

**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: Regular Meeting
DATE: August 21, 2017
TIME: 6:00 p.m.
PLACE: Ludington Area Schools Central Business Office/Administration Building
 809 E. Tinkham Avenue, Ludington, Michigan

- I. CALL TO ORDER & ROLL CALL
 Steve Carlson Kelly Thomsen Bret Autrey Mary Jo Pung Mike Nagle Stephanie Reed Josh Snyder
- II. SPECIAL PRESENTATION ~ Introduction of New Staff
- III. AGENDA MODIFICATION
- IV. CITIZEN PARTICIPATION
- V. CONSENT AGENDA
 - A. Ratification of Bill Payment - Per Summary Dated August 21, 2017
 - B. Approval of Minutes July 17, 2017
- VI. BOARD COMMITTEE REPORTS
 - A. Finance Committee Report August 16, 2017
 - B. Co-curricular Committee Report August 18, 2017
 - C. Personnel/Negotiation Committee Report August 18, 2017
- VII. BUSINESS MANAGER'S REPORT
- VIII. SUPERINTENDENT'S REPORT & COMMENTS
 - A. Eidex Peer and Notably Successful District Data Review
 - B. Superintendent Evaluation
 1. Smart goals and district priorities
 2. Evaluation cycle and timeline
 3. Student growth process and growth plan
 4. Self assessment and final evaluation profile
- IX. DISCUSSION ITEMS
 - A. Hawley Gym Lighting Project
 - B. Freshmen Athletics - Basketball
 - C. Thrun Law Policy Guidance and Updates
- X. ACTION ITEMS
 - A. New Teacher Contracts
 - B. Single Track Showdown Race Approval
 - C. Milk & Bread Bid Awards
 - D. Sale of School Buses
 - E. Sale of Ovens
 - F. Sale of Developmental Reading Assessment (DRA) Kits
- XI. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- XII. 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: Regular Meeting ~ Agenda Notes

Regular Meeting

SUPERINTENDENT REPORT

Eidex Peer and Notably Successful District Data Review

A review of the Eidex Focus system and the data that is housed within this system will be reviewed. Comparison data with Ludington and other notably successful districts that are our size will be discussed and celebrated. This will serve as a baseline for the release of state assessment data for this past year when it is released from embargo in the upcoming weeks / months.

Superintendent Evaluation Timeline and Process

A review of the following information, which will serve as the baseline of the superintendent's evaluation for the 2017 - 2018 school year, will be discussed and reviewed. This information was developed as a part of the School Advance training that the Board president and superintendent attended with a focus on the development of these keys areas in the evaluation process.

- A. Smart goals and district priorities
- B. Evaluation cycle and timeline
- C. Student growth process and growth plan
- D. Self assessment and final evaluation profile

DISCUSSION ITEMS

Hawley Gym Lighting

For some time we have planned to replace the lights in Hawley Gym with energy-efficient LED lights. The original price of the project was \$28,000; and this was amended down to \$24,000, then it became a \$20,000 project. Today, the cost of the lights and sundry materials will be slightly under \$9,900. We will probably contract the installation out, costing us an additional \$4,500. Additionally, Consumers Energy will be paying us an energy rebate check for approximately \$5,100 as part of their ongoing incentive program. This will make the net cost of this project to the school district less than \$10,000.

Freshmen Athletics

There is an interest in offering freshman boys basketball this year. We have received support from both from Coach Shank, as well as from members in the community, due to increased participation and numbers that are projected to be on this year's junior varsity team. There are expected to be approximately 20 student athletes or more that will tryout for JV basketball. There has been this level of interest for the past two (2) years. Title IX requires that we have balanced programs by gender. At this time, we offer one (1) more boys sport than we do girls; however, we remain in compliance because the additional program is a cooperative program for hockey with Manistee.

Adding freshmen basketball will result in non-compliance without considering other offerings. Other solutions may be:

- Offer freshman volleyball or basketball for females
- Eliminate one of the other boys teams where participation may be low
- Add another female sport such as competitive cheer

It is the recommendation of the athletic director, high school principal, and superintendent that we offer freshmen boys basketball and freshmen girls basketball for the 2017 - 2018 school year. In years to follow, freshmen volleyball may be a consideration if the numbers do not support a freshmen girls basketball team.

