

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 15, 2024
TIME: 6:00 p.m.
PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431

ORGANIZATIONAL MEETING

1. CALL TO ORDER & ROLL CALL: TEMPORARY CHAIRPERSON (SUPERINTENDENT)
 ROLL CALL: _ Steve Carlson _ Dr. Bret Autrey _ Mike Nagle _ Stephanie Reed _ Leona Ashley _ Scott Foster _ Sarah Lowman
2. PLEDGE OF ALLEGIANCE
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. SPECIAL PRESENTATIONS
 - a. Board of Education Recognition Month
 - b. Recognition of Martin Luther King, Jr. Birthday
 - c. Student Government Update - Jack Jubar
 - d. Update from LES Administration
4. CITIZEN PARTICIPATION
5. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated: January 15, 2024
 - b. Approval of Minutes Dated: December 11, 2023
 - c. Hiring Approvals & Resignation Acceptances
 - d. Retainer Fee Agreement - Appointment of Thrun Law Firm, P.C.
6. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report
 - b. Building/Site Committee Report
 - c. Personnel/Negotiation Committee Report
7. SUPERINTENDENT'S REPORT & COMMENTS
 - a. Soaring Oriole Award

8. DISCUSSION ITEMS
 - a. Bond Project Application and Certificate for Payment #45
 - b. Amended 2023-2024 Financial Budget
 - c. NEOLA Policy Update: First Reading
9. ACTION ITEMS
 - a. Bond Project Application and Certificate for Payment #45
 - b. Amended 2023-2024 Financial Budget
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 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: Dr. Kyle Corlett, Superintendent
RE: Organizational & 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

ORGANIZATIONAL FORMAT

TEMPORARY CHAIRPERSON

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

ROLL CALL:

__ Steve Carlson __ Dr. Bret Autrey __ Mike Nagle __ Stephanie Reed __ Leona Ashley __ Scott Foster __ Sarah Lowman

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.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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 (Laura Kassanos) as the *Board Secretary Designee*, who will, in place of the Board Secretary, post all notices and take minutes of Board of Education meetings.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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.): _____ (Scott Foster)

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

MASB Negotiations Liaison : _____ (Steve Carlson)

Ludington Recreation Board: _____ (Stephanie Reed)

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

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

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: *Scott Foster, Stephanie Reed, Mike Nagle

- Facilities, Capital Improvements

Finance/Negotiations Committee Members: *Stephanie Reed, Dr. Bret Autrey, Steve Carlson

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

Personnel Committee Members: *Mike Nagle, Leona Ashley, Sarah Lowman

- Personnel Issues, Grievances

Co-Curricular Committee Members: *Leona Ashley, Dr. Bret Autrey, Scott Foster

- Athletics, Extra-curricular Activities, Coaches

ADJOURNMENT OF ORGANIZATIONAL MEETING:

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

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

The organizational meeting adjourned at _____ p.m.

Regular Meeting

CONSENT AGENDA

Hiring Approvals

- John Lipa - Girls Varsity Track Coach
- Carl Lindenau - Girls Middle School Basketball Coach
- Ray Dill - Bus Driver

Non-Union Contract

- Kelly Carlsen - Student Success Coordinator LHS

Resignation Acceptances

- Dylana Kelso - Para-Professional

Board President: We will need a motion to approve the consent agenda as written and presented.

Motion by Member _____, to approve the consent agenda as written and presented.

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

SUPERINTENDENT REPORT

I will present the monthly Soaring Oriole Award Recipient.

DISCUSSION ITEMS

Bond Project Application and Certificate for Payment #45

We will need an action item at the Board meeting to approve the certificate for payment on the school bond project and to authorize the District to pay \$2,753,542.14 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.

Amended 2023-2024 Financial Budget

Laura Jacobs will summarize the changes to this school year's budget.

NEOLA Policy Update: First Reading

NEOLA sent us an update for five policies to be revised due to recent legislation that went into effect related to PERA (Public Employee Relations Act). They relate to subjects that were previously prohibited from being bargained but are now allowable, such as teacher evaluations and placement. This will be the first reading, with the school board approving the changes at the February board meeting.

ACTION ITEMS

Bond Project Application and Certificate for Payment #45

Board President: We will need a motion to approve the certificate for payment on the school bond project and to authorize the District to pay \$2,753,542.14 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.

Motion by Member _____, to approve the certificate for payment on the school bond project and to authorize the District to pay the certificate for payment in the amount of \$2,753,542.14, as certified by the architect and construction manager, and as outlined in the Certificate for Payment.

Support by Member _____ .

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

Amended 2023-2024 Financial Budget

Board President: We will need a motion to approve the 2023/2024 Budget Amendment as written and presented.

Motion by Member _____, to approve the 2023/2024 Budget Amendment as written and presented.

Support by Member _____ .

VOTE: (Y/N) Steve Carlson (Y/N) Dr. Bret Autrey (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman AYES: ____ NAYES: ____ MOTION: Passes / Fails

**The LEA will provide pizza following the meeting in recognition of Board Appreciation Month.
Thank you for serving on the Ludington Board of Education!**

