

**LUDINGTON AREA SCHOOL DISTRICT ~ BOARD OF EDUCATION**

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 School District, in partnership with] parents and community, will educate and empower students to adapt and succeed in their future.

**MEETING:** Regular Meeting  
**DATE:** July 17, 2023  
**TIME:** 6:00 p.m.  
**PLACE:** Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431

**REGULAR MEETING**

1. CALL TO ORDER  
     \_\_ Steve Carlson \_\_ Dr. Bret Autrey \_\_ Mike Nagle \_\_ Stephanie Reed \_\_ Leona Ashley \_\_ Scott Foster \_\_ Sarah Lowman
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
4. CITIZEN PARTICIPATION
5. CONSENT AGENDA
  - a. Ratification of Bill Payment - Per Summary Dated July 17, 2023
  - b. Approval of Minutes –Budget Hearing/Regular Meeting, Closed Meeting June 19, 2023
  - c. 2023-2024 Non-Union At-Will Contracts
  - d. 2023-2024 Student Handbook Approvals
  - e. 2023-2024 Program & Curriculum DK-12
  - f. 2023-2024 Distance/Virtual Learning
  - g. 2023-2024 Appointment of Legal Firm Thrun Law, P.C.
  - h. 2023-2024 Appointment of Hungerford Nichols Audit Firm
  - i. Resignation Acceptances
6. BOARD COMMITTEE REPORTS
  - a. Personnel Committee Report
  - b. Finance Committee Report
  - c. Building & Site Committee Report
7. SUPERINTENDENT'S REPORT and COMMENTS
  - a. Update on Summer Projects
8. DISCUSSION ITEMS
  - a. Bond Project Application and Certificate for Payment #39
  - b. Set Board Meeting Schedule (Dates, Times, Locations)
  - c. School District Depositories & Authorized Signatories Designated
  - d. Electronic Transfer Officer Designees
  - e. Probationary Teaching Contract Approval
  - f. Oriole Team Room Bids Approval
  - g. Fencing
9. ACTION ITEMS
  - a. Bond Project Application and Certificate for Payment #39
  - b. Set Board Meeting Schedule 2023-2024 (Dates, Times, Locations)
  - c. School District Depositories & Authorized Signatories Designated
  - d. Electronic Transfer Officer Designees
  - e. Probationary Teaching Contract Approval
  - f. Fencing Approval
  - g. Oriole Team Room Bids Approval
  - h. Closed Session Pursuant to Open Meetings Act Section 8(k) for the Purpose of the Emergency Operations Planning MCL 15.268 (Roll Call Vote 2/3 Majority of Full Board Required)
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: Regular 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

## Regular Meeting

### **\*CONSENT AGENDA**

#### **Non-Union At-Will Contracts**

It is recommended that the Board approve annual contracts and service agreements with the following employees.

- Mark Boon, LHS Student Enhancement Intervention Specialist
- Misty Bolton - LECC Teacher
- Trish Forfinski, LES At-Risk Interventionist
- Dennis Genson, LHS At-Risk Math Support
- Beth Gunsell, LES At-Risk Specialist
- Michelle Holtrust - Director of Online Learning
- Michelle Kiessel, LES At-Risk Specialist
- Jasmine Mott - LECC Teacher
- Andrea Sargent, LHS At-Risk Specialist
- Jon Schoon - OJMS Dean of Students
- Melanie Tomaski - Director of Oriole Work Based Learning Academy
- Kirk Walden, LHS At-Risk Coordinator
- Courtney Walters, LECC Teacher

#### **Resignation Acceptances**

- Dan Mesyar, LHS Principal

#### **DK-12 Student Handbooks, DK-12 Curriculum, Distance/Virtual Learning Approvals**

The major changes for the high school handbook include linking board policies in code of conduct sections where appropriate. The dress code was updated to be more general in nature. There were minor changes for the high school handbook including language for vaping. The section on attendance was also updated to reflect minor changes in the process.

The major changes for the middle school We revised the dress code to be more general in nature. In the curriculum guide, the middle school added Intro to Musical Theater (6th grade) and Musical Theater (7/8), while deleting French IA and French IB due to staffing changes at the HS and deleted the Mind and Body PE elective course due to low enrollment. The major changes for the elementary school handbook was including language for tobacco and drug use that is in alignment with the middle and high school.

**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.

**Support by Member** \_\_\_\_\_, VOTE: (Y/N) Steve Carlson (Y/N) 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'S REPORT**

I will give a general update about projects we have going on this summer.

## **DISCUSSION ITEMS**

### **Bond Project Application and Certificate for Payment #39**

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 \$2,856,447.45, 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.

### **Set Board Meeting Schedule 2023-2024 (Dates, Times, Locations)**

We will need an action item to set the Board meeting schedule for the regular meetings of the Board of Education for 2023-2024 school year with a starting time at 6:00 p.m. for all regularly scheduled meetings, as outlined below:

<u>Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
August 21, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 18, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
October 16, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
November 20, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 11, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 15, 2024	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 19, 2024	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
March 18, 2024	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
April 15, 2024	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
May 20, 2024	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
June 17, 2024	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

### **School District Depositories & Authorized Signatories Designated**

We will need a motion to designate West Shore Bank and UMB Bank as official depository of the school district and, further, to designate the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) to act as officials on behalf of the school district and as official signatories authorized to sign checks, contracts, agreements, purchase orders, and other appropriate documents, and/or authorize transfers in accounts.

### **School District Electronic Transfer Officer Designees**

We will need a motion to recommend the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) as authorized agents of the District to complete such transactions on behalf of the Board, through Automatic Clearing House (ACH) process, be designated as the District's Electronic Transfer Officers (ETO) in accordance with the provisions of Board Policy #6144.

### **Probationary Teaching Contract Approval**

On Friday, July 7th, a team interviewed candidates for the fourth grade teacher position. The team felt strongly that Mr. Brad Moelker would be the best fit. Brad has taught in our district from 2014-2017 as a third and fourth grade teacher. He and his wife decided to move closer to family and after some time teaching middle school mathematics. Brad is very much looking forward to returning to the classroom and bringing his family back to the Ludington community.