The following parameters would be established for offering these sports:

- 1) A minimum of 24 would be required to tryout for the JV squad. There would need to be participation numbers to support the addition of the team during the tryout and conditioning period.
- 2) All that try out must be in good academic standing prior to the season, so that there this is a safeguard against ineligibility during the season and not having enough to field a team once a final decision to offer the sport has been made.
- 3) The head Varsity coach, JV Coach, and 9th grade coach will all have input on athletes playing up. It is the responsibility of the Head Varsity coach to communicate with the parents and players when athletes are moved out of their level, or back to the appropriate level.
- 4) The Varsity coach is responsible for formally evaluating the JV and 9th grade coaches, and to provide assistance in having bench help and volunteer coaches.

Thrun Law Policy Guidance and Updates - Retainer Client Letters

A copy of policy guidance from Thrun Law, as outlined in their retainer client letters dated August 2 and 3, 2017 will be discussed. Policy related issues outlined in Thrun Law's monthly School Law Notes will also be discussed and reviewed with the Board.

ACTION ITEMS

New Teacher Contracts

Anita Winterhalter - We will need a recommendation to approve the hiring of Anita Winterhalter to fill the 3rd grade special education vacancy at Foster Elementary School. This opening was due to Chelsea Feutz taking a leave of absence for the 2017-2018 school year. She comes to Ludington with 18 years of experience at Hesperia Community Schools. She has a Bachelor's degree in elementary education with a major in special education and a cognitive impairment endorsement from Central Michigan University. She also holds a Master's degree from Grand Valley State University in Early Childhood Education. She is trained in Crisis Prevention Intervention (CPI), has experience using Illuminate for writing special education IEPs, is trained in Fountas and Pinnell, is trained in PBIS, and her skill set matches many of the other initiatives that are in place at Ludington. She was honored by Hesperia Community Schools as the Teacher of the Year in 2014, and she comes highly recommended to Ludington Area Schools.

Megan McVannel - We will need a recommendation to approve the hiring Megan McVannel to fill the Franklin Elementary School kindergarten position. She has seven years of teaching experience and most recently served as a Title I reading and math teacher at Mason County Eastern Schools. She also has experience teaching first grade, and has had training in AVMR (Math Recovery), PBIS, and NWEA. She received high recommendation from her current principal, who highlighted her as being a hard worker, someone who works well in team situations, and is very professional. Additionally, she has a strength in building relationships with students and parents. She has a Masters of Arts in Education from Michigan State University with a Special Education Concentration, and she received her Bachelor of Science degree from Grand Valley State University.

Austin Matthews - We will need a recommendation to approve the hiring of Austin Matthews for the open math teaching position at O. J. DeJonge Middle School. He is a 2015 University of Michigan graduate with a Bachelor of Arts in Elementary Education degree with a 6-8 mathematics endorsement (EX). He comes to us from Arenac Eastern Elementary School in Twining, Michigan (north of Saginaw) where he worked as the Title I Coordinator and teacher for one year. The previous year he served in an interventionist role at Lincoln Middle School in Warren, Michigan. He comes highly recommended. Austin has experience and skills that will be a wonderful addition to our middle school, having used NWEA and other data to inform instruction and bringing a wide range of ideas on how to help at-risk students improve their math understanding and skills. Austin will be teaching 6th and 7th grade math courses at OJMS. He has also expressed interest in coaching or advising in both athletics and after school clubs.

Singletrack Showdown Race Approval

The Shoreline Cycling Club would like permission to use the school forest for their Singletrack Showdown bike race on Saturday, November 25, 2017. The event raises money for the club to support their trail-building and maintenance efforts. The course will be appropriately marked and LASD will be a co-insured party to the club’s insurance for the event. This was a topic of discussion at our July meeting.

Milk & Bread Bid Awards

The District has received bids through the School Purchasing and Resource Consortium (SPARC) for the purchase of milk and bread to be used by the District’s food service program. Attachments for each bid received are included within this packet, and a bid comparison table has been created below so that you can compare each bid side by side. It is our recommendation to award the bid to the following companies:

Milk: Prairie Farms
 Bread: Aunt Millie’s Bakeries

Bread Bid Comparison

| Item | Aunt Millie’s Bakeries | | Cops & Doughnuts McDonald’s Precinct | |
|---------------------------|------------------------|--------|-----------------------------------------|--------|
| | Count | Price | Count | Price |
| White sandwich bread loaf | 24 slices | \$1.37 | 22 slices | \$1.99 |

| | | | | |
|-------------------------------|-----------|--------|-----------|--------|
| Whole wheat bread loaf | 20 slices | \$1.35 | 18 slices | \$1.99 |
| Rye bread loaf | 17 slices | \$1.59 | 22 slices | \$1.99 |
| White hot dog buns | 12 buns | \$1.38 | 12 buns | \$2.49 |
| Whole wheat hot dog buns | 12 buns | \$1.43 | 12 buns | \$2.49 |
| 4" white hamburger buns | 12 buns | \$1.43 | 12 buns | \$2.49 |
| 4" whole wheat hamburger buns | 12 buns | \$1.41 | 12 buns | \$2.49 |
| Whole wheat dinner rolls | 24 rolls | \$2.19 | 12 rolls | \$2.49 |

