

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: November 18, 2019
TIME: 6:00 p.m.
PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, Michigan 49431

- I. CALL TO ORDER & ROLL CALL
 - ☐ Steve Carlson ☐ Josh Snyder ☐ Bret Autrey ☐ Mike Nagle ☐ Stephanie Reed ☐ Leona Ashley ☐ Scott Foster
- II. PLEDGE OF ALLEGIANCE
- III. SPECIAL PRESENTATION - 2018/2019 Audit Exit Conference Hungerford Nichols
- IV. AGENDA MODIFICATION
- V. CITIZEN PARTICIPATION
- VI. CONSENT AGENDA
 - A. Ratification of Bill Payment - Per Summary Dated November 18, 2019
 - B. Approval of Minutes October 21, 2019 Special, Closed & Regular Meetings; November 13, 2019 Special & Closed Meetings
- VII. BOARD COMMITTEE REPORTS
 - A. Co-Curricular Committee Report November 5, 2019
 - B. Personnel Committee Report November 13, 2019
 - C. Finance Committee Report November 14, 2019
 - D. Building & Site Committee Report November 15, 2019
- VIII. SUPERINTENDENT'S REPORT and COMMENTS
 - A. New Elementary School Design Updates
- IX. DISCUSSION ITEMS
 - A. First Reading: NEOLA Policy Update - Volume 34, Number 1
 - B. Independent Third Party Property Appraisal
 - C. New Elementary School Traffic Impact Study
 - D. Timber Sale Bid Approval: Managed by Ecosystems Management, LLC
 - E. French Class Trip Request: Québec (June 2020) and France (Spring 2021)
 - F. Update on WSESD Special Education Services
- X. ACTION ITEMS
 - A. Approval of 2018/2019 Financial Accounts Audit
 - B. Independent Third Party Property Appraisal
 - C. New Elementary School Traffic Impact Study Approval
 - D. Timber Sale Bid Approval: Managed by Ecosystems Management, LLC
- XI. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- XII. 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

Regular Meeting

BUSINESS MANAGER'S REPORT

Special Presentation: Audit Exit Conference - Hungerford Nichols

Auditors from Hungerford Nichols have completed the financial audit for the year ending June 30, 2019 and they will present the audit report via distance connection to complete the audit exit conference with the Board. The audit report shows that there are no findings, and that we will be adding to the District's fund balance for the General Fund by \$5,155. The District received the highest level of assurance, or opinion, provided by the firm. Our auditors will be available for questions on the audit report via a distance connection at Monday's Board meeting.

SUPERINTENDENT'S REPORT

Elementary School Design Updates

We will discuss design updates to the new elementary school since our last Board of Education meeting. The District's web page continues to be updated as new information is available.

DISCUSSION ITEMS

First Reading: NEOLA Policy Update - Volume 34, Number 1

We will review the latest NEOLA policy update (Volume 34, Number 1) with the Board as our first reading of the policy recommendations. Policies to be reviewed and updated include:

- 1420 - School Administrator Evaluation
- 2265 - Child Care Center Staff and Volunteers
- 2450 - Community and Adult Education
- 2628 - State Aid Incentives
- 3210 - Staff Ethics
- 3220 - Professional Staff Evaluation
- 5230 - Late Arrival and Early Dismissal
- 5330.02 - Opioid Antagonists
- 6800 - System of Accounting
- 7300 - Disposition of Real Property
- 7440.03 - Small Unmanned Aircraft Systems
- 8400 - School Safety Information
- 8462 - Student Abuse and Neglect

Independent Third Party Property Appraisal

Northern Michigan Real Estate Consultants (NMREC) has been recommended to conduct the independent third party appraisal of the school properties. The cost is \$2,500 per site and it will take approximately 6 weeks from the time of engagement with NMREC. Mark Faucher and NMREC have

experience in assessing school properties in Cadillac and Traverse City, and they come highly recommended to the District, as they would be a provider of the service with experience in school property appraisals. I will recommend that the Board approve the independent third party property appraisal of Lakeview Elementary, Foster Elementary, and Pere Marquette Early Childhood Center. This appraisal is important in moving forward with the development of our process to market these three (3) properties.

