

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

**MEETING:** Regular Meeting  
**DATE:** February 19, 2018  
**TIME:** 6:00 p.m.  
**PLACE:** Lakeview Elementary School, 502 W. Haight Street, Ludington, Michigan

#### **REGULAR MEETING**

1. CALL TO ORDER & ROLL CALL  
 Steve Carlson  Kelly Thomsen  Bret Autrey  Mary Jo Pung  Mike Nagle  Stephanie Reed  Josh Snyder
2. AGENDA MODIFICATION
3. CITIZEN PARTICIPATION
4. CONSENT AGENDA
  - a. Ratification of Bill Payment - Per Summary Dated February 19, 2018
  - b. Approval of Minutes – January 15, 2018 Organizational, Regular Meeting
5. BOARD COMMITTEE REPORTS
  - a. Finance/Negotiation Committee Report February 14, 2018
  - b. Personnel Committee Report February 16, 2018
  - c. Building & Site Committee Report February 16, 2018
6. BUSINESS MANAGER REPORT
  - a. 2017 - 2018 Budget Revision - 3% Healthcare Adjustment
7. PRINCIPAL'S REPORT - Amber Kowatch, Lakeview Elementary School Principal
8. SUPERINTENDENT'S REPORT
  - a. Oriole Foundation Grant Awards
  - b. Eidex Budget Planning Report - February 2018
  - c. School Safety and Security Update
  - d. State Executive Budget Office Omnibus Budget
  - e. Update on Middle School Assistant Principal's Position
9. DISCUSSION ITEMS
  - a. Next Steps: Facilities Improvement Plan / 21st Century Skills / Classroom Pilot
10. ACTION ITEMS
  - a. Bus Purchase
  - b. Mathematics Curriculum Purchase
  - c. 2017-2018 Final Budget Revision
11. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
12. 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

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## Regular Meeting

### **SUPERINTENDENT'S REPORT**

#### **Oriole Foundation Grants**

We will review the list of grants awarded by the Oriole Foundation during the winter 2018 grant cycle. Grants totaling \$6,795 were awarded to teachers during this grant cycle.

#### **Eidex Budget Planning Report - February 2018**

We will review the budget planning report that has been provided to the District by Eidex. This budget report compares a peer group of ten (10) school districts that are most similar to Ludington. The report compares student count trends, school of choice trends, enrollment and enrollment projections, fund balance, revenue to expenditure ratios, salaries and benefits, instructional expenditures, and operations, maintenance, and transportation expenditures.

#### **School Safety and Security Update**

A letter was posted to the District's webpage and Facebook page. This letter was also sent to the media. The letter outlines safety and security practices that are in place at LASD, while also highlighting some things that parents can do to help their children cope with the emotions that result after hearing and seeing this tragic event in the media.

#### **State Executive Budget Office Omnibus Budget**

The State Executive Budget Office has released the Governor's Omnibus Budget for FY 2019 and FY 2020. This is the first of three budgets to be developed (Executive, House, and Senate). These three budgets will then be used to develop a final conferred budget for the State. The final budget will not be reached until May or June, but this is a good start to the process. The broad picture is as follows:

- \$240/120 on a 2X Increase (Ludington would get \$240 per student)
- \$100 million for the Marshall plan (Used to seed and jump start high tech jobs training in K-12 schools)
- 75% cap on cyber school per pupil foundation allowance
- Funding for career counseling

#### **Update on Middle School Assistant Principal's Position**

The posting for the position closed on February 16, 2018. First rounds interviews will take place on Wednesday, February 21, 2018, second round interviews will take place on Thursday, February 22, 2018, and a final recommendation to hire the top candidate for the position will be decided upon soon, and may require an agenda modification to approve the candidate's hiring.

## **DISCUSSION ITEMS**

### **Next Steps: Facilities Improvement Plan / 21st Century Skills**

We will review the last site visit to Byron Center Public Schools and to Steelcase Education, while also reviewing some research on the impact that classroom design has on student achievement. We will review the upcoming agenda for the February 22, 2018 Transformation Think Tank meeting, which will be held at the Lakeshore Resource Network from 4:00 PM - 5:30 PM on that date, and will discuss the development of a pilot study on flexible seating.