### **Oriole Team Room Bids Approval**

Included in the packet are the recommendations for the Athletic Team Room project as reviewed by the board committees for work categories 02, 10, 11, 14, 10, 21, 24, 27, 28 as listed:

**WC 02 – Sitework**

- Recommended Firm: Hallack Excavating
- Base Contract Amount: \$86,400

**WC 10 – Concrete**

- Recommended Firm: Schepers Concrete
- Base Contract Amount: \$128,950

**WC 11 – Masonry**

- Recommended Firm: JK Masonry
- Base Contract Amount: \$140,760
- Notes: Voluntary alternates to remove spray foam by WC 20 at (\$3,000) and change size of brick to modular at (\$22,150) included in base bid.

**WC 14 – Roofing**

- Recommended Firm: At The Peak
- Base Contract Amount: \$21,700

**WC 20 – General Trades**

- Recommended Firm: Christman Facility Solutions
- Base Contract Amount: \$337,660

**WC 21 – Metal Framing/Drywall**

- Recommended Firm: Ritsema Associates
- Base Contract Amount: \$76,800

**WC 24 – Painting**

- Recommended Firm: Vork Brothers
- Base Contract Amount: \$13,500

**WC 27 – Mechanical Systems**

- Recommended Firm: Northwest Kent
- Base Contract Amount: \$169,900

**WC 28 – Electrical**

- Recommended Firm: C & I Electric
- Base Contract Amount: \$97,486

**Field Fencing**

Included in the packet is a quote for the fencing for Oriole field. We are requesting approval on this quote to move forward with the project.

## ACTION ITEMS

### Bond Project Application and Certificate for Payment #39

**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 the certificate for payment in the amount of \$2,856,447.45 as certified by the architect and construction manager, and as outlined in the Certificate for Payment.

**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 \$2,856,447.45 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) 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.

### Set Board Meeting Schedule 2023-2024 (Dates, Times, Locations)

**Board President:** We will need a motion to approve the Board meeting schedule for the regular meetings of the Board of Education for 2023-2024 with a starting time at 6:00 p.m. for all regularly scheduled meetings and locations as presented:

<u>Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
August 15, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 19, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
October 17, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
November 21, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 12, 2022	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
January 16, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 20, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
March 20, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
April 17, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
May 15, 2023	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*June 19, 2023	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

**Motion by Member \_\_\_\_\_,** to approve the schedule of board meetings as presented.

**Support by Member \_\_\_\_\_,** VOTE: (Y/N) Steve Carlson (Y/N) 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.

### School District Depositories & Authorized Signatories Designated

**Board President:** We will need a motion to designate West Shore Bank and UMB Bank as official depositories of the school district and, further, to designate the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) to act as officials on behalf of the school district and as official signatories authorized to sign checks, contracts, agreements, purchase orders, and other appropriate documents, and/or authorize transfers in accounts.

**Motion by Member \_\_\_\_\_,** to designate West Shore Bank and UMB Bank as official depositories of the school district and, further, to designate the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) to act as officials on behalf of the school district and as official signatories authorized to sign checks, contracts, agreements, purchase orders, and other appropriate documents, and/or authorize transfers in accounts.

**Support by Member** \_\_\_\_\_. VOTE: (Y/N) Steve Carlson (Y/N) 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.

### **School District Electronic Transfer Officer Designees**

**Board President:** We will need a motion to approve the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) as authorized agents of the District to complete such transactions on behalf of the Board, through Automatic Clearing House (ACH) process, be designated as the District's Electronic Transfer Officers (ETO) in accordance with the provisions of Board Policy #6144.

**Motion by Member** \_\_\_\_\_, to approve the Superintendent and Director of Business Services (Dr. Kyle B. Corlett, Laura Jacobs) as authorized agents of the District to complete such transactions on behalf of the Board, through Automatic Clearing House (ACH) process, be designated as the District's Electronic Transfer Officers (ETO) in accordance with the provisions of Board Policy #6144.

**Support by Member** \_\_\_\_\_. VOTE: (Y/N) Steve Carlson (Y/N) 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.

### **Probationary Teaching Contract Approval**

**Board President:** We will need a motion to approve a probationary contract for Bradley Moelker teaching fourth grade pending successful completion of all in service requirements and background checks per Board Policy and Michigan Law as presented.

**Motion by Member** \_\_\_\_\_, to approve a probationary contract for Bradley Moelker teaching fourth grade pending successful completion of all in service requirements and background checks per Board Policy and Michigan Law as presented.

**Support by Member** \_\_\_\_\_. VOTE: (Y/N) Steve Carlson (Y/N) 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.

### **Oriole Team Room Bids Approval**

**Board President:** We will need a motion to approve the bid package for work categories 02, 10, 11, 14, 10, 21, 24, 27, 28 as written and presented.

**Motion by Member** \_\_\_\_\_, the bid package for work categories 02, 10, 11, 14, 10, 21, 24, 27, 28 as written and presented.

**Support by Member** \_\_\_\_\_. VOTE: (Y/N) Steve Carlson (Y/N) 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.

### **Fencing Approval**

**Board President:** We will need a motion to approve the quote from Great Lakes Pet Fencing as written and presented.

**Motion by Member** \_\_\_\_\_, to approve the quote from Great Lakes Pet Fencing as written and presented.

**Support by Member** \_\_\_\_\_. VOTE: (Y/N) Steve Carlson (Y/N) 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.

**Closed Session for Emergency Operations Planning**

**Board President:** We will need a motion to go into Closed Session Pursuant to Open Meetings Act Section 8(k) for the Purpose of the Emergency Operations Planning MCL 15.268.

**Motion by Member** \_\_\_\_\_, to go into Closed Session Pursuant to Open Meetings Act Section 8(k) for the Purpose of the Emergency Operations Planning MCL 15.268.

**Support by Member** \_\_\_\_\_.

**Roll Call Vote  $\frac{2}{3}$  Majority of Full Board Required for Closed Session:** (Y/N) Steve Carlson (Y/N) 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.