Ludington Area Schools
Board of Education
Minutes of Regular Meeting

December 11, 2023

- I. Call to Order & Roll Call ~ The meeting was held in the Administration Office 809 East Tinkham Avenue, Ludington, Michigan, 49431. The meeting was called to order by Board Vice President Autrey at six o'clock p.m.
Members Present: Dr. Bret Autrey, Mike Nagle, Stephanie Reed, Sarah Lowman and Leona Ashley
Members Absent: Steve Carlson, Scott Foster
- II. Pledge of Allegiance
- III. Agenda Modification ~ None.
- IV. Special Presentation
- A. Student Athlete State Recognition presentation opened by Greg Pscodna, Athletic Director who introduced the head coach for each respective sport with a student to be recognized. In total ten student athletes were presented with a certificate for their excellence in achieving state recognition.
- B. Student Government Update - Jack Jubar gave an update on several student government initiatives including a food and donation drive to support less fortunate families of Ludington Elementary students for the holidays. A preview of upcoming events was also shared.
- C. Mike Hart, Principal, OJ DeJonge Middle School presented an update on events and news at the middle school. Mr. Hart shared that OJ DeJonge was recently voted by US News & World Report to be in the top 7% of middle schools. Criteria used includes standardized assessments scores, teacher/student ratio and course offerings.
- V. Citizen Participation ~ Two citizens addressed the Board.
- VI. Consent Agenda
- A. Ratification of Bill Payment Per Summary Dated December 11, 2023 was approved by consent.
- B. Approval of Minutes Dated: November 20, 2023 were approved by consent.
- C. Hiring approvals were approved by consent for the following positions:
- Logan Stafford, Bus Driver
- D. Resignation acceptance was approved by consent for:
- Kelsey Britton, Aide
 - Andrea Sargent, Student Success Coordinator
- E. Retirement acceptance was approved by consent for:
- Penny Schultz, Administrative Assistant
 - Martha Hamilton, Athletic Secretary
- Motion by Reed, supported by Nagle, to approve the consent agenda as written and presented. Vote: Ayes: Autrey, Nagle, Reed, Lowman, and Ashley. Nays: None. Motion: Carries 5-0.
- VII. Superintendent's Report and Comments
- A. Superintendent Dr. Kyle Corlett presented the monthly Soaring Oriole Award to Jen Rowe.
- VIII. Discussion Items
- A. The Bond Project Application and Certification for Payment #44 in the amount of \$2,466,853.08 was presented.
- B. A second reading of the Neola Policy Update Volume 38 Number 1 was shared.

Ludington Area Schools
Board of Education
Minutes of Regular Meeting

December 11, 2023

IX. Action Items

A. Motion by Lowman, supported by Ashley, to approve the certificate for payment on the school bond project and to authorize the District to pay the certificate for payment in the amount of \$2,466,853.08 as certified by the architect and construction manager, and as outlined in the Certificate for Payment. Vote: Ayes: Autrey, Nagle, Reed, Lowman, and Ashley. Nays: None. Motion: Carries 5-0.

B. Motion by Nagle, supported by Reed, to approve the Neola Policy Updates Volume 38 Number 1. Vote: Ayes: Autrey, Nagle, Reed, Lowman, and Ashley. Nays: None. Motion: Carries 5-0.

X. Other Items of Business and Announcements ~ Dr. Corlett acknowledged the retirement at the end of the month of Penny Schultz and thanked her for her many years of service to the district. Dr. Corlett also acknowledged and gave thanks to the teachers and staff who will be helping with the move at the middle school at the end of the school day on December 15th.

XI. Adjournment ~ Motion by Reed, supported by Nagle, to adjourn the meeting at 6:35 p.m. Vote: Ayes: Autrey, Nagle, Reed, Lowman, and Ashley. Nays: None. Motion: Carries 5-0.

Michael W. Nagle, Secretary, Board of Education

Approved on _____

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RESOLUTION FOR ADOPTION
 BY THE BOARD OF EDUCATION - LUDINGTON AREA SCHOOL DISTRICT
 2023/2024 BUDGETS

BE IT RESOLVED, That this shall be the General Appropriations of the Ludington Area School District for the fiscal year ending June 30, 2024.

AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Ludington Area School District,

BE IT FURTHER RESOLVED, that the total estimated revenues and appropriated fund balance available for appropriations in the **GENERAL FUND** of Ludington Area School District for the fiscal year ending June 30, 2024, is as follows:

Expected Fund Balance on 6/30/2023 2,776,463

ACCOUNT CODE	REVENUES	PROPOSED BUDGET 6/19/2023	AMENDED BUDGET 01/15/2024
100	Local	\$ 19,717,347	\$ 19,996,873
300	State	\$ 6,363,672	\$ 7,141,781
400	Federal	\$ 599,734	\$ 546,298
500	Transfers In	\$ 651,724	\$ 741,551
Total Revenue		27,332,477	28,426,503
AVAILABLE TO APPROPRIATE		30,108,940	28,426,503

BE IT FURTHER RESOLVED, that the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

ACCOUNT CODE	EXPENSES	PROPOSED BUDGET 6/19/2023	AMENDED BUDGET 01/15/2024
110	Instruction/Basic	\$ 13,229,086	\$ 13,667,840
120	/Added Needs	\$ 4,343,524	\$ 4,595,207
210	Support Service/Pupil	\$ 1,124,422	\$ 1,240,418
220	/Instructional	\$ 1,068,428	\$ 1,187,717
230	/Gen. Admin.	\$ 499,519	\$ 526,269
240	/School Admin.	\$ 1,972,954	\$ 1,972,954
250	/Business	\$ 557,471	\$ 557,471
260	/Oper. & Maint.	\$ 2,254,326	\$ 2,254,326
270	/Transportation	\$ 1,209,012	\$ 1,221,517
280	/Central Services	\$ 191,648	\$ 191,648
290	/Athletics	\$ 851,677	\$ 851,677
300	/Community Services	\$ 217,390	\$ 274,023
400	/Prior Adj. & Other Govt Pay	\$ 90,000	\$ 90,000
500	/Transfers Out	\$ -	\$ -
Total Expenses		\$ 27,609,457	\$ 28,631,067
Revenue Over (under) Expenditures		(276,980)	(204,564)
Expected Fund Balance on 6/30/2024		2,499,483	2,571,899