New Elementary School Traffic Impact Study

GMB Architecture and Engineering has recommended Wade Trim, Inc. for the completion of the District's traffic study at the corners of Jebavy Dr. and Bryant Rd. and Jebavy Dr. and Johnson Rd. Wade Trim, Inc. is experienced in providing all facets of transportation, planning, and traffic engineering services to both private developers and local, county, and state governments. In addition, the firm has extensive experience working with traffic flow in and around public and private schools, and has worked on dozens of school sites across the country. The firm will work with the District and the design team to conduct a school traffic study that will enable us to address any traffic operation issues related to the proposed new elementary school. A description of the proposed traffic study, scope of services, proposed schedule, and study fee will be discussed with the committee, and with the Board on November 18, 2019.

Timber Sale Bid Approval: Managed by Ecosystems Management, LLC

Ecosystems Management, LLC prepared and circulated a timber sale notice, soliciting bids from prospective timber buyers in western lower Michigan. This notice has been on the District's website for the public as well. The District received bids for timber work through Ecosystems Management, LLC.

The bid process for timber sales was closed as of October 31, 2019. The bid summary that was shared with the District has been posted on the school's web page for the community. The bids were based on the cost of 81 selected trees for bid comparison purposes. These trees were marked and bidders had the ability to walk the property to inspect the trees. Then, the bidder also had to agree to pay us for all other timber, including wood chipping debris.

Both bids were identical in the payment of timber, except in the cost of the 81 selected trees. Maple Ridge Hardwoods (Walhalla) bid \$7,000 on those trees, and Witteveen Tree Services (Pentwater) bid \$6,200. Both timber buyers agreed to have the trees cleared from the property by April 1, 2020. The bids are conservatively estimated to gross \$20,000 by the time all timber has been cleared from the property. This depends on the actual board footage that is harvested. We will not know this until the mill processes the timber and provides receipts for all of the timber that is sold.

The bid will be awarded to the high bidder, Maple Ridge Hardwoods. The District will receive half the money for the first 81 trees up front, and the second half will be received by the District within ten days of the trees being cut. The final payments will be made on a pay as we go basis. The timber will be cut, taken to the mill, a receipt will be issued from the mill, and the timber buyer will issue checks to the District as we work through the project.

French Class Trip Request: Québec (June 2020) and France (Spring 2021)

French Teacher, Susan Shoup, has requested that the Board consider the approval of two student trips at its December board meeting. She is requesting that students have the opportunity to travel to Québec in June of 2020. The cost of this five (5) day trip will be approximately \$1,500. A second student trip to France is being requested during spring break of 2021. The cost of this ten (10) day trip will be approximately \$3,800. The Board will be asked to approve these student trips in December.

Update on WSED Special Education Services

An update will be provided to the Board regarding the development of the special education reintegration room being created at West Shore ESD.

ACTION ITEMS

Approval of 2018/2019 Financial Accounts Audit

We will need an action item to accept the financial accounts audit provided by Hungerford and Nichols for the year ending June 30, 2019.

Independent Third Party Property Appraisal

We will need an action item to approve the independent third party property appraisal of Foster Elementary, Lakeview Elementary, and Pere Marquette Early Childhood Center by Northern Michigan Real Estate Consultants (NMREC), as discussed.

New Elementary School Traffic Impact Study Approval

We will need an action item to approve the traffic study to be completed by Wade Trim, Inc. at the corners of Jebavy Dr. and Bryant Rd. and Jebavy Dr. and Johnson Rd. for the construction of the new elementary school, as discussed. The action item will authorize the superintendent to sign and execute the agreement between the District and Wade Trim, Inc.

Timber Sale Bid Approval: Managed by Ecosystems Management, LLC

We will need an action item to approve the timber sale bid from Maple Ridge Hardwoods and timber buyer Brad Frey in Walhalla, as discussed. The action item will authorize the superintendent to sign and execute an agreement between the District and Maple Ridge Hardwoods.