 in the attached forest management plan.
- Plant 75 bare root staghorn sumac seedlings (preferably at least 2-0 or 3-0 age) with 5-foot tall tree tubes and stakes (preferably Treepro miracle tubes with a solid stake such as an oak stake) in April of 2023, in the area where tree of heaven (and some of the Japanese barberry will be controlled).
- Plant 800 bare root red pine seedlings (preferably at least 2-0 or 3-0 age) in April of 2023, in area CC2 from Figure 7 in the attached forest management plan.
- Plant 30 potted native small trees and shrubs during the summer of 2022, in the area adjacent to Jebavy Road, where Ludington School may also plant or move some larger trees. This is the area along the Jebavy Dr. entrance and exit. This is being developed as an educational feature of the property. The 30 potted small trees and shrubs will be planted as a "feathered edge," where small trees such as native serviceberry are closest to the large canopy trees, and shrubs (such as American or beaked hazelnut and a native shrub juniper) are adjacent to the small trees. This feathered edge will provide a habitat for many wildlife species.
- Plant native grasses and wildflowers in areas identified on the forest management plan as native grassland areas. These native grasslands will provide habitat protection for several bird species, including a specific ground nesting owl species. The native wildflowers will provide habitat for several pollinator species.
- Develop a plan to attack other invasive species on the parcel, outside the areas where trees and shrubs will be planted. Invasive species such as tree of heaven, Japanese barberry, autumn olive, and garlic mustard. Other non-native species such as shrub honeysuckle and Scots pine will also be targeted.

### **Review of Elementary Classroom Audio Visual Bids Received**

Communications by Design solicited pricing for classroom audio visual equipment for the new elementary school. This solicitation provides for the purchase and installation of classroom projectors, voice lift/audio systems, classroom wireless presentation systems, digital signage, and conference room audio visual equipment in select locations. The District has received seven (7) bid proposals from various bidders. Bridges AV provided the lowest bid overall, and is a vendor that the District has worked with on multiple occasions for similar scopes of work. It is the recommendation of Communications by Design that the District proceed with awarding the elementary classroom audio visual project to Bridges AV in the amount of \$435,854.00.

The table below summarizes the bids that were received from the District for classroom audio visual equipment for Ludington Elementary School:

#	Bidder Name	Contract Form (Y/N)	Security (Bond/Check)	Familial Statement (Y/N)	References (Y/N)	Contract Exceptions (Y/N)	Electronic Version (Y/N)	Section 27 41 16 Classroom Multimedia
1	Amcomm	Y	Y	Y	Y	Y	Y	\$521,462.00
2	Bridges AV	Y	Y	Y	Y	Y	Y	\$435,854.00
3	Electromedia	Y	Y	Y	Y	Y	Y	\$550,776.26
4	School Specialty							No Bid
5	Parkway	Y	Y	Y	Y	Y	Y	\$470,500.00
6	ICI	Y	Y	Y	Y	Y	Y	\$537,261.00
7	DAT	Y	Y	Y	Y	Y	Y	\$499,633.00
8	Moss	Y	Y	Y	Y	Y	Y	\$470,089.66

### Evaluation of the Superintendent for 2020/2021

The Board will discuss the process to finalize the evaluation of the Superintendent for the 2020-2021 school year.

### Sports Medicine Services Renewal

We will review the renewal agreement between Spectrum Health and Ludington Area Schools for athletic training services that are provided to the District. The renewal keeps the cost of the service at \$20,000 for the 2021-2022 school year, and includes a 3% annual increase for future years. I recommend that the Board approve the agreement between Spectrum Health and Ludington Area Schools for athletic training services.

### Update on Extended COVID-19 Continuity of Learning Plan

We will review the Extended Continuity of Learning Plan Reconfirmation Meeting template and reconfirm how instruction concluded and was delivered to end 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 complete each of these tasks so that the Board can reconfirm the District's Extended Continuity of Learning Plan and finalize the submission of all documents on the Extended Continuity of Learning Plans to end the year. We will also discuss the Extended COVID-19 Learning Plan Goal Reporting Form that is required to be submitted by June 30, 2021. This has already been posted to the District's transparency webpage.