# RATIFICATION OF BILL PAYMENT

June 30, 2023

Period: 6/16/23 through 6/30/23

## GENERAL OPERATING FUND

Payroll 6-9-23	608,978.19
Payroll 6-23-23	<u>806,880.28</u>

Total Payroll	1,415,858.47
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<b>Bills (6/16/23 through 06/30/23)</b>	<u>2,027,716.70</u>
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<b>TOTAL GENERAL OPERATING FUND</b>	<b>3,443,575.17</b>
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## TOTAL ATHLETIC FUND

<b>Bills (6/16/23 through 06/30/23)</b>	<b>4,304.87</b>
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## TOTAL FOOD SERVICE FUND

<b>Bills (6/16/23 through 06/30/23)</b>	<b>8,702.44</b>
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## GRAND TOTAL ALL FUNDS

<b>Bills (6/16/23 through 06/30/23)</b>	<b>3,456,582.48</b>
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**LUDINGTON AREA SCHOOLS  
BALANCE SHEET  
For the Month Ending June 30, 2023**

	<b>Current Year</b>
<b><u>Assets</u></b>	
Savings/Checking Accounts	\$ 1,536,142
Investments	\$ -
Taxes Receivable	\$ -
Accounts Receivable	\$ 147,507
Due from Other Funds	\$ 1,269,486
Due from Other Governmental Units	\$ -
Inventory	\$ -
Prepaid Expenses	\$ 177,801
Other Assets	\$ -
Total Assets	<b><u>\$ 3,130,936</u></b>
 <b><u>Liabilities and Fund Equity</u></b>	
Liabilities:	
Accounts Payable	\$ 142,263
Payroll Liabilities	\$ 2,013,561
Accrued Expenses	\$ -
Due to Other Funds	\$ 524,395
Due to Other Governmental Units	\$ -
Deferred Revenue	\$ 111,767
Note Payable	\$ -
Total Liabilities	<b><u>\$ 2,791,986</u></b>
Fund Equity:	
Inventory (Reserved)	\$ -
Other Fund Balance	\$ 338,951
Total Fund Balance	<b><u>\$ 338,951</u></b>
Total Liabilities and Fund Equity	<b><u>\$ 3,130,936</u></b>



**LUDINGTON AREA SCHOOLS**  
**Sinking Funds**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the Month Ending June 30, 2023**

<b>REVENUES:</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>% Rcvd</b>
Tax Revenue Sinking	\$ 398,700	\$ 398,744	\$ (44)	100.01%
Interest Sinking Fund	\$ 17,300	\$ 19,323	\$ (2,023)	
Other Income	\$ 20,000	\$ 23,358	\$ (3,358)	
Total Revenue	\$ 436,000	\$ 441,424	\$ (5,424)	101.24%

<b>EXPENDITURES:</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>% Spent</b>
Equipment	\$ -	\$ -	\$ -	0.00%
Construction Sinking	\$ 400,000	\$ 238,034	\$ 161,966	59.51%
Tax Appeals	\$ 6,000	\$ 94	\$ 5,906	1.56%
Total Expense	\$ 406,000	\$ 238,127	\$ 167,873	58.65%

Fund Balance 6/30/22 \$ 1,165,043

Budgeted Ending Fund Balance \$ 1,195,043

Month End Fund Balance \$ 1,368,340

**LUDINGTON AREA SCHOOLS**  
**Technology Fund**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the Month Ending June 30, 2023**

<b>REVENUES:</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>% Rcvd</b>
Bond Issuance	\$ -	\$ -	\$ -	
Local	\$ 359,000	\$ 359,981	\$ (981)	
Interest	\$ 3,000	\$ 4,127	\$ (1,127)	137.56%
Total Revenue	\$ 362,000	\$ 364,108	\$ (2,108)	100.58%

<b>EXPENDITURES:</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>% Spent</b>
Issuance Costs	-	\$ -	\$ -	
Equipment	1,136,455	\$ 1,016,577	\$ 119,878	89.45%
Construction	25,000	\$ -	\$ 25,000	0.00%
Total Expense	1,161,455	\$ 1,016,577	\$ 144,878	

Fund Balance 6/30/22 \$ 1,290,160

Budgeted Ending Fund Balance \$ 490,705

Month End Fund Balance \$ 637,691

*Prepared by the Business Office*





### Market Overview

	Current Period	Year-to-Date
	06/01/2023	01/01/2023
<b>Beginning Market Value</b>	<b>931,456.56</b>	<b>912,808.45</b>
Income		
Dividends	4,006.09	22,654.20
Change in Market Value	0.00	0.00
<b>Ending Market Value</b>	<b>935,462.65</b>	<b>935,462.65</b>

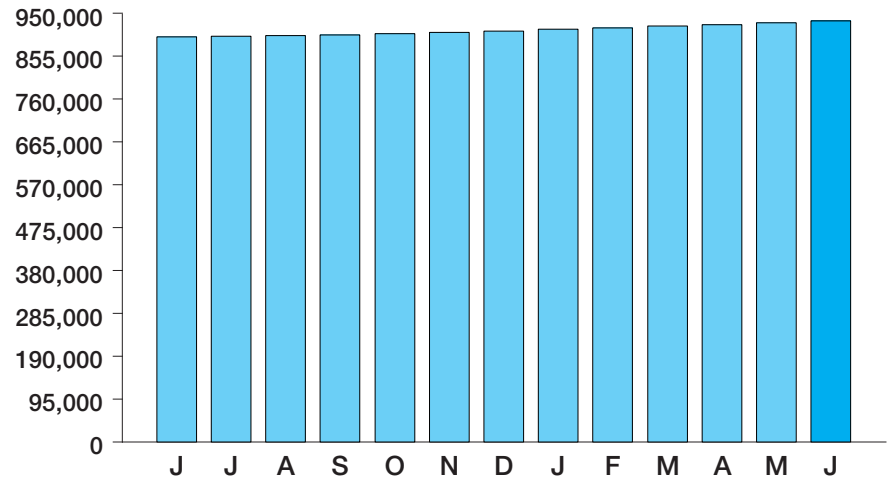
### Capital Gains

	Current Period	Year-to-Date
Short-term Capital Gain / (Loss)	0.00	0.00
Long-term Capital Gain / (Loss)	0.00	0.00