Milk Bid Comparison

| Item | Prairie Farms | | Cedar Crest Dairy, Inc. | |
|---------------------|----------------|----------|-------------------------|----------|
| | Size / Count | Price | Size / Count | Price |
| 1% white milk | Half pint / 50 | \$0.2153 | Half pint / 50 | \$0.2231 |
| Fat free white | Half pint / 50 | \$0.2188 | Half pint / 50 | \$0.2143 |
| Fat free chocolate | Half pint / 50 | \$0.2183 | Half pint / 50 | \$0.2285 |
| Fat free strawberry | Half pint / 50 | \$0.2183 | Half pint / 50 | \$0.2297 |
| 4 oz. orange juice | 96 | \$12.96 | 96 | \$23.00 |
| 4 oz. apple juice | 96 | \$12.00 | 96 | \$19.85 |
| 4 oz. fruit punch | 96 | \$14.16 | 96 | \$20.49 |
| Cottage cheese | 5 lbs. / 4 | \$6.2350 | 5 lbs. / 4 | \$7.9500 |
| Sour cream | 5 lbs. / 4 | \$5.6000 | 5 lbs. / 4 | \$8.3280 |

Sale of Buses

The following buses are no longer being used as route, trip, or spare buses, and I recommend that we offer them for sale. The value of these buses is estimated to be between \$800 and \$1200, based upon past sales. Board approval is needed for the sale of items valued at more than \$1,000.

| Bus Number | Year | Make | Model | Mileage | Value |
|------------|------|---------------|--------------|------------------------|---------------|
| 97 | 1998 | Thomas | Transit | 61,933 (not actual) | \$800-\$1,200 |
| 00-2 | 2000 | International | Thomas | 170,006 | \$800-\$1,200 |
| 00-A | 2001 | Thomas | Transit | 214,672 | \$800-\$1,200 |
| 99-1 | 1999 | Thomas | Freightliner | 173,275 | \$800-\$1,200 |
| 99-3 | 1999 | Thomas | Freightliner | 174,076 | \$800-\$1,200 |

Sale of Ovens

In June, we purchased four computerized ovens in order to achieve two things: 1) Spend down our Food Service fund balance because the MDE found us to have excess unspent balance in this fund; and 2) Replace our four old convection ovens. We would like to sell these four ovens. These are Southbend units, and would be sold as two separate stacks (of two ovens). The value of the ovens is approximately \$800 to \$1200.

Sale of Developmental Reading Assessment (DRA) Kits

This school year, LASD has transitioned from the use of Developmental Reading Assessment (DRA) kits to the Fountas and Pinnell Benchmark Assessment System. A significant investment has been made in this new reading and assessment system, which is used by high performing school districts throughout the State of Michigan. This leaves the district with many DRA kits that are valued at approximately \$75 per kit. We have been contacted by school districts who are still using the DRA system and who have not yet transitioned to the Fountas and Pinnell system that have expressed an interest in purchasing these used kits from us. It is my recommendation, along with the recommendation of Jan and Amber, that we sell these kits while they still have at least a minimal value before we end up not being able to recover any of our investment in this program.

RATIFICATION OF BILL PAYMENT

August 21, 2016

Period: 7/13/2017 through 8/16/2017

GENERAL OPERATING FUND

| | |
|------------------|------------|
| Payroll 07/21/17 | 433,499.86 |
| Payroll 08/8/17 | 436,249.80 |

| | |
|---------------|------------|
| Total Payroll | 869,749.66 |
|---------------|------------|

| | |
|------------------------------------------|------------|
| Bills (07/14/16 through 08/10/16) | 913,067.57 |
|------------------------------------------|------------|

| | |
|------------------------------|---------------------|
| TOTAL GENERAL OPERATING FUND | 1,782,817.23 |
|------------------------------|---------------------|

TOTAL ATHLETIC FUND

| | |
|------------------------------------------|------------------|
| Bills (07/14/16 through 08/10/16) | 12,873.69 |
|------------------------------------------|------------------|

TOTAL LUNCH FUND

| | |
|------------------------------------------|-----------------|
| Bills (07/14/16 through 08/10/16) | 6,562.60 |
|------------------------------------------|-----------------|