## **ACTION ITEMS**

### **Bus Purchase**

We are recommending the purchase of three buses for 2018/19, which is in accordance with our 20-bus purchase rotation plan, and funded by our Bus Purchase Fund. I recommend that we purchase two conventional buses and one transit bus, as detailed in the enclosed memorandum that Bruce submitted to me. Each conventional bus will cost \$85,601, and the transit bus will cost \$115,998. These numbers represent the low bids for the buses, and includes a camera system on each bus, and an undercarriage storage area for the transit bus. The total recommended outlay is \$287,200.

### **Math Curriculum Purchase**

A three-year mathematics order is being proposed by the Mathematics Curriculum Council. The texts and materials would normally cost \$121,735.85, but if we pay for them up front, the vendor is willing to reduce the charge by \$24,346.69. Of the remaining \$97,389.16, \$24,342.29 would be due as a prepaid expense. The remaining \$73,046.87 would be due after June 30, 2018. Dan Mesyar, chair of the mathematics curriculum council, has assured us that the purchase will facilitate this district-wide math program for the next three years. Furthermore, since this program is part of our teaching technology improvements we have been implementing, our intention is to record the purchase in the Technology Purchase Fund.

### **2017/2018 Final Budget Revision**

At the January Board Meeting, it was mentioned mentioned that we might be able to handle the inflow and outflow of the ORS 3% Lawsuit Settlement primarily through our balance sheet, and not touch any revenue or expense accounts. At the January MSBO Financial Strategies Conference, we were told that we can indeed record and net out a balance sheet account for this settlement, and the only expense on our General Fund expenses will be for FICA. This expense was reduced slightly from what was originally anticipated. This ORS 3% Settlement treatment is the only adjustment made in the proposed General Fund Budget Amendment. There is also a proposed amendment for the Sinking Fund which simply updates the summer project expenses and fund revenues. I recommend you approve the amendment for these funds.

## **Agenda Modification: Action Item d.) OJMS Principal Contract**

The middle school principal's position was awarded to Mike Hart pending board approval. The district attracted a high quality candidate pool, and thus, only experienced candidates were considered for interviews due to this. The middle school staff expressed their excitement for the recommendation of Mike for this position.

We will need a motion to hire Mike Hart as the OJ DeJonge Middle School Principal at a Step 1 Administrator Salary \$86,500 prorated 110/220 days remaining in the contracted year in an amount of \$43,250.

**Oriole Foundation Grant Awards - Winter 2018**

<b>Building Name</b>	<b>Teacher</b>	<b>Amount Requested</b>	<b>Project Name / Details</b>
PMECC	Hale, Tricia	\$452.40	Science Cart and Materials
Lakeview	Gassaway, Tanya	\$45.00	Visual Supports Subscription
Foster	Boyd, Cooper, Vaara	\$291.55	4th Grade Exploring Sound
Foster	Millspaugh, Christa	\$3,656.40	Light 'em up with Leveled Literacy
Foster	Moeggenberg, Carrie	\$1,210.05	Locating coordinates using GPS
LHS	Rowe, Jennifer	\$1,140.00	Kitchen Equipment
<b>Grant Total:</b>		<b>\$6,795.40</b>	



# LUDINGTON AREA SCHOOLS

## ADMINISTRATIVE OFFICES

**Jason J. Kennedy**  
Superintendent

**Bruce R. Doggett**  
Director of Business Services

February 16, 2018

FOR IMMEDIATE RELEASE

Dear Students, Parents, Staff, and Community Members:

As news of the latest school shooting in Florida has spread throughout our country, we have been confronted with the traumatic and shocked faces of children, parents, and school staff members through the media. We have seen terrified children, heard gunshots ringing throughout a school, and have watched as teens captured this horrific event using social media. This is every superintendent's, every educator's, and every parent's worst nightmare. Even more so, this tragedy is a nightmare for our students, who have seen and heard the events that occurred in Florida, over and over again. Our thoughts and prayers are with the families, friends, and colleagues of those who lost their lives in this heinous and cowardly act of violence, as well as with our students and families who are struggling to make sense of this.