### ACTION ITEMS

#### Tuition Rate (Section 6 Non-Resident Students)/School of Choice 2021/2022

By state law, tuition cannot be charged for non-resident students under Section 105 or 105c, Schools of Choice. However, also required by state law, tuition must be charged to non-resident students who are released by their resident district after the Section 105 or 105c, Schools of Choice application deadline has passed. These are called Section 6 non-resident students.

*"Motion to accept School of Choice students and set the tuition charge for Section 6 non-resident*

*students, as accepted by the Ludington Superintendent of Schools and released by their resident district, at \$1.00 per student for the 2021/2022 school year, such tuition due and payable upon final acceptance for attendance in the Ludington Area Schools."*

### **Administrative, Central Office & Non Union Contracts**

We will need an action item to approve non-union administrative and central office contracts. The superintendent is recommending that the administrators (Jesse Rickard, Dan Mesyar, Steve Forsberg, Mike Hart, Randy Fountain, Brian Dotson, Tim Hansen, Jenn Mackey, Katie Eisinger, Abby Schaperkotter) and other central office staff/supervisors and non-union staff (Jen Collins, Kevin Lange, Susie Hovey, Andy Klevorn, Mary Marble, Laura Kassanos, Carrie Moeggenberg, Penny Schultz, Deb Wilsey, Brent Gillett, Tyrone Collins, Nicole Benedict) receive a one year extension of their contracts. Salaries and benefits will be equivalent to the negotiated pay increase established for the LEA for the 2021/2022 school year. It is recommended that the Board approve the contracts as presented to you.

### **Budget Amendment for Fiscal Year Ending June 30, 2021**

As part of our 2021/2022 Budget Hearing, a budget amendment will also be presented for the current school year. I recommend that you approve the resolution provided to amend our 2020/2021 budgets as discussed and presented.

### **2021/2022 Budget Adoption**

We will share information on all of our funds at our 2021/2022 Budget Hearing on Monday. The Board is required to approve a budget prior to June 30, 2021, even though the State of Michigan has not formally adopted a State School Aid Budget for 2021/2022 yet. I recommend that you approve the resolution provided to establish our 2021/2022 budgets as presented and discussed.

### **Set July 2021 Board Meeting Date Time Place**

We will need to set the schedule for our July meeting. It is recommended that the Board meet at 6:00 p.m. on July 19, 2021, at 809 East Tinkham Avenue, Ludington, Michigan.

### **Elementary Classroom Audio Visual Bid**

Communications by Design solicited pricing for classroom audio visual equipment for the new elementary school. This solicitation provides for the purchase and installation of classroom projectors, voice lift/audio systems, classroom wireless presentation systems, digital signage, and conference room audio visual equipment in select locations. The District has received seven (7) bid proposals from various bidders. Bridges AV provided the lowest bid overall, and is a vendor that the District has worked with on multiple occasions for similar scopes of work. It is the recommendation of Communications by Design that the District proceed with awarding the elementary classroom audio visual project to Bridges AV in the amount of \$435,854.00. It is the recommendation of the superintendent that the Board approve the low, qualified bid by Bridges AV in the amount of \$435,854.00.

### **Sports Medicine Services Renewal**

We will need an action item to approve the renewal agreement between Spectrum Health and Ludington Area Schools for athletic training services that are provided to the District. The renewal keeps the cost of the service at \$20,000 for the 2021-2022 school year, and includes a 3% annual increase for future years. I recommend that the Board approve the agreement between Spectrum Health and Ludington Area Schools for athletic training services as discussed and presented.

### **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.

**Closed Session: Strategy and Negotiation of Collective Bargaining Agreements (LEA, LESPA)**

Per MCL 15.268, **Section 8(c)**, as requested by the District, we will need an action item to enter into closed session to discuss strategy connected to the negotiation of the successor Collective Bargaining Agreement with the Ludington Education Association (LEA). Below is the exact language from the law pertaining to the voting requirements for entering into a closed session.

**15.267 Closed sessions; roll call vote; separate set of minutes.**

Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, **except** for the closed sessions permitted under section 8(a), (b), **(c)**, (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.