GRAND TOTAL ALL FUNDS

| | |
|------------------------------------------|---------------------|
| Bills (07/14/16 through 08/10/16) | 1,802,253.52 |
|------------------------------------------|---------------------|

LUDINGTON AREA SCHOOLS
 GASB 54 FUND EQUITY DESIGNATIONS BY FUND
 30-Jun-17

PRELIMINARY FUND BALANCES ALL FUNDS - PRIOR TO AUDIT AMENDMENT

| Fund Balance Description | GENERAL FUND | FOOD SERVICE | SINKING | 2003 DEBT | TECH 2012 DEBT | BUS 2013 DEBT | B & S TECH | B & S BUS | 2016 TECH DEBT | 2016 BUS DEBT | |
|-------------------------------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|--|
| Beginning 7/1/16 | 1,647,988.20 | 265,450.84 | 80,404.23 | 23,244.58 | 155,551.85 | 33,750.51 | 3,662,743.85 | 1,502,925.34 | 63,662.03 | 17,186.04 | |
| Add Revenues: | 20,498,739.98 | 754,500.18 | 307,044.89 | 599,515.82 | 455,360.57 | 267,215.20 | 12,758.45 | 4,930.12 | 530,475.77 | 157,294.48 | |
| Less Expenses: | <u>20,558,257.20</u> | <u>807,776.63</u> | <u>355,835.10</u> | <u>561,337.50</u> | <u>448,162.50</u> | <u>251,550.00</u> | <u>267,081.49</u> | <u>243,092.00</u> | <u>527,303.90</u> | <u>144,102.35</u> | |
| Fund Balance 6/30/17 | 1,588,470.98 | 212,174.39 | 31,614.02 | 61,422.90 | 162,749.92 | 49,415.71 | 3,408,420.81 | 1,264,763.46 | 66,833.90 | 30,378.17 | |
| 16/17 Add/(loss) | (59,517.22) | (53,276.45) | (48,790.21) | 38,178.32 | 7,198.07 | 15,665.20 | (254,323.04) | (238,161.88) | 3,171.87 | 13,192.13 | |
| Breakout of Fund Balance by Designation: | | | | | | | | | | | |
| Nonspendable | - | 2,751.44 | | | | | | | | | |
| Restricted | - | 209,422.95 | 31,614.02 | 61,422.90 | 162,749.92 | 49,415.71 | 3,408,420.81 | 1,264,763.46 | 66,833.90 | 30,378.17 | |
| Committed | - | - | | | | | | | | | |
| Assigned | - | | | | | | | | | | |
| Unassigned FB | 1,588,470.98 | | | | | | | | | | |
| Ending Fund Balance: | 1,588,470.98 | 212,174.39 | 31,614.02 | 61,422.90 | 162,749.92 | 49,415.71 | 3,408,420.81 | 1,264,763.46 | 66,833.90 | 30,378.17 | |

Ludington Area Schools
Board of Education
Meeting Minutes July 17, 2017

BUDGET HEARING

I. Call to Order and Roll Call

President Carlson called the regular meeting to order at 6:00 p.m, in the Administration Office Boardroom, 809 E. Tinkham Avenue, Ludington, Michigan.

Members Present: Steve Carlson, Kelly Thomsen, Mike Nagle, Stephanie Reed, Josh Snyder

Members Absent: Bret Autrey, Mary Jo Pung

Administrators Present: Jason Kennedy, Bruce Doggett, Kristi Zimmerman

Others Present: Andy Klevorn; Faculty Judy Bussey, Brenda Massie, Michelle Lynn, Andrea Knowles, Emily Kanine, Cindy Hill; Media-Kevin B-LDN

II. Special Presentation

A. Moira O'Brien and Marissa Stickney were recognized for their Gold Medal placement at HOSA International Competition.

III. Agenda Modification – Action Item h.) LEA Collective Bargaining Agreement 2017-2018

IV. Citizen Participation – None heard.

V. Consent Agenda

A. Ratification of Bill Payment Per Summary Dated July 17, 2017, was approved by consent.

1. General Operating Fund Total \$1,674,191.25
2. Athletic Fund Total \$3,360.00
3. Lunch Fund \$33,942.35
4. Total All Funds \$1,711,493.60

B. Approval of Budget, Regular & Closed Meeting Minutes for June 26, 2017; Special Meeting June 30, 2017, were approved by consent.