The safety and security of Ludington students is of the utmost importance to our District. We believe that it is important for you to know that we are diligently working to prevent these types of violent situations in our schools. Over the past several years, our schools have participated in multiple trainings that are coordinated with Mason County Emergency Management, first responders, and law enforcement officials. Our staff has been trained using the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocol, and we have built strong and supportive relationships with law enforcement officials. This includes staff being trained by nationally trained experts from the Federal Emergency Management Agency (FEMA) and the United States Department of Homeland Security. The latest of these trainings took place this school year and were entitled: AWR 148: Crisis Management for School Based Incidents - Partnering Law Enforcement, First Responders, and Local School Systems, and AWR 417: Crisis Management for School Based Incidents for Key Decision Makers. We are always seeking to improve our practice and to ensure the safety and well-being of our staff and students.

While we hope to never have to use much of the information learned from these trainings, we continue to prepare ourselves for what was once the unthinkable. Training in all hazards planning and preparation, conducting vulnerability assessments, threat assessment management, all hazards response and recovery, and the development of a comprehensive Emergency Operations Procedures (EOP) Manual are examples of training and exercises that our leaders have participated in to prepare for events such as those that have occurred recently. Leaders from school safety teams

from all districts throughout our county meet on a monthly basis with emergency management and law enforcement officials to stay updated on these topics.

Furthermore, our Board of Education recently approved a partnership agreement with the Ludington Police Department (LPD) that led to the hiring of a full-time School Resource Officer (SRO), a resource that few schools have. Emergency management officials have advised us on how to better secure our schools, we have limited access to buildings, we have added security cameras, we have modified drop off and pick up procedures, we have instituted the Rave Panic Button (a notification system that links directly to Central Dispatch), we have made significant investments in the security of our classroom doors by installing the Boot in all of our classrooms, and all Lakes 8 Conference schools have facility plans on file in each school building, just to name a few. Our procedures are continually evolving, as we know that our students learn best in a safe and secure environment.

We know that we can not keep our schools safe without the help and support of our entire community. We urge you to learn about the warning signs that are connected with school shooters in the United States. These warning signs include, but are not limited to: violent fantasies, anger problems, fascination with weapons, being a loner, suicidal or homicidal thoughts, stalking, interest in previous shootings, paranoia, violence and cruelty, acting out, police contact, mental health issues, use of alcohol and drugs, and unusual interest in police, military, and terrorist activities. Experts suggest that a single warning sign by itself might not be significant, but a cluster of warning signs is much more serious. Please make sure that your child knows that they must tell a trusted adult immediately if they feel their school is threatened in any way. This includes sharing information about weapons or threatening acts of violence in person or online.

Finally, we need your support in helping our children cope with the painful feelings that may be triggered by the recent tragedy in Florida. The National Association of School Psychologists has provided tips for parents. One of the most important things that you can do is to help your child express their feelings. This means ensuring that you are making the time to ask your children questions, finding time to listen to them, and then helping them process the recent events by pointing out safeguards and what to do in the event of an emergency.

As a school community, we stand united against all acts of violence, and know that we are stronger and safer when we work together as students, parents, staff, and community members. We are committed to continual improvement, and are focused on providing a safe and secure learning environment for all of our students.

With Great Respect,



Jason J. Kennedy  
Superintendent

# RATIFICATION OF BILL PAYMENT

February 19, 2018

Period: 1/11/2018 through 2/10/2017

## GENERAL OPERATING FUND

Payroll 01/19/18	579,285.14
Payroll 02/02/18	<u>1,023,913.15</u>

Total Payroll	1,603,198.29
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Bills (01/11/18 through 02/10/18)	<u>406,235.48</u>
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<b>TOTAL GENERAL OPERATING FUND</b>	<b>2,009,433.77</b>
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<b>TOTAL ATHLETIC FUND</b>	<b>9,958.67</b>
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Bills (01/11/18 through 02/10/18)	
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<b>TOTAL LUNCH FUND</b>	<b>91,644.04</b>
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Bills (01/11/18 through 02/10/18)	
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<b>GRAND TOTAL ALL FUNDS</b>	<b>2,111,036.48</b>
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Bills (01/11/18 through 02/10/18)	
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**LUDINGTON AREA SCHOOLS  
BALANCE SHEET  
For the Month Ending January 31, 2018**