### Asset Allocation

	Account Value Percentage	Market Value
■ Money Markets and Cash	100%	\$935,463
	100%	\$935,463

### Historical Value





Account Name: Ludington Area Schools Custody Series  
2019

Account Number: 150363.1  
Statement Period: Jun. 1 - Jun. 30, 2023

### Portfolio(s) included in Statement

Portfolio Number: 150363.1      Portfolio Name: Ludington Area Schools Custody 2019

### Transaction Summary

	Income Cash	Principal Cash	Cost	Market Value Including Cash
<b>Beginning Market Value</b>	<b>0.00</b>	<b>0.00</b>	<b>931,456.56</b>	<b>931,456.56</b>
Income				
Interest		(4,006.09)	4,006.09	
Dividends		4,006.09		4,006.09
<b>Ending Market Value</b>	<b>0.00</b>	<b>0.00</b>	<b>935,462.65</b>	<b>935,462.65</b>





**Statement of Investment Position**

Units Description	Symbol Cusip	Cost Basis		Market Value		Unrealized Gain / (Loss)	Estimated Annual Income	Yield %
		Unit	Total	Unit	Total			
<b>Money Markets &amp; Cash</b>								
<b>Money Market Funds</b>								
935,462.65 Michigan Class Cooperative Liquid Asset	SF8888741	1.00	935,462.65	1.00	935,462.65		48,471	5.18
<b>Total Money Market Funds</b>			<b>935,462.65</b>		<b>935,462.65</b>	<b>0.00</b>	<b>48,471</b>	
<b>Total Money Markets and Cash</b>			<b>935,462.65</b>		<b>935,462.65</b>	<b>0.00</b>	<b>48,471</b>	
<b>Account Total</b>			<b>935,462.65</b>		<b>935,462.65</b>	<b>0.00</b>	<b>48,471</b>	





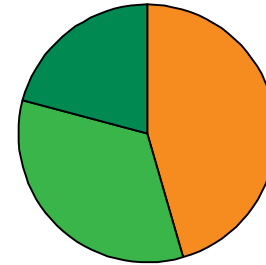
### Market Overview

	Current Period	Year-to-Date
	06/01/2023	01/01/2023
<b>Beginning Market Value</b>	<b>45,038,514.07</b>	<b>50,228,035.54</b>
Income		
Interest	191,392.78	845,214.93
Dividends	24,200.50	222,639.43
Net Contributions/Distributions		
Expenses/Fees	(4,391,726.88)	(10,374,544.30)
Change in Market Value	53,744.22	(5,220.91)
<b>Ending Market Value</b>	<b>40,916,124.69</b>	<b>40,916,124.69</b>

### Capital Gains

	Current Period	Year-to-Date
Short-term Capital Gain / (Loss)	0.00	(2,726.95)
Long-term Capital Gain / (Loss)	0.00	0.00

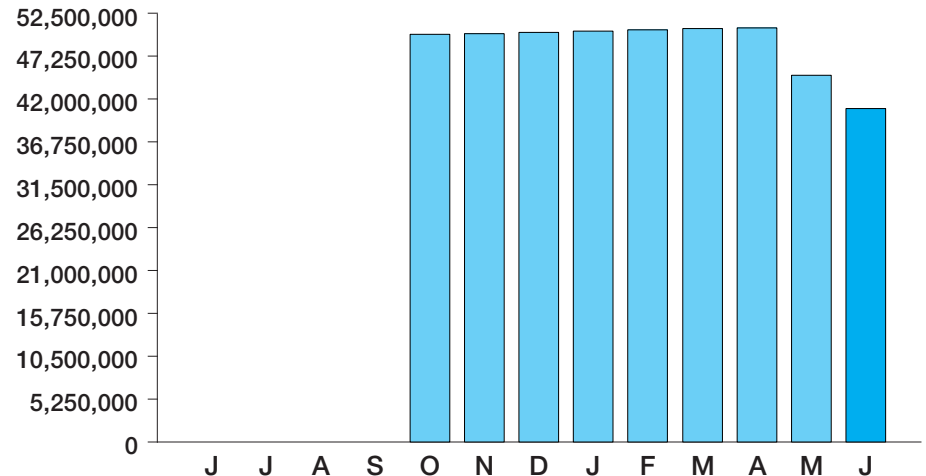
### Asset Allocation



- Fixed Income Securities
- Short Term Investments
- Money Markets and Cash

Account Value Percentage	Market Value
46%	\$18,617,466
34%	\$13,782,206
21%	\$8,516,453
<b>100%</b>	<b>\$40,916,125</b>

### Historical Value





### Portfolio(s) included in Statement

Portfolio Number: 158843.1      Portfolio Name: Ludington Area School District - USD

### Transaction Summary

	Income Cash	Principal Cash	Cost	Market Value Including Cash
<b>Beginning Market Value</b>	<b>0.00</b>	<b>0.00</b>	<b>45,072,632.83</b>	<b>45,038,514.07</b>
Income				
Interest		167,192.28	24,200.50	191,392.78
Dividends		24,200.50		24,200.50
Disbursements				
Fees and Expenses		(4,391,726.88)		(4,391,726.88)
Purchases		(15,012,145.82)	15,012,145.82	
Sales & Maturities		14,820,753.04	(14,820,753.04)	
Change in Market Value				53,744.22
<b>Ending Market Value</b>	<b>0.00</b>	<b>(4,391,726.88)</b>	<b>45,288,226.11</b>	<b>40,916,124.69</b>

### Statement of Accruals

Units	Asset Description	Payable Date	Rate	Amount
<b>Interest</b>				
3,000,000	Charlotte-Mecklenburg NC Hosp Disc CP DTD 6/20/2023 0% 12/12/2023	12/12/2023	0.002	4,995.83
5,116,000	Farmer Mac DTD 4/22/2021 0.500% 4/22/2024 Call 10/22/2021 @ 100 Step Coupon	10/22/2023	0.001	7,354.25
4,000,000	Federal Home Loan Bank DTD 11/24/2021 0.610% 11/24/2023 Call 05/24/2023 @ 100	11/24/2023	0.001	2,507.78
5,000,000	Federal Home Loan Bank DTD 12/28/2021 0.950% 6/28/2024	12/28/2023	0.000	395.83
5,000,000	FEDERAL HOME LOAN BANKS DTD 3/15/2023 5.150% 9/15/2023 Call 06/15/2023 @ 100	09/15/2023	0.015	75,819.44