C. 2017-2018 Student Handbooks were approved by consent.

D. K-12 Curriculum & Course Offerings for 2017-2018 were approved by consent.

E. Epi-Pen Renewals for the 2017-2018 school year were approved by consent.

F. Non-Union Contracts were approved by consent as follows:

- Mark Boon, LHS Student Enhancement Intervention Specialist, annual contract, 6 hours per day, salary not to exceed \$27,447
- Kirk Walden, LHS At-Risk Coordinator, 6 hours/day, salary not to exceed \$17,836
- Michelle Holtrust, LHS Student Success Coordinator, \$29,795 annual contract (plus full benefit package)
- Dennis Genson, LHS At-Risk, hourly contract \$21.02/hour, 2 hours/day, 3 days/week
- Becky Erickson, OJ At-Risk Behavioral Support Specialist, hourly contract, \$17.17/hour, 4 hours/day
- Michelle Kiessel, Foster At-Risk Specialist, annual salary \$34,131
- Brent Gillett, Foster Dean of Students, full-time, 8 hrs/day, annual salary \$50,500
- Sarah Mikesell, Foster At-Risk Interventionist, part-time, annual salary \$27,034
- Jennifer Shaw, Lakeview At-Risk Specialist, full-time annual contract \$34,814
- Deb Stephens - Franklin At Risk Specialist 2.5 days/week \$26.76/hour, 15 hours/week [\$16,362 per year]
- Susan Bogart, 2 days/week \$20.20/hour/ up to 15 hours/week (11,742 per year)
- Tricia Hale, PMECC 4 Yr P. Teacher, hourly contract, \$14.57/hour, 7 ½

Ludington Area Schools
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hours/day, M-TH

- Courtney Walters, PMECC 3 Yr P. Teacher, hourly contract, \$14.57/hour, 4 hours/day M-Th
 - Julie Marshall, PMECC Director, hourly contract, \$25.25/hour, 20 hours/week
- Motion by Nagle, supported by Snyder, to approve the consent agenda as written and presented. Ayes: All. Nays: None. Motion: Carries.

VI. Board Committee Reports

A. Steve Carlson presented the Finance Committee report for July 12, 2017. The committee discussed negotiation update, non-union contracts, NWEA student growth data, 3rd grade reading legislation, student handbooks were reviewed and the strategic plan in relation to facilities and improvements.

B. Mike Nagle presented the Personnel/Policy Committee topics for July 14, 2017. Neola Policies Volume 31, Number 2 and Tech Collection Phase II were reviewed. Policy updates and revisions are to maintain accurate policies and reflect the new laws such as restorative practices and due process and ADA Requirements.

C. Mike Nagle presented the Building and Site Committee report for July 14, 2017. The committee discussed the sinking fund projects, past, present and future. They reviewed summer project updates and asbestos removal at Franklin which was found during HVAC installation. The strategic plan and facilities study was discussed with an emphasis to include all stakeholders. Our buildings are in good shape thanks to the support of the community.

VII. Business Manager's Report

A. Mr. Bruce Doggett provided an overview of the historical use of sinking fund projects and revenues. He discussed current projects and indicated the list had not been updated in five years when the Strategic Plan was developed and he recommended revisiting the list in relation to the plan and to review facility needs for the future.

VIII. Superintendent's Report and Comments

A. Mr. Jason Kennedy presented hiring recommendations for Carl Lindenau and Jenn Mackey.

B. Mr. Jason Kennedy presented the MedNow at School Program partnership with Spectrum Health.

IX. Discussion Items

A. School Lunch Prices were discussed. A memorandum from the Director of Business Services was distributed with a recommendation to maintain current pricing for the 2017-2018 school year. Mr. Kennedy supports the recommendation.

X. Action Items

A. Board Meeting Schedule 2017-2018 School Year:

| <u>Meeting Date</u> | <u>Time</u> | <u>Meeting Type</u> | <u>Location/School Building</u> |
|---------------------|-------------|---------------------|-----------------------------------------|
| July 17, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| August 21, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| September 18, 2017 | 6:00 p.m. | Regular Meeting | OJ DeJonge MS, 706 E. Tinkham Avenue |
| October 16, 2017 | 6:00 p.m. | Regular Meeting | Ludington HS, 508 N. Washington Avenue |
| November 20, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| *December 11, 2017 | 6:00 p.m. | Regular Meeting | PMECC, 1115 S. Madison Street |
| January 15, 2018 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| February 19, 2018 | 6:00 p.m. | Regular Meeting | Lakeview School, 502 W. Haight Street |
| March 19, 2018 | 6:00 p.m. | Regular Meeting | Franklin School, 721 E. Anderson Street |

Ludington Area Schools
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April 16, 2018 6:00 p.m. Regular Meeting Foster School, 505 E. Foster Street
 May 21, 2017 6:00 p.m. Regular Meeting Admin. Office, 809 E. Tinkham Ave.
 *June 25, 2018 6:00 p.m. Budget & Regular Admin. Office, 809 E. Tinkham Ave.