	<b>Current Year</b>
<b><u>Assets</u></b>	
Savings/Checking Accounts	\$ 1,042,013
Investments	\$ 7,729,901
Taxes Receivable	\$-
Accounts Receivable	\$ 25,700
Due From Other Funds	\$ -
Capital Projects Receivable	\$-
Inventory	\$-
Prepaid Expenses	\$ -
Other Expenses	\$-
<b>Total Assets</b>	<b><u>\$ 8,797,614</u></b>
 <b><u>Liabilities and Fund Equity</u></b>	
Liabilities:	
Accounts Payable	\$ 254
Payroll Liabilities	\$ 619,144
Accrued Expenses	\$-
Due to Other Funds	\$ 38,923
Due to Other Governmental Units	\$ -
Deferred Revenue	\$ -
Note Payable	\$-
<b>Total Liabilities</b>	<b><u>\$ 658,321</u></b>
Fund Equity:	
Inventory (Reserved)	\$-
Other Fund Balance	\$ 8,139,293
<b>Total Fund Balance</b>	<b><u>\$ 8,139,293</u></b>
<b>Total Liabilities and Fund Equity</b>	<b><u>\$ 8,797,614</u></b>

*Prepared by the Business Office*

**LUDINGTON AREA SCHOOLS  
GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
For the Month Ending January 31, 2018**

<b>REVENUES:</b>	<b>Budget</b>	<b>year to date</b>	<b>Balance</b>	<b>% spent</b>	<b>Prior Year YTD %</b>
Local	\$ 15,454,376	\$ 14,909,438	\$ 544,938	96.47%	96.85%
Intermediate	\$ -	\$ -	\$ -	0.00%	0.00%
State	\$ 3,926,299	\$ 1,624,960	\$ 2,301,339	41.39%	36.47%
Federal	\$ 684,500	\$ -	\$ 684,500	0.00%	40.08%
Transfers	\$ 576,300	\$ 231,024	\$ 345,276	40.09%	44.39%
Total Revenue	\$ 20,641,475	\$ 16,765,422	\$ 3,876,053	81.22%	79.73%
<b>EXPENDITURES:</b>					
Instruction/Basic	\$ 10,298,681	\$ 4,749,258	\$ 5,549,423	46.12%	45.34%
/Added Needs	\$ 3,180,893	\$ 1,489,342	\$ 1,691,551	46.82%	47.06%
/Unclassified	\$ -	\$ -	\$ -	0.00%	0.00%
Support Service/Pupil	\$ 794,003	\$ 376,426	\$ 417,577	47.41%	52.34%
/Instructional	\$ 586,907	\$ 267,951	\$ 318,956	45.65%	45.26%
/Gen. Admin.	\$ 383,803	\$ 206,797	\$ 177,006	53.88%	62.64%
/School Admin.	\$ 1,498,414	\$ 882,591	\$ 615,823	58.90%	60.47%
/Business	\$ 464,468	\$ 317,979	\$ 146,489	68.46%	76.69%
/Oper. & Maint.	\$ 1,677,631	\$ 910,029	\$ 767,602	54.24%	57.72%
/Transportation	\$ 831,048	\$ 449,407	\$ 381,641	54.08%	51.88%
/Central Services	\$ 299,364	\$ 117,153	\$ 182,211	39.13%	43.55%
/Athletics	\$ 625,257	\$ 408,781	\$ 216,476	65.38%	49.49%
/Comm Services	\$ 118,276	\$ 59,025	\$ 59,251	49.90%	59.10%
/Transfers	\$ -	\$ -	\$ -	0.00%	62.27%
Total Expenditures	\$ 20,758,745	\$ 10,234,739	\$ 10,524,006	49.30%	49.76%
Excess of Revenue over Expenses		\$ 6,530,683			
Estimated Fund Balace 6/30/17	\$ 1,526,708	\$ 1,608,610			
Ending Fund Balance	\$ 8,057,391	\$ 8,139,293			