**Statement of Accruals (continued)**

Units	Asset Description	Payable Date	Rate	Amount
<b>Interest</b>				
6,000,000	Inova Health System DTD 4/13/2023 0% 7/13/2023	07/13/2023	0.011	63,125.00
5,000,000	Norton Healthcare Inc CP DTD 5/2/2023 0% 8/1/2023	08/01/2023	0.009	42,916.67
<b>Total Interest</b>				<b>197,114.80</b>
<b>Total Accruals</b>				<b>197,114.80</b>

**Bond Maturity Schedule**

	Cost	Market Value	% of Fixed Income	Projected Annual Income
<b>Government &amp; Agency Bonds</b>				
Less than 1 year	13,693,850.00	13,696,590.00	39.31	329,400.00
<b>Total Government &amp; Agency Bonds</b>	<b>13,693,850.00</b>	<b>13,696,590.00</b>	<b>39.31</b>	<b>329,400.00</b>
<b>Corporate Bonds</b>				
Less than 1 year	4,915,452.80	4,920,875.76	14.12	38,370.00
<b>Total Corporate Bonds</b>	<b>4,915,452.80</b>	<b>4,920,875.76</b>	<b>14.12</b>	<b>38,370.00</b>
<b>Short Term Investments</b>				
Less than 1 year	13,782,205.54	13,782,205.54	39.55	734,055.59
<b>Total Short Term Investments</b>	<b>13,782,205.54</b>	<b>13,782,205.54</b>	<b>39.55</b>	<b>734,055.59</b>
<b>Cash</b>				
Less than 1 year	2,434,387.50	2,445,850.00	7.02	132,312.50
<b>Total Cash</b>	<b>2,434,387.50</b>	<b>2,445,850.00</b>	<b>7.02</b>	<b>132,312.50</b>
<b>Total</b>	<b>34,825,895.84</b>	<b>34,845,521.30</b>	<b>100.00</b>	<b>1,234,138.09</b>





### Statement of Investment Position

Units Description	Symbol Cusip	Cost Basis		Market Value		Unrealized Gain / (Loss)	Estimated Annual Income	Yield %	
		Unit	Total	Unit	Total				
<b>Fixed Income Securities</b>									
<b>Government &amp; Agency Bonds</b>									
4,000,000	Federal Home Loan Bank DTD 11/24/2021 0.610% 11/24/2023 Call 05/24/2023 @ 100 Aaa	3130APQT5	0.97	3,897,000.00	98.06	3,922,240.00	25,240.00	24,400	5.04
5,000,000	Federal Home Loan Bank DTD 12/28/2021 0.950% 6/28/2024 Aaa	3130AQ6V0	0.96	4,799,350.00	95.58	4,779,050.00	(20,300.00)	47,500	4.64
5,000,000	FEDERAL HOME LOAN BANKS DTD 3/15/2023 5.150% 9/15/2023 Call 06/15/2023 @ 100	3130AV5A6	1.00	4,997,500.00	99.91	4,995,300.00	(2,200.00)	257,500	5.25
<b>Total Government &amp; Agency Bonds</b>				<b>13,693,850.00</b>		<b>13,696,590.00</b>	<b>2,740.00</b>	<b>329,400</b>	
<b>Corporate Bonds</b>									
5,116,000	Farmer Mac DTD 4/22/2021 0.500% 4/22/2024 Call 10/22/2021 @ 100 Step Coupon	31422XER9	0.96	4,915,452.80	96.19	4,920,875.76	5,422.96	38,370	4.44
<b>Total Corporate Bonds</b>				<b>4,915,452.80</b>		<b>4,920,875.76</b>	<b>5,422.96</b>	<b>38,370</b>	
<b>Total Fixed Income Securities</b>				<b>18,609,302.80</b>		<b>18,617,465.76</b>	<b>8,162.96</b>	<b>367,770</b>	
<b>Short-term Investments</b>									
<b>Short Term Investments</b>									
3,000,000	Charlotte-Mecklenburg NC Hosp Disc CP DTD 6/20/2023 0% 12/12/2023	16085HZC3	0.97	2,920,520.82	97.35	2,920,520.82		165,771	5.69
6,000,000	Inova Health System DTD 4/13/2023 0% 7/13/2023	45778PUD9	0.99	5,926,775.00	98.78	5,926,775.00		307,208	5.02
5,000,000	Norton Healthcare Inc CP DTD 5/2/2023 0% 8/1/2023	66863EV11	0.99	4,934,909.72	98.70	4,934,909.72		261,076	5.30
<b>Total Short Term Investments</b>				<b>13,782,205.54</b>		<b>13,782,205.54</b>	<b>0.00</b>	<b>734,056</b>	
<b>Total Short Term Investments</b>				<b>13,782,205.54</b>		<b>13,782,205.54</b>	<b>0.00</b>	<b>734,056</b>	





Statement of Investment Position (continued)

Units Description	Symbol Cusip	Cost Basis		Market Value		Unrealized Gain / (Loss)	Estimated Annual Income	Yield %
		Unit	Total	Unit	Total			
<b>Money Markets &amp; Cash</b>								
<b>Money Market Funds</b>								
10,462,330.27 Michigan Class Cooperative Liquid Asset	SF8888741	1.00	10,462,330.27	1.00	10,462,330.27		542,107	5.18
<b>Total Money Market Funds</b>			<b>10,462,330.27</b>		<b>10,462,330.27</b>	<b>0.00</b>	<b>542,107</b>	
<b>Cash</b>								
2,500,000 Treasury Bill DTD 12/1/2022 11/30/2023	912796ZD4	0.97	2,434,387.50	97.83	2,445,850.00	11,462.50	132,313	5.41
(4,391,726.88) Cash		1.00	(4,391,726.88)	1.00	(4,391,726.88)		0	
<b>Total Cash</b>			<b>(1,957,339.38)</b>		<b>(1,945,876.88)</b>	<b>11,462.50</b>	<b>132,313</b>	
<b>Total Money Markets and Cash</b>			<b>8,504,990.89</b>		<b>8,516,453.39</b>	<b>11,462.50</b>	<b>674,420</b>	
<b>Account Total</b>			<b>40,896,499.23</b>		<b>40,916,124.69</b>	<b>19,625.46</b>	<b>1,776,245</b>	