Motion by Snyder, supported by Reed, to approve the meeting schedule as presented. Ayes: All. Nays: None. Motion: Carries.

B. Motion by Nagle, supported by Reed, to maintain current pricing and approve lunch pricing for the 2017-2018 school year. Ayes: All. Nays: None. Motion: Carries.

| | | |
|---------------------------------------------|---|------|
| Type-A Lunch | S | 2.25 |
| Third Entrée Type-A Lunch High School | | 2.50 |
| Adult | | 3.25 |
| Adult Third Entrée Type-A Lunch High School | | 3.50 |
| Milk | | .35 |
| Breakfast | | 1.25 |
| Adult Breakfast | | 2.25 |
| Reduced Lunch | | .40 |
| Reduced Breakfast | | .30 |

C. Motion by Nagle, supported by Reed, to appoint Hungerford Nichols as the district's audit firm for the 2017-2018 school year. Ayes: All. Nays: None. Motion: Carries.

D. Motion by Thomsen, supported by Nagle, to approve West Shore Bank as the School District depository and designate the Superintendent, Jason J. Kennedy and Director of Business, Bruce R. Doggett as authorized signatories. Ayes: All. Nays: None. Motion: Carries.

E. Motion by Reed, supported by Thomsen, to designate Superintendent, Jason J. Kennedy and Director of Business, Bruce R. Doggett as Electronic Transfer Officers for the School District. Ayes: All. Nays: None. Motion: Carries.

F. Motion by Snyder, supported by Nagle to approve the Neola Policies Volume 31 No. 2; Tech Collection Phase II as presented and listed in the minutes. Ayes: All. Nays: None. Motion: Carries.

Bylaw 0168.1 – Open Meeting (Revised)

Policy 2221 - Mandatory Courses (Revised)

Policy 2461 - Recording of District Meetings Involving Students and/or Parents (New)

Policy 2623 – Student Assessment (Revised)

Policy 3120.04 - Employment of Substitutes (Revised)

Policy 3121/4121 - Criminal History Record Check (Revised)

Policy 5330.02 – Opioid Antagonists (New)

Policy 5517.01 - Bullying and Other Aggressive Behavior toward Students (Revised)

Policy 5610 - Emergency Removal, Suspension, and Expulsion of Nondisabled Students (Revised)

Policy 5610.01 - Expulsions/Suspensions - Required by Statute (Revised)

Policy 7540.02 - Web Content, Services and Apps (Revised)

Policy 8330 – Student Records (Revised)

Policy 8400 – School Safety Information (Revised)

Policy 8510 – Wellness (Revised)

Policy 8300 – Continuity of Organizational Operations Plan (New)

Policy 8305 – Information Security (New)

Policy 5111.01 – Homeless Students (Replacement)

Policy 5111.03 – Children and Youth in Foster Care (New)

Policy 8340 – Letters of Reference (Revised)

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G. Motion by Nagle, supported by Reed, to approve probationary teaching contracts for Carl Lindenau and Jenn Mackey, pending successful completion of all in-service requirements and background checks per board policy and Michigan law. Ayes: All. Nays: None. Motion: Carries.

H. Motion by Nagle, supported by Thomsen, to approve the LEA Collective Bargaining Agreement for 2017-2018 school year as written and negotiated. Ayes: All. Nays: None. Motion: Carries.

President Carlson commended the LEA/LESPPA bargaining teams. The LEA contract improves entry level salaries and ensures steps for all teachers. Superintendent Kennedy commended negotiating teams on both sides and is pleased to have worked collaboratively and creatively to develop a new salary schedule which stayed within cost parameters and which rewards teachers. Mike Nagle echoed remarks by President Carlson on the contract ratification by both parties. He expressed thanks to Jason Kennedy and welcomed him in the district and looks forward to working with him.

XI. Other Items of Business and Announcements – None to report.

XII. Adjournment - Motion by Reed, supported by Nagle, to adjourn the meeting at 6:32 p.m. Ayes: All. Nays: None. Motion: Carries.

Mary Jo Pung, Secretary, Board of Education

Approved _____

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Ludington Area Schools
Board of Education
Meeting Minutes July 17, 2017

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Others Present: Andy Klevorn; Faculty Judy Bussey, Brenda Massie, Michelle Lynn, Andrea Knowles, Emily Kanine, Cindy Hill; Media-Kevin B-LDN

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E. Epi-Pen Renewals for the 2017-2018 school year were approved by consent.