*Prepared by the Business Office*

**LUDINGTON AREA SCHOOLS**  
**Building and Site Funds**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the Month Ending January 31, 2018**

<b>REVENUES:</b>	<b>Budget</b>	<b>year to date</b>	<b>Balance</b>	<b>% spent</b>	<b>Prior Year YTD %</b>
Tax Revenue Sinking	\$ 313,383	\$ 303,842	\$ 9,541	96.96%	98.29%
Interest Sinking Fund	\$ 500	\$ 138	\$ -	0.00%	0.00%
Sale of Bonds	\$ -	\$ -	\$ -	0.00%	0.00%
Other	\$ -	\$ -	\$ -	0.00%	0.00%
Total Revenue	\$ 313,883	\$ 303,980	\$ 9,903	96.85%	98.21%
 <b>EXPENDITURES:</b>					
Equipment	\$ -	\$ -	\$ -	0.00%	0.00%
Construction Sinking	\$ 312,000	\$ 327,146	\$ (15,146)	104.85%	102.52%
Total Expense	\$ 312,000	\$ 327,146	\$ (15,146)	104.85%	102.52%
Fund Balace 6/30/17	\$ 27,404	\$ 31,614			
Ending Fund Balance	\$ 8,448				

*Prepared by the Business Office*

**LUDINGTON AREA SCHOOLS**  
**Technology Fund**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**For the Month Ending January 31, 2018**

<b>REVENUES:</b>	<b>Budget</b>	<b>year to date</b>	<b>Balance</b>	<b>% spent</b>	<b>Prior Year YTD %</b>
Tax Revenue	\$ -	\$ -	0.0%	0.00%	0.00%
Interest	\$ 5,000	\$ 4,258	85.2%	0.00%	115.04%
Sale of Bonds	\$ -	\$ -	\$ -	0.00%	0.00%
Transfers	\$ -	\$ -	\$ -	0.00%	0.00%
<b>Total Revenue</b>	<b>\$ 5,000</b>	<b>\$ 4,258</b>	<b>85.2%</b>	<b>85.16%</b>	<b>115.04%</b>
 <b>EXPENDITURES:</b>					
Closing Costs Bonds	-	\$ -	0.0%	0.00%	0.00%
Planning	80,000	\$ 60,576	75.7%	8.40%	35.80%
Equipment	164,500	\$ 152,196	\$ -	0.00%	20.22%
Construction	12,500	\$ -	\$ -	0.00%	4.37%
<b>Total Expense</b>	<b>257,000</b>	<b>\$ 212,772</b>	<b>82.8%</b>	<b>82.79%</b>	<b>21.12%</b>
Fund Balance 6/30/17	\$ 3,163,269	\$ 3,408,421			
Ending Fund Balance	\$ 3,199,907				

*Prepared by the Business Office*

**Ludington Area Schools**  
**Revenue and Expenses to Final Expense by Month**  
**2017/18**

	July	August	September	October	November	December	January	February	March	April	May	June
Revenue												
Balance	287,957	1,135,495	8,296,647	15,019,009	15,583,512	16,309,146	16,765,422	-	-	-	-	-
% Budget	1.40%	5.50%	40.19%	72.76%	75.50%	79.01%	79.75%	0.00%	0.00%	0.00%	0.00%	0.00%
History												
% of Final	1.10%	4.40%	36.20%	62.30%	69.60%	72.90%	76.60%	79.30%	82.90%	85.50%	90.30%	100.00%
16 17	287,957	1,039,025	8,468,506	14,162,501	14,903,296	15,642,317	16,349,323	16,878,227	17,338,556	17,795,033	18,733,210	20,519,099
15 16	221,268	807,893	7,583,334	12,317,091	14,151,893	14,627,433	15,425,251	15,955,375	16,766,680	17,264,057	18,262,308	20,177,918
14 15	169,985	839,054	6,280,232	11,916,528	13,817,620	14,620,747	15,447,475	16,059,794	16,985,245	17,609,475	18,635,042	20,920,755
	679,210	2,685,972	22,332,072	38,396,120	42,872,809	44,890,497	47,222,049	48,893,396	51,090,481	52,668,565	55,630,560	61,617,772