Ludington Area Schools  
Board of Education  
Minutes of Budget Hearing/Regular Meeting

June 19, 2023

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Public Budget Hearing

- 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, Leona Ashley, Scott Foster, Sarah Lowman  
Members Absent: Steve Carlson
- II. Agenda Modification ~ None to report.
- III. Citizen Participation ~ None heard.
- IV. Public Hearing ~ Laura Jacobs presented the budget amendment for 2022-2023 school year, the proposed 2023-2024 general operating fund budget and reviewed the property tax millage rate to be levied.
- V. Adjournment ~ Motion by Reed, supported by Nagle to adjourn the hearing at 6:18 p.m. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

Regular Meeting

- VI. Call to Order ~ The meeting was called to order at 6:19 p.m. by Board Vice President Autrey.
- VII. Agenda Modification ~ None to report.
- VIII. Citizen Participation ~ Two citizens addressed the board.
- IX. Consent Agenda
  - A. Ratification of Bill Payment Per Summary Dated June 19, 2023 was approved by consent.
  - B. Approval of Minutes May 15, 2023 were approved by consent.
  - C. Annual Summer Tax Resolution 2024 was approved by consent.
  - D. MASB Membership Renewal 2023-2024 was approved by consent.
  - E. MHSAA Membership Renewal 2023-2024 was approved by consent.
  - F. Tuition Rate (Section 6 Non-Resident Students) was approved by consent.
  - G. Resignations Chelsea Sobanski, Barry Webster and Cathy Webster were approved by consent.Motion by Foster, supported by Reed to approve the consent agenda as written and presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.
- X. Board Committee Reports
  - A. Mike Nagle presented the Personnel/Policy Committee Report for June 14, 2023.
  - B. Stephanie Reed presented the Building and Site Committee Report for June 14, 2023.
  - C. Stephanie Reed presented the Finance Committee Report for June 14, 2023.
- XI. Superintendent's Report and Comments
  - A. Superintendent Dr. Kyle Corlett presented the report on Bullying for 2022-2023 school year and the 98B Student Growth Report.
- XII. Discussion Items - The following topics were submitted for discussion:
  - A. Administrative & Central Office, Non-Union Contracts 2023/2024
  - B. West Shore Educational Service District Parent Advisory Committee Appointment 2023/2024
  - C. Probationary Teacher Contract Approval
  - D. Renewal of Non-Homestead Operational Millage
  - E. Disposal of unused and obsolete science lab chemicals
- XIII. Action Items
  - A. Motion by Ashley, supported by Nagle, to approve the certificate for payment on the school bond project and to authorize the District to pay \$1,686,900.28, as certified by the architect and construction manager, and as outlined in the Certificate for Payment #38 as presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.
  - B. Motion by Reed, supported by Foster, to approve a one year extension of contracts for administrators (Dan Mesyar, Steve Forsberg, Greg Pscodna, Mike Hart, Randy Fountain, Tim Hansen,

Ludington Area Schools  
Board of Education  
Minutes of Budget Hearing/Regular Meeting

June 19, 2023

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Jenn Mackey, Katie Eisinger, Abby Schaperkotter, Laura Jacobs) and other central office and non-union supervisors and directors (Susie Hovey, Andy Klevorn, Mary Marble, Laura Kassanos, Carrie Moeggenberg, Penny Schultz, Deb Wilsey, Brent Gillett, Tyrone Collins, Jen Collins, Caryn Elam, Ashela Trevino). Salaries and benefits will be equivalent to the negotiated pay and benefits established for the Ludington Education Association for the 2023/2024 school year. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

C. Motion by Nagle, supported by Ashley, to approve the Final Budget Amendment Fiscal Year Ending June 30, 2023 (2022-2023) as written and presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

D. Motion by Reed, supported by Lowman, to approve the Budget for Fiscal Year Ending June 30, 2024 (2023-2024) as written and presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

E. Motion by Nagle, supported by Foster, to set the July regular meeting date as July 17, 2023 at 6:00 p.m. at the Administration Office, 809 East Tinkham Avenue, Ludington as presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

F. Motion by Nagle, supported by Reed, to appoint Melissa Mutton as the Ludington Representative serving on the SEPAC for the 2023/2024 school year. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

G. Motion by Foster, supported by Reed, to approve a probationary teaching contract for Matthew Leslie, pending completion of all inservice requirements and background checks per Board Policy and Michigan Law. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

H. Motion by Ashley, supported by Lowman, a motion to approve the renewal of the non-homestead operational millage election resolution as presented. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

I. Motion by Nagle, supported by Foster, to approve the quote from HEPACO as written and presented for the removal and disposal of unused and obsolete science lab chemicals. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

J. Motion by Nagle, supported by Reed, to go into Closed Session for the Purpose of the Personnel Evaluation of the Superintendent per MCL 15.268 Pursuant to Open Meetings Act Section 8(1)(a) at 6:55 p.m. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0. The Board returned to open session at 8:00 p.m.

K. Motion by Nagle, supported by Reed, to approve the Personnel Evaluation of the Superintendent for the 2022-2023 school year.

XIV. Other Items of Business and Announcements ~ None to report.

XV. Adjournment ~ Motion by Nagle, supported by Foster, to adjourn the meeting at 8:01 p.m. Vote: Ayes: Autrey, Nagle, Reed, Ashley, Foster, Lowman. Nays: None. Motion: Carries 6-0.