F. Non-Union Contracts were approved by consent as follows:

- Mark Boon, LHS Student Enhancement Intervention Specialist, annual contract, 6 hours per day, salary not to exceed \$27,447
- Kirk Walden, LHS At-Risk Coordinator, 6 hours/day, salary not to exceed \$17,836
- Michelle Holtrust, LHS Student Success Coordinator, \$29,795 annual contract (plus full benefit package)
- Dennis Genson, LHS At-Risk, hourly contract \$21.02/hour, 2 hours/day, 3 days/week
- Becky Erickson, OJ At-Risk Behavioral Support Specialist, hourly contract, \$17.17/hour, 4 hours/day
- Michelle Kiessel, Foster At-Risk Specialist, annual salary \$34,131
- Brent Gillett, Foster Dean of Students, full-time, 8 hrs/day, annual salary \$50,500
- Sarah Mikesell, Foster At-Risk Interventionist, part-time, annual salary \$27,034
- Jennifer Shaw, Lakeview At-Risk Specialist, full-time annual contract \$34,814
- Deb Stephens - Franklin At Risk Specialist 2.5 days/week \$26.76/hour, 15 hours/week [\$16,362 per year]
- Susan Bogart, 2 days/week \$20.20/hour/ up to 15 hours/week (11,742 per year)
- Tricia Hale, PMECC 4 Yr P. Teacher, hourly contract, \$14.57/hour, 7 ½

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hours/day, M-TH

- Courtney Walters, PMECC 3 Yr P. Teacher, hourly contract, \$14.57/hour, 4 hours/day M-Th
 - Julie Marshall, PMECC Director, hourly contract, \$25.25/hour, 20 hours/week
- Motion by Nagle, supported by Snyder, to approve the consent agenda as written and presented. Ayes: All. Nays: None. Motion: Carries.

VI. Board Committee Reports

A. Steve Carlson presented the Finance Committee report for July 12, 2017. The committee discussed negotiation update, non-union contracts, NWEA student growth data, 3rd grade reading legislation, student handbooks were reviewed and the strategic plan in relation to facilities and improvements.

B. Mike Nagle presented the Personnel/Policy Committee topics for July 14, 2017. Neola Policies Volume 31, Number 2 and Tech Collection Phase II were reviewed. Policy updates and revisions are to maintain accurate policies and reflect the new laws such as restorative practices and due process and ADA Requirements.

C. Mike Nagle presented the Building and Site Committee report for July 14, 2017. The committee discussed the sinking fund projects, past, present and future. They reviewed summer project updates and asbestos removal at Franklin which was found during HVAC installation. The strategic plan and facilities study was discussed with an emphasis to include all stakeholders. Our buildings are in good shape thanks to the support of the community.

VII. Business Manager's Report

A. Mr. Bruce Doggett provided an overview of the historical use of sinking fund projects and revenues. He discussed current projects and indicated the list had not been updated in five years when the Strategic Plan was developed and he recommended revisiting the list in relation to the plan and to review facility needs for the future.

VIII. Superintendent's Report and Comments

A. Mr. Jason Kennedy presented hiring recommendations for Carl Lindenau and Jenn Mackey.

B. Mr. Jason Kennedy presented the MedNow at School Program partnership with Spectrum Health.

IX. Discussion Items

A. School Lunch Prices were discussed. A memorandum from the Director of Business Services was distributed with a recommendation to maintain current pricing for the 2017-2018 school year. Mr. Kennedy supports the recommendation.

X. Action Items

A. Board Meeting Schedule 2017-2018 School Year:

| <u>Meeting Date</u> | <u>Time</u> | <u>Meeting Type</u> | <u>Location/School Building</u> |
|---------------------|-------------|---------------------|-----------------------------------------|
| July 17, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| August 21, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| September 18, 2017 | 6:00 p.m. | Regular Meeting | OJ DeJonge MS, 706 E. Tinkham Avenue |
| October 16, 2017 | 6:00 p.m. | Regular Meeting | Ludington HS, 508 N. Washington Avenue |
| November 20, 2017 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| *December 11, 2017 | 6:00 p.m. | Regular Meeting | PMECC, 1115 S. Madison Street |
| January 15, 2018 | 6:00 p.m. | Regular Meeting | Admin. Office, 809 E. Tinkham Ave. |
| February 19, 2018 | 6:00 p.m. | Regular Meeting | Lakeview School, 502 W. Haight Street |
| March 19, 2018 | 6:00 p.m. | Regular Meeting | Franklin School, 721 E. Anderson Street |

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April 16, 2018 6:00 p.m. Regular Meeting Foster School, 505 E. Foster Street
May 21, 2017 6:00 p.m. Regular Meeting Admin.Office, 809 E. Tinkham Ave.
*June 25, 2018 6:00 p.m. Budget & Regular Admin. Office, 809 E. Tinkham Ave.