Expenses												
Balance	527,633	991,664	3,056,609	4,906,224	6,519,978	8,197,769	10,234,739	-	-	-	-	-
% Budget	2.5%	4.8%	14.7%	23.6%	31.4%	39.5%	48.6%	0.0%	0.0%	0.0%	0.0%	0.0%

History												
% Final	1.70%	6.10%	13.80%	21.50%	30.30%	38.90%	50.60%	58.40%	67.60%	74.50%	81.70%	100.00%
16 17	97,875	1,046,220	2,768,983	4,595,858	6,284,751	8,126,490	10,263,761	11,876,553	14,134,089	15,473,291	17,096,677	20,558,477
15 16	612,559	1,260,319	2,786,236	4,053,655	6,069,149	7,693,354	10,157,168	11,774,911	13,395,139	14,893,576	16,201,554	20,029,912
14 15	312,576	1,421,953	2,906,260	4,484,214	6,176,390	7,958,885	10,540,099	12,046,356	13,801,770	15,174,054	16,651,009	20,575,676
	1,023,010	3,728,492	8,461,479	13,133,727	18,530,290	23,778,729	30,961,028	35,697,820	41,330,998	45,540,921	49,949,240	61,164,065

Ludington Area Schools  
Board of Education  
Meeting Minutes January 15, 2018

ORGANIZATIONAL & REGULAR MEETING

I. Call to Order & Roll Call by Temporary Chairperson Superintendent Jason Kennedy called the meeting to order at 6:00 p.m., in the Administration Office Boardroom, 809 E. Tinkham Avenue, Ludington, Michigan.

Members Present: Steve Carlson, Bret Autrey, Kelly Thomsen, Mary Jo Pung,  
Mike Nagle, Stephanie Reed, Josh Snyder

Members Absent: None

- II. Election of Board President - Member Pung nominated Steve Carlson for President. No other nominations were heard. Motion by Nagle, supported by Reed, to elect Steve Carlson as Board President. Ayes: All. Nays: None. Motion Carries. Steve Carlson was seated as the Board President.
- III. Election of Board Vice President - Motion by Nagle supported by Pung, to nominate Kelly Thomsen for Vice President. No other nominations were heard. Ayes: All. Nays: None. Motion Carries. Board President Carlson declares Kelly Thomsen Vice President of the Board.
- IV. Election of Secretary - Motion by Nagle, supported by Carlson, to nominate Mary Jo Pung for Secretary. No other nominations were heard. Ayes: All. Nays: None. Motion Carries. Board President Carlson declares Mary Jo Pung Secretary of the Board.
- V. Election of Treasurer - Motion by Snyder to nominate Bret Autrey for Treasurer, seconded by Nagle. No other nominations were heard. Ayes: All. Nays: None. Motion: Carries. Board President Carlson declares Bret Autrey Treasurer of the Board.
- VI. Appointment of Board Secretary Designee - Motion by Autrey, supported by Pung, 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 the Board of Education meetings. Ayes: All. Nays: None. Motion: Carries.
- VII. Appointment of Board Member Representatives to ESD & MASB
- Josh Snyder will serve as a representative on the WSESD-WSASBA
  - Mike Nagle will serve as the MASB LRN Member
  - Bret Autrey will serve as the MASB Negotiations Liaison
- Motion by Pung, supported by Snyder to accept appointments as designated by Board President Carlson. Ayes: All. Nays: None. Motion: Carries.
- VIII. Committee Appointments - Board President Carlson appointed members to the following committees:
- Personnel/Policy Committee - Personnel Issues, Grievances, Policies  
(\*Nagle, Snyder, Reed)
  - Co-Curricular Committee - Athletics, Extra-curricular Activities, Coaches  
(\*Pung, Snyder, Autrey)
  - Finance/Negotiations Committee - Budget Development/Adjustments,  
Works with Community-Budget Planning, Negotiations  
(\*Thomsen, Carlson, Autrey)
  - Building and Site Committee - Facilities, Capital Improvements  
(\*Nagle, Reed, Pung)
- Motion by Autrey, supported by Reed, to accept committee appointments. Ayes: All. Nays: None. Motion: Carries.
- IX. Adjournment - Motion by Autrey, supported by Thomsen, to adjourn the Organizational Meeting at 6:05 p.m. Ayes: All. Nays: None. Motion: Carries.