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Michael W. Nagle, Secretary, Board of Education

Approved \_\_\_\_\_

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(Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Administration Office, 809 E. Tinkham Avenue, Ludington, Michigan. Phone 231-845-7303.) *The Ludington Area School District is an equal opportunity employer and provider.*

**July 12, 2023**

Kyle Corlett  
Superintendent  
Ludington Area Schools  
809 E Tinkham Ave  
Ludington, MI 49431

**RE: Ludington Area Schools – Athletic Team Room  
TCC Project 19003-450  
Bid Package #3  
WC's 02, 10, 11, 14, 20, 21, 24, 27, 28**

Dear Kyle:

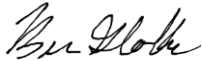
The Christman Company has received bids for Work Categories **02, 10, 11, 14, 20, 21, 24, 27 and 28**. Bids for each category were received, publically opened and reviewed by the project team members. The low responsive firms were invited for a formal post bid interview.

We are seeking concurrence from Ludington Area Schools on The Christman Company's recommendations for contract awards for these Work Categories prior to making an award. These recommendations, summarized on an attachment to this letter, represent the firms that we believe provided the lowest, qualified, responsive bid for these Work Categories, after reviewing all proposals, verifying qualifications and financial stability, conducting post-bid interviews with bidders under each Work Category, and making any appropriate adjustments to pricing.

If you are in concurrence with these recommendations, please sign below indicating such and authorizing The Christman Company to prepare trade contracts for Ludington to issue to the recommended firms.

Please feel free to contact us if you have any questions or concerns regarding this matter. Thank you.

Sincerely,  
**The Christman Company**



Ben Globke  
Project Manager

Cc: Kyle Corlett, Ludington  
Tyrone Collins, Ludington  
Nicole Smith, GMB  
Pat Zawacki, Christman

Concurrence with the recommendation above and as clarified in the attached spreadsheets:

---

On behalf of Ludington Area Schools

Date



**General Notes:**

- The current project budget for the athletic complex is \$3,372,734
- The current base bid is \$3,243,660 with the team room bids complete
- Current amount under budget: (\$129,074)
- Note: Budgets are being held for the balance of the work at the athletic complex which includes re-painting the existing track and baseball field improvements
- There are 2 pending alternates listed below. Should funds be available after the balance of work is bid out; could be included in the project at the costs indicated.
  - G-1 Bleacher ADA Extensions: \$174,630
  - G-2 Stadium Entrance Feature: \$57,021

**WC 02 – Sitework**

- Recommended Firm: Hallack Excavating
- Base Contract Amount: \$86,400

**WC 10 – Concrete**

- Recommended Firm: Schepers Concrete
- Base Contract Amount: \$128,950

**WC 11 – Masonry**

- Recommended Firm: JK Masonry
- Base Contract Amount: \$140,760
- Notes: Voluntary alternates to remove spray foam by WC 20 at (\$3,000) and change size of brick to modular at (\$22,150) included in base bid.

**WC 14 – Roofing**

- Recommended Firm: At The Peak
- Base Contract Amount: \$21,700

**WC 20 – General Trades**

- Recommended Firm: Christman Facility Solutions
- Base Contract Amount: \$337,660

**WC 21 – Metal Framing/Drywall**

- Recommended Firm: Ritsema Associates
- Base Contract Amount: \$76,800

**WC 24 – Painting**

- Recommended Firm: Vork Brothers
- Base Contract Amount: \$13,500

**WC 27 – Mechanical Systems**

- Recommended Firm: Northwest Kent
- Base Contract Amount: \$169,900

**WC 28 – Electrical**

- Recommended Firm: C & I Electric
- Base Contract Amount: \$97,486



4181 West Polk Road | Hart, Michigan 49420  
 231-742-2036 | gtlakesfencing@gmail.com | www.greatlakesfencinginc.com

**RECIPIENT:**

**Ludington Area School District - Football Field**

809 East Tinkham Avenue  
 Ludington, Michigan 49431  
 Phone: 231-233-2567

Quote #3435	
Sent on	Jul 14, 2023
<b>Total</b>	<b>\$22,471.62</b>

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
6'H Blk VC Commercial Chain Link - TE	2" X 8F X 6'H KK Mesh Extruded Black Vinyl Coated Commercial Chain Link. Includes 1 5/8" PE DQ40 ASTM F1043 Vinyl Coated Top/Bottom Rail, 1 7/8" x DQ40 ASTM F1043 Line Posts, 2 7/8" DQ40 ASTM F1043 Terminal Posts, all appropriate black vinyl coated commercial hardware, concrete and installation. ****THIS DOES NOT INCLUDE CORING OF OR MOUNTING TO A CONCRETE OR ASPHALT SURFACE.****	648	\$36.59	\$23,710.32*
6'H x 10'W BVC Commercial Chain Link Dbl Swing Gates - TE	***INCLUDED*** 6'H x 10'W Black Vinyl Coated Commercial Double SWING gated. Includes all materials, concrete, hardware & installation.	1	\$0.00	\$0.00*
6'H x 8'W Blk VC Commercial Chain Link Dbl Swing Gates - TE	***INCLUDED*** 6'H x 8'W Black Vinyl Coated Commercial Double SWING gate. Includes all materials, hardware and installation. ***Picture shown in galvanized.***	1	\$0.00	\$0.00*
6'H Black VC Commercial Chain Link Walk Gate- Tax Exempt	*** INCLUDED, DONATING THE COST OF 2 *** 6'H Black Commercial Vinyl Coated Chain Link Walk Gate. Includes all material, hardware, concrete & installation. ***Shown in Silver Galvanized.***	3	\$0.00	\$0.00*
				Not included
6'H x 8'W Blk VC Commercial Chain Link Dbl Swing Gates - TE	6'H x 8'W Black Vinyl Coated Commercial Double SWING gate. Includes all materials, hardware and installation. ***Picture shown in galvanized.***	1	\$1,248.11	\$1,248.11*
				Not included
6'H Black VC Commercial Chain Link Walk Gate- Tax Exempt	6'H Black Commercial Vinyl Coated Chain Link Walk Gate. Includes all material, hardware, concrete & installation. ***Shown in Silver Galvanized.***	1	\$735.40	\$735.40*
INFO	School donation added below.			
Permit and Administrative Fee	This fee is only charged if a zoning permit is required in your area. If hired, we will research permit requirements and fees. This line item is subject to change in pricing.	1	\$0.00	\$0.00*



PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Clause	<p>***DEFAULT LINE ITEM EVERYONE MUST PLEASE READ*** The project cost shown is for normal earth drilling only. If we encounter rock, water, heavy root systems or very poor soil conditions prior to reaching the necessary depths there will be an additional charge. If we have to excavate and clear the fencing path etc there will be an additional charge. We will need clear access for all of our installation equipment. If there is not clear access for our installation equipment, there will be an additional charge. Spoils, (dirt, topsoil, etc), will be disbursed onsite.</p> <p>Customer is responsible for land clearing or clearing of the fencing path unless you hire us to do so. If we clear, there is an hourly charge of \$125/hr for equipment use and labor or a \$65/hr for labor to manually clear low maintenance areas. Heavily wooded, landscaped, weed/brush areas will require heavy equipment and require an on-site assessment before you hire us to provide an accurate quote. If you'd like an on-site estimate, we'd be happy to provide this for you. Please notify the office. If we show up for the installation and the path is not clear, you will be charged a service call and the project will be rescheduled till the fencing layout is clear. ***This is NOT included in the quote total.***</p>	1	\$0.00	<p>Not included</p> <p>\$0.00*</p>

**A deposit of \$11,235.81 will be required to begin.**

\* Non-taxable

Thank you for asking us to quote on your project. Attached is a PDF of your quote to view the breakdown and print for your records.

We require a 50% deposit upon scheduling. \*\*\*Contractor and Commercial - must pay a 40% deposit upon scheduling, 30% upon arrival with the remaining 30% due upon completion. Please contact the office to discuss if hired or to make arrangements.\*\*\*

Please read this entire message before approving your quote. By approving your quote, you are agreeing to the terms and conditions of both warranty and regulation info. If the path for the fencing layout is not clear as stated in the

<b>Subtotal</b>	\$23,710.32
Discount	- \$1,238.70
<b>Total</b>	<b>\$22,471.62</b>



**Notes Continued...**

regulations upon arrival, you will be charged a service call and your fence will be rescheduled. If you'd like to hire us to clear the path for you, please contact the office for a quote.

Quotes are valid for 5 Days or shorter depending on the Vendor Quote to Great Lakes Pet Fencing Inc. We understand fencing is an investment and we want to shop around and take your time making the right decision for your family, pets and your budget. If it has been more than 5 days, we have no problem checking pricing and sending you an updated estimate if needed. Please view the attached regulations, specs and manufacturers warranty as well.

**DEFAULT INFORMATION YOU MUST READ -**

Please note all balances are due upon the FINAL DATE of installation. If you need to make payment arrangements, we encourage you to apply for Wisetack financing or call us in the office prior to your installation date please.

Financing - If financing through Wisetack, please keep in mind that you'll have to re-apply at least 45 days before your scheduled appointment with us if your job is scheduled more than 60 days out. The financing option expires in 60 days. Wisetack only initiates a soft pull on your credit. This is good for people who need to apply more than once because they applied right away to determine their eligibility but aren't scheduled prior to 60 days. We require a 50% deposit to be added to our schedule.

We charge a 1.5% fee for all invoices unpaid 3 days after the invoice due date UNLESS you have made arrangements to mail a check. All balances are due upon the date of completion. Our crew DOES NOT take payment. Once they've completed the job, they take final measurements to avoid incorrect charges and notify the office. The office then adjusts your invoice for accuracy because we never want a customer to pay more for less or vice versa.

You may call the office to provide payment for the deposit if you're not comfortable paying through your portal, or to make other arrangements.

We require a 50% deposit to be added to our schedule. If paying by check, please remember to print, sign your quote and mail with check. We MUST receive a signed quote of approval. Also, if mailing a check, please contact the office so we can reserve a spot on the schedule for you while waiting for mailing. \*\*\* Contractor and Commercial - must pay a 40% deposit upon scheduling, 30% upon arrival with the remaining 30% due upon completion.\*\*\* Please contact the office to discuss if hired or to make arrangements.\*\*\*

\*\*\* Cancellations - 50% of the deposit for Physical Fencing is non refundable and is used for administrative and restocking fees. Customers will be refunded their balance within 30 days of cancellation. It is HIGHLY recommended you check with your zoning administrator on fencing regulations BEFORE submitting your deposit. For Underground Hidden Fencing the \$200 deposit is NON refundable. \*\*\*

Once the quote has been signed & converted to a job, materials have delegated to your project. This means only small changes can be made to the layout of the job as long as it stays within the permit limits and within code. Each situation is different, so please feel free to call us and ask. \*\*\*Always sign your accepted quote, this is for your protection as well as ours. You've worked hard for your money and deserve to know it's safe with a reputable company. If you do not have the ability to print and sign, we can send you a printed copy to sign and mail back and we'll provide you with a signed copy. Providing payment over the phone will provide you with an immediate receipt as well.\*\*\*

WE WILL PULL THE PERMIT FOR YOU. The cost of the permit and administrative time is configured into your quote and may change if the zoning fee is more.

We always arrive with EXTRA MATERIAL. This does not mean we can leave it with you free of charge or add onto your fence. Having extra material saves us time if there is a piece of damaged material we cannot use for your job or we have to bypass a heavy root system etc. If you'd like your layout extended, a new permit application has to be filed with the zoning administrator for approval before we can move forward. We will also have to schedule a new visit for additional fencing as there are customers waiting on the schedule for us to install their fencing in a timely manner. You're always welcome to call the office to see if the extra material is available for purchase.

All quotes include all materials, concrete, Michigan Sales Tax, (unless you can prove exempt), & labor. Labor includes wages, small tool use, insurance etc. In some cases additional labor is required as a separate line item. Service calls cover travel, admin/schedule fees and fuel costs. Lodging covers the cost of lodging and meals if the team needs to stay in your area for a larger project or long distance stay from our normal service area. Materials include fencing, hardware, posts, nails, caps, screws, bolts, concrete, latches, hinges, etc. We take the total cost and divide it by the total measurement to achieve our unit of measure pricing which is linear foot.

If you have any questions or concerns regarding this quote, please don't hesitate to get in touch with us at {{DEFAULT\_EMAIL}} or by calling the office. We appreciate the opportunity to provide you with a free quote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_