Motion by Snyder, supported by Reed, to approve the meeting schedule as presented. Ayes: All. Nays: None. Motion: Carries.

B. Motion by Nagle, supported by Reed, to maintain current pricing and approve lunch pricing for the 2017-2018 school year. Ayes: All. Nays: None. Motion: Carries.

| | |
|---------------------------------------------|---------|
| Type-A Lunch | \$ 2.25 |
| Third Entrée Type-A Lunch High School | 2.50 |
| Adult | 3.25 |
| Adult Third Entrée Type-A Lunch High School | 3.50 |
| Milk | .35 |
| Breakfast | 1.25 |
| Adult Breakfast | 2.25 |
| Reduced Lunch | .40 |
| Reduced Breakfast | .30 |

C. Motion by Nagle, supported by Reed, to appoint Hungerford Nichols as the district's audit firm for the 2017-2018 school year. Ayes: All. Nays: None. Motion: Carries.

D. Motion by Thomsen, supported by Nagle, to approve West Shore Bank as the School District depository and designate the Superintendent, Jason J. Kennedy and Director of Business, Bruce R. Doggett as authorized signatories. Ayes: All. Nays: None. Motion: Carries.

E. Motion by Reed, supported by Thomsen, to designate Superintendent, Jason J. Kennedy and Director of Business, Bruce R. Doggett as Electronic Transfer Officers for the School District. Ayes: All. Nays: None. Motion: Carries.

F. Motion by Snyder, supported by Nagle to approve the Neola Policies Volume 31 No. 2; Tech Collection Phase II as presented and listed in the minutes. Ayes: All. Nays: None. Motion: Carries.

Bylaw 0168.1 – Open Meeting (Revised)

Policy 2221 - Mandatory Courses (Revised)

Policy 2461 - Recording of District Meetings Involving Students and/or Parents (New)

Policy 2623 – Student Assessment (Revised)

Policy 3120.04 - Employment of Substitutes (Revised)

Policy 3121/4121 - Criminal History Record Check (Revised)

Policy 5330.02 – Opioid Antagonists (New)

Policy 5517.01 - Bullying and Other Aggressive Behavior toward Students (Revised)

Policy 5610 - Emergency Removal, Suspension, and Expulsion of Non-disabled Students (Revised)

Policy 5610.01 - Expulsions/Suspensions - Required by Statute (Revised)

Policy 7540.02 - Web Content, Services and Apps (Revised)

Policy 8330 – Student Records (Revised)

Policy 8400 – School Safety Information (Revised)

Policy 8510 – Wellness (Revised)

Policy 8300 – Continuity of Organizational Operations Plan (New)

Policy 8305 – Information Security (New)

Policy 5111.01 – Homeless Students (Replacement)

Policy 5111.03 – Children and Youth in Foster Care (New)

Policy 8340 – Letters of Reference (Revised)

Policy 5630.01 Student Seclusion & Restraint

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G. Motion by Nagle, supported by Reed, to approve probationary teaching contracts for Carl Lindenau and Jenn Mackey, pending successful completion of all in-service requirements and background checks per board policy and Michigan law. Ayes: All. Nays: None. Motion: Carries.

H. Motion by Nagle, supported by Thomsen, to approve the LEA Collective Bargaining Agreement for 2017-2018 school year as written and negotiated. Ayes: All. Nays: None. Motion: Carries.

President Carlson commended the LEA/LESPA bargaining teams. The LEA contract improves entry level salaries and ensures steps for all teachers. Superintendent Kennedy commended negotiating teams on both sides and is pleased to have worked collaboratively and creatively to develop a new salary schedule which stayed within cost parameters and which rewards teachers. Mike Nagle echoed remarks by President Carlson on the contract ratification by both parties. He expressed thanks to Jason Kennedy and welcomed him in the district and looks forward to working with him.

XI. **Other Items of Business and Announcements** – None to report.

XII. **Adjournment** - Motion by Reed, supported by Nagle, to adjourn the meeting at 6:32 p.m. Ayes: All. Nays: None. Motion: Carries.

Mary Jo Pung, Secretary, Board of Education

Approved _____

(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. Phone 231-845-7303.) *The Ludington Area School District is an equal opportunity employer and provider.*