

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

**Finance Committee Meeting: Electronic/Virtual**

Date: April 15, 2021

Time: 5:30 p.m.

Place: Ludington Area School District Administration Office  
809 E. Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL  
 Josh Snyder    Steve Carlson    Scott Foster
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
  - a) Review Bids Received for Vacant School Properties: Lakeview Elementary School
  - b) Elementary Bond Project Application and Certificate for Payment #12
  - c) Geotechnical Investigation: Secondary Building Bond Project
  - d) Traffic Consultant Services and Traffic Engineering for Secondary Complex
  - e) Food Service Consultant and Design Proposals for Secondary Complex
  - f) Pool and Traffic Signal Bid Awards
  - g) Audit Engagement and Three (3) Year Proposal
  - h) Central Business Office Roof Repair
  - i) Update on Extended COVID-19 Continuity of Learning Plan
  - j) Updates from Other Committees
    - i. Young 5 / Developmental Kindergarten Program
- 5) OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- 6) ADJOURNMENT

*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. 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, 231-845-7303. 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: Electronic/Virtual Committee Meeting

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### Meeting Notice and Meeting Access Information:

This notice is given and published pursuant to the Local State of Emergency Declaration made by the Chairperson of the Mason County Board of Commissioners on April 6, 2021, and extended through June 13, 2021 at 11:59 pm by the Mason County Board of Commissioners at their regularly scheduled meeting on April 13, 2021. The Declaration states:

“On April 7th, 2020 the County of Mason experienced its first confirmed case of COVID-19. In the past year, 1,293 individuals have contracted the disease and 27 have lost their life. The County of Mason continues to experience an increase in positive cases and deaths despite our efforts to slow this pandemic. As a result of this on-going situation and the uncertainty of impacts to our residents and visitors, the following conditions exist:

- The Mason County Emergency Action Guidelines have been duly activated and departments, agencies, and government offices have been coordinating a county-wide response to COVID-19 in accordance with mandates issued by the State of Michigan.
- Mason County, in partnership with District Health Department #10 and all governmental units within Mason County, are maximizing efforts to slow the spread of the COVID-19 virus.
- The need to protect all residents and members of public boards, commissions, and meetings conducting governmental business continues to exist beyond the virtual meetings exemption established in the Open Meetings Act.

Therefore, as the Chairperson of the County Board of Commissioners of Mason County, in accordance with Section 10 of Act 390, P.A. 1976, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction, that the response and recovery aspects of the emergency operations plan have been activated, and that local resources are being utilized to the fullest extent practicable. This declaration expires seven days from its execution unless further extended or extinguished by the County Board of Commissioners.”

Signed: Janet S. Andersen, Chairperson

The Finance/Negotiations Committee of the Board of Education for Ludington Area School District will meet on Thursday, April 15, 2021 at 5:30 pm for a 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, in alignment with the Local State of Emergency Declaration. 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 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) +1 980-202-0104
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
  - Pin number: 990 334 410#

#### **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/coh-bhoj-pkg](https://meet.google.com/coh-bhoj-pkg)

# Memorandum - Office of the Superintendent

**TO:** Board of Education  
**FROM:** Jason Kennedy, Superintendent  
**RE:** Personnel/Policy Committee 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

## **DISCUSSION ITEMS**

### **Review Bids Received for Vacant School Properties: Lakeview Elementary School**

We will review and discuss the bid proposals that the District received for Lakeview Elementary School. The District received the following proposals that will be discussed in further detail. Each bid includes the buyer taking responsibility for demolition of the Lakeview Elementary School site so that the District does not have to do so using bond proceeds.

- Gibson Custom Homes: \$240,000 (24 housing units as shown in the proposal documents)
- Schultz Excavating: \$196,000 (8 housing units as outlined in the proposal letter)
- JWhite Properties: \$195,000 (12 housing units as outlined in the proposal documents)
- John Reed and Dan Hunter: \$190,000 (12 housing units as outlined in the proposal documents)
- Todd and Nicole Stowe: \$170,000 (housing, as previously discussed)
- Tim Ferwerda: \$50,000 (housing)

We will be joined by City Manager, Mitch Foster, as we start the meeting, to review the requirements for each of the proposals from the City's perspective so that Board members can ask questions of Mr. Foster, as it pertains to the bids received by the District.

### **Elementary Bond Project Application and Certificate for Payment #12**

We will need an action item at the Board meeting on Monday 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 \$1,777,278.46 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 April 7, 2021. This information will be shared with the committee prior to the committee meeting.

