

# 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 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:** Special Meeting

**DATE:** January 7, 2019

**TIME:** 6:00 p.m.

**PLACE:** Ludington Area Schools Administration/Central Office, 809 E. Tinkham Avenue, Ludington

### **ORGANIZATIONAL MEETING**

1. CALL TO ORDER & ROLL CALL: TEMPORARY CHAIRPERSON (SUPERINTENDENT)  
☑ Steve Carlson ☑ Bret Autrey ☑ Mike Nagle ☑ Stephanie Reed ☑ Josh Snyder ☑ Leona Ashley ☑ Scott Foster
2. OATH OF OFFICE
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

### **SPECIAL MEETING (Following Adjournment of Organizational Meeting)**

1. CALL TO ORDER
2. AGENDA MODIFICATION
3. CITIZEN PARTICIPATION
4. DISCUSSION ITEMS
  - a. Bond Preliminary Qualification Application
5. ACTION ITEMS
  - a. Approval of Legal Counsel Annual Retainer Fee and Attorney-Client Relationship
  - b. Approval of Bond Preliminary Qualification Application
6. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
7. 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:** Meeting Agenda Notes

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## **ORGANIZATIONAL FORMAT**

### **TEMPORARY CHAIRPERSON**

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

### **ROLL CALL:**

Steve Carlson Bret Autrey Mike Nagle Stephanie Reed Josh Snyder Leona Ashley Scott Foster

### **CEREMONIAL OATH OF OFFICE**

A ceremonial Oath of Office for new members will be conducted.

### **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.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION: \_\_\_\_\_

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.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION: \_\_\_\_\_

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.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION \_\_\_\_\_

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.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION \_\_\_\_\_

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

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION \_\_\_\_\_

**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.): \_\_\_\_\_ (Josh Snyder)

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

MASB Negotiations Liaison : \_\_\_\_\_ (Bret Autrey)

Ludington Recreation Board: \_\_\_\_\_ (Mary Jo Pung)

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

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION \_\_\_\_\_

**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: \* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

- Facilities, Capital Improvements

Finance/Negotiations Committee Members: \* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

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

Personnel Committee Members: \* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

- Personnel Issues, Grievances

Co-Curricular Committee Members: \* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

- Athletics, Extra-curricular Activities, Coaches

**ADJOURNMENT OF ORGANIZATIONAL MEETING:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the Organizational Meeting.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ MOTION \_\_\_\_\_

The organizational meeting adjourned at \_\_\_\_\_.

**DISCUSSION ITEMS**

**Bond Preliminary Qualification Application**

We will discuss the District’s Application for Preliminary Qualification of Bonds. The Board will be asked to approve the Preliminary Qualification Application so that it can be sent via overnight delivery to Thrun Law, P.C. and the Michigan Department of Treasury. Thrun Law, P.C. will request preliminary qualification approval not later than Friday, February 1, 2019.

Bond qualification is granted through the Michigan School Bond Qualification and Loan Program (SBQLP). As authorized in the State's Constitution, and by statute, the SBQLP provides a state credit enhancement and loan mechanism for school district bond issues. Bond issues that are qualified by the state have at least two important aspects that are advantageous to school districts. First, a district that receives qualification will get a rating on the bonds equal to the State’s credit rating, which will usually result in a lower interest rate and cost. Second, a district may borrow from the State an amount sufficient to enable the district to pay principal and interest requirements on its outstanding qualified bonds. A minimum debt millage must be levied before a district can borrow from the state.

State qualified bonds must be approved by the State Treasurer and bond proceeds must be used for capital expenditure purposes. The bond qualification process involves the following steps:

1. Strategic Planning and Defining Project Scope **(Completed)**
2. Preliminary Qualification Approval
3. Election
4. Final Qualification Approval and Issuance of Bonds
5. Construction

## 6. Audit of Bonded Construction Funds

(Source: Michigan Department of Treasury Bulletin 3160)

### **ACTION ITEMS**

#### **Approval of Legal Counsel Annual Retainer Fee and Attorney-Client Relationship**

We will need an action item to approve payment of the annual retainer fee from Thurn Law, P.C., in the amount of \$2,200. Payment of the retainer fee establishes the District's attorney-client relationship with Thurn Law, P.C. and provides the District access to Thurn Law's legal team, as well as services outlined within the attorney-client retainer fee letter provided to the Board. It is the superintendent's recommendation to continue using Thurn Law, P.C. as the District's legal counsel.

#### **Approval of Bond Preliminary Qualification Application**

We will need an action item to approve the District's Bond Preliminary Qualification Application; hereby authorizing the Board Secretary to sign and execute the Application for Preliminary Qualification of Bonds Certificate. Approval of such authorizes the following action:

1. Resolves to apply for preliminary qualification of bonds by the State Treasurer for the purpose of financing the school construction description in the District's application.
2. That said application is presented to the State Treasurer for action prior to the official action of the Board of Education calling the election on said bond issue.
3. Resolves that this Board of Education will present a final qualification application to the State Treasurer for qualification of their bonds after this bond issue has been approved by the electors of said district.
4. Read this application and approved all statements and representations contained herein as true to the best knowledge and belief of the Board.
5. Authorizes the Secretary of the Board of Education to sign this Preliminary Application and submit same to the State Treasurer for review and approval.