

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

**Electronic/Virtual Meeting: Personnel/Policy Committee**

Date: May 13, 2020

Time: 7:00 a.m.

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

- 1) CALL TO ORDER & ROLL CALL
  - ☑ Stephanie Reed ☑ Mike Nagle ☑ Leona Ashley
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) MEETING PARTICIPANT CONTROLS
  - a) DISCUSSION ITEMS
    - a) Amended Continuity of Learning Plan: Early Childhood Programs
    - b) Online Enrollment and Kindergarten Roundup
    - c) Six Phases of MI Safe Start Plan
    - d) Senior Graduation Continuum of Options
    - e) COVID-19 Preparedness Response Plan
      - i. Updated Guidance on Material Distribution
    - f) NEOLA Policy Update: Volume 34, Number 2
    - g) Thrun Law Firm - Review of School Law Notes
  - a) Updates from other committees
- 5) OTHER ITEMS OF BUSINESS AND 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 Kennedy, Superintendent  
**RE:** Personnel/Policy Committee Meeting ~ Agenda Notes

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### **Meeting Notice and Meeting Access Information:**

This notice is given and published pursuant to Executive Order 2020-75 issued by Gretchen Whitmer, Governor of the State of Michigan.

The Personnel/Policy Committee of the Board of Education for Ludington Area School District will meet on Wednesday, May 13, 2020 at 7:00 am for its monthly meeting as 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, pursuant to law and Executive Order issued by Governor Gretchen Whitmer.

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 at least twenty-four (24) hours 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) +1 319-343-8910
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
  - Pin number: PIN: 259 907 983#

#### **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/xbe-xomd-kqw](https://meet.google.com/xbe-xomd-kqw)

## **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**

### **Amended Continuity of Learning Plan: Addition of Pre-school**

The District has updated its original Continuity of Learning Plan to include language that was provided to Ludington Area Schools by West Shore Educational Service District pertaining to the addition of early childhood programming in the District's plan. Governor Whitmer signed Executive Order 2020-65 requiring that District plans include early childhood programming. While the District had already been providing support to our early childhood students and families, the plan was amended to reflect this in accordance with the Executive Order. The amended plan was submitted to WSESD, approved by WSESD, and uploaded to the District's website. The link to the website can be found here:

<https://www.lasd.net/district/coronavirus-disease-covid-19-information/continuity-of-learning-plans-remote-learning/>

### **Online Enrollment and Kindergarten Roundup**

We will discuss the District's online enrollment system and kindergarten roundup and registration process for the 2020-2021 school year.

### **Six Phases of MI Safe Start Plan**

We will discuss the Governor's MI Safe Start Plan and the potential impacts that the plan will have on Ludington Area Schools.

### **Senior Graduation Continuum of Options**

We will discuss the continuum of options available to the District to support the celebration of this year's senior class and the distribution of diplomas to seniors. Options include, but are not limited to:

- Option #1: Graduation Parade/Modified Ceremony (Middle to late June)

For this option to be allowed, we would need to reach Phase 4 of the Governor's MI Safe State Plan. Students and immediate family line up in vehicles and parade down Lakeshore Dr. led by Ludington Fire and Police. The Route would then take graduates and their families through Sterns Beach and back east down Ludington Avenue. The parade will turn up Washington Ave. and then turn to enter the LHS back parking lot. At this point, cars will be snaked through the lot and continue up towards an outdoor stage near the entrance of Peterson Auditorium. There, Mr. Mesyar, Mr. Forsberg, Mr. Kennedy and the Board of Education will be stationed (at a safe social distance) with diplomas for the graduates. An

LHS staff member will read the names, accomplishments and future plans of each graduate (over an outdoor PA, broadcast by radio stations, and live video streamed by Oriole Sports Network). As their car rolls into place, each graduate will exit and walk towards one side of the stage to pick up their diploma. Families will stay in the car, but will have a front row seat to watch and take pictures as their graduate's name and information are read and as they pick up their diploma. Graduates will pick the diploma up off a table with no one within six feet of them, turn and pause for a picture with LHS Administration, Mr. Kennedy and the School Board (there will be a nice banner and backdrop - voted on by the seniors). Graduates and families will be able to tune into the live video stream or radio broadcast to enjoy the entire program as they wait or after they have received their diploma and drive off. With this option we would set a date in June and also have a backup date if we had to reschedule due to weather.

- Option #2: Hold out for In Person Ceremony with Restrictions (maybe winter break December/January)

Based on the Governor's phases for reopening our state that was issued on May 7, 2020, mass gatherings will not be permissible until the State enters future phases of her plan. Phase 4 allows for groups of 10 people to meet, and phase 5 allows for groups of no more than 50 to meet. We will not enter phase 6 and be allowed to gather in groups larger than 50 people until community immunity has been achieved or a treatment like a vaccine is approved and available. It is not likely that a vaccine or treatment will have gone through all required phases of testing to be approved for mass distribution until January 2021 or later.

Diplomas will be mailed to graduates in early June under this plan. Many seniors need to receive their diploma in a timely fashion to get a certain job, land a promotion at work, for entrance into post-secondary educational opportunities, or to begin military service. We cannot in good conscience withhold diplomas until an in person ceremony is permissible. Any in person ceremony may still have restrictions such as being held outdoors and with limited guests (only 2 guests per graduate). There will likely also be still be strict social distancing for all guests and graduates that will need to be enforced. There may also be the need for everyone to wear masks throughout the ceremony. The LHS band may not be able to assemble and play, nor would the choir be able to sing. Almost all students will have already left for the military, college, careers or be working full time jobs. So it is possible many students would not be able to attend. A risk involved here is that we have no way of telling when the state will reach Phase 6 of reopening, or when we are allowed to have mass gatherings. Therefore, if we wait and large gatherings are still not allowed, there may not be a graduation ceremony at all for this year's seniors.

- Option #3: Virtual Ceremony (Late May or Early June)

Students and families would be at their own home. A ceremony would be broadcast via social media and other local media outlets. Each graduate's name, accomplishments/involvements, and future plans would be read while a photo of the

graduate is displayed on the screen. Diplomas would be mailed home. The video would also be released as a keepsake for graduates and their families.

### **COVID-19 Preparedness Response Plan and Updated Guidance on Material Distribution**

We will discuss the development of the District's COVID-19 Preparedness Response Plan along with updated guidance that the District received from the Michigan Department of Education, the Michigan Department of Health and Human Services, and the Michigan Association of School Nurses on handling and distributing instructional packet materials and food service meals.

### **NEOLA Policy Update: Volume 34, Number 2**

We will discuss the spring NEOLA policy update, Volume 34, Number 2 update with the committee. We will have the first reading of these policies with the full Board at the meeting on May 18, 2020, and the second reading with the Board in June. The Board will then vote on the adoption of these policies at the June Board meeting.

### **Thrun Law Firm - Review of School Law Notes**

We will discuss the most recent school law notes with the committee. This will provide the committee with the most recent developments in school law with regard to policy development.

### **Updates from Other Committees**

We will review updates from each of the other committees in preparation for the Board meeting on Monday.