### **Geotechnical Investigation: Secondary Building Bond Project**

The District has received three (3) proposals to complete the soils exploration, geotechnical investigation, and soil borings necessary to be completed as a part of the secondary complex bond project. It is recommended that the District accept the low, responsive bid from Driesenga Associates in the amount of \$14,900. The bids received are outlined below:

- Driesenga Associates: \$14,900

- Soils & Structures: \$22,600
- Nordlund & Associates: \$18,225

**Note:** These proposals assume that they will be able to access the borings with a standard drill rig. In the event the soils are too soft for them to drive their rig to the boring locations, additional charges may apply. Each proposal is written with the same provisions, so the potential cost impact would apply to each proposal. The additional costs are on the order of \$1,200 - \$1,500 for the mobilization of an ATV mounted drill rig.

### **Traffic Consultant Services and Traffic Engineering for Secondary Complex**

Due to the decrease in traffic volumes with relocating Franklin Elementary and improved onsite traffic operations for the high school and middle school, Wade Trim does not believe a traffic impact study is necessary for the parking lot renovations at the secondary complex. The intent of a traffic impact study is to evaluate the adjacent intersections to determine if offsite road improvements may be needed to accommodate the traffic during the arrival and afternoon peak hours. This should not be necessary with the secondary project.

Further, since traffic volumes in the area will be reduced and offsite improvements are not a viable component to this bond project, Wade Trim does not believe that a traffic impact study is necessary. However, it is proposed that Wade Trim assists GMB Architects-Engineers with the site design layout by reviewing and providing comments on their concepts and plans to ensure that traffic related issues are addressed. Wade Trim will also advise the architectural team on the traffic flow process for arrival/dismissal, in partnership with school administrators as needed. They will also make recommendations to the site design being conducted by GMB Architects-Engineers that will improve the traffic flow and safety on the school campus. The primary onsite objective is to separate the different users to reduce the conflicts between pedestrians, buses, and passenger cars, as well as provide queuing onsite for parent drop-off/pick-up.

Wade Trim has proposed these basic services and traffic engineering assistance to be billed on an hourly basis, not to exceed \$2,500. Attendance by Wade Trim at up to two (2) meetings is included as part of the above fee, in addition to their attendance at the team meeting held on March 9, 2021 to prepare Wade Trim for developing this proposal and traffic guidance. It is recommended the Board approve the traffic consultant services contract with Wade Trim, not to exceed \$2,500, as outlined above.

### **Food Service Consultant and Design Proposals for Secondary Complex**

We will review a recommendation from GMB to award the food service consultant services to JRA Food Service Consultants, LLC. in the amount of \$21,000. JRA Food Service Consultants was the low, responsive and qualified bidder, and also completed the food service design work at the new elementary school complex as a part of our bond project. The District also received a proposal from the Bakergroup in the amount of \$24,000. The proposals are attached to the agenda for your review.

### **Pool and Traffic Signal Bid Awards**

The District has received bids for the pool mechanical equipment room and equipment upgrades and improvements, as well as the traffic signal construction at the corner of Jebavy Dr. and Bryant Rd. We will review the bid recommendation from the Christman Company. The bids received are outlined below, and the low, compliant, and responsive bidder will be recommended for bid award, as outlined below:

**Pool Bid Recommendations:**

**WC 11 - Masonry**

Recommended Firm: JK Masonry Inc.

Contract Amount: \$22,547

**WC 24 - Painting**

Recommended Firm: Dimension Four Painting Inc.

Contract Amount: \$18,965

**Other Pool Bids Received:**

**WC 24 - Painting**

Lake Painting, Inc.

Contract Amount: \$24,876

**WC 24 - Painting**

H & H

Contract Amount: \$31,126

**WC 24 - Painting**

Dave Cole Decorators

Contract Amount: \$34,000

**Traffic Signal Bid Recommendation:**

**WC 28C - Traffic Signal**

Recommended Firm: J. Ranck Electric Inc.

Contract Amount: \$76,500

**Other Traffic Signal Bids Received:**

Windemuller Electric, Inc.

Contract Amount: \$79,150

**Audit Engagement and Three (3) Year Proposal**

We will discuss the approval of the audit engagement letter with Hungerford Nichols to complete the audit for the District. Along with the audit engagement letter for the year ending June 30, 2021, Hungerford Nichols has proposed a three (3) year agreement that will be discussed and recommended for action.

**Central Business Office Roof Repair Recommendation**

We will discuss a recommendation to replace the shingles on the roof at the Central Business Office, along with a plan for using this space as we move forward with the building project.

### **South Hamlin School Ownership**

We will discuss a plan to address facility needs at the South Hamlin building, as well as the potential sale of the South Hamlin building.

### **WSESD 2020/2021 General Fund Budget Resolution**

We will discuss the WSESD General Fund Budget Resolution and will ask the board to take action to approve the resolution as presented. An overview of the presentation that was provided to districts yesterday is attached to the agenda.

### **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.

### **Updates from Other Committees**

We will review updates from each of the other committees in preparation for the Board meeting on April 19, 2021.