REGULAR MEETING

- X. Regular meeting was called to order by Board President Steve Carlson at 6:05 p.m.
- XI. Special Presentations
- A. Mr. Jason Kennedy acknowledged the birthday of Martin Luther King, Jr. and shared how it was celebrated in various ways throughout the district.
- B. Mr. Kennedy shared Governor Rick Snyder's Certificate of Proclamation for Local School Board Recognition Month and expressed sincere appreciation for board member service.
- XII. Agenda Modification - None to report.
- XIII. Citizen Participation - None to report.
- XIV. Consent Agenda

Ludington Area Schools  
Board of Education  
Meeting Minutes January 15, 2018

Kennedy gave an update on the Mason County Promise Zone Authority progress and thanked the media for sharing the plan.

XIX. Action Items

A. Motion by Autrey, supported by Snyder, to approve the General Fund Budget Revision 2017-2018 as written, presented and attached to the minutes. Ayes: All. Nays: None. Motion: Carries.

B. Motion by Pung, supported by Nagle, to award the snow plowing and mowing bid to Larsen's Landscaping, LLC in the amount of \$124,383. Ayes: All. Nays: None. Motion: Carries.

XX. Other Items Of Business - Pizza was provided following the meeting in honor of board appreciation month from the Ludington Education Association.

XXI. Adjournment

A. Motion by Autrey, supported by Pung, to adjourn the meeting at 7:16 p.m. Ayes: All. Nays: None. Motion: Carries.

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Mary Jo Pung, Secretary, Board of Education

Approved On \_\_\_\_\_

(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.*

**RESOLUTION FOR AMENDMENT  
BY THE BOARD OF EDUCATION—LUDINGTON AREA SCHOOL DISTRICT  
2017/18 GENERAL FUND AND SINKING FUND BUDGETS**

RESOLVED, That this resolution shall AMEND the General Appropriations of the Ludington Area School District for the fiscal year ending June 30, 2018;

AN ACT to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by the Ludington Area School District;

BE IT FURTHER RESOLVED, that the total estimated revenues and appropriated fund balance available for appropriations in the GENERAL FUND of Ludington Area School District for the fiscal year ending June 30, 2018, is AMENDED as follows:

ACCOUNT CODE	<u>REVENUES</u>	<u>ADOPTED BUDGET 6/26/17</u>	<u>CURRENT BUDGET 01/15/18</u>	<u>PROPOSED BUDGET 02/19/18</u>
100	Local	15,383,176	15,345,076	15,345,076
100	Athletics	71,200	71,200	71,200
300	State	3,926,299	5,053,142	4,348,142
400	Federal	684,500	687,500	687,500
500	Incoming transfers & Transactions	<u>576,300</u>	<u>571,300</u>	<u>571,300</u>
GENERAL FUND				
Total Revenue and other transactions Expected		20,641,475	21,728,218	21,023,218
Unreserved Fund Balance 6/30/17		1,526,708	1,608,610	1,608,610
GENERAL FUND AVAILABLE TO APPROPRIATE				
		22,168,183	23,336,828	22,631,828

BE IT FURTHER RESOLVED, that \$22,631,828 of the total available to appropriate in the GENERAL FUND is hereby amended in the amounts and for the purposes set forth below:

ACCOUNT CODE	<u>EXPENSES</u>	<u>ADOPTED BUDGET 6/26/17</u>	<u>CURRENT BUDGET 01/15/18</u>	<u>PROPOSED BUDGET 02/19/18</u>
110	Instruction: Basic	10,298,681	10,545,960	10,545,960
120	Added Needs	3,180,893	3,795,670	3,217,591
210	Support Services: Pupil	794,003	808,453	808,453
220	Instructional	586,907	542,539	542,539
230	General Administration	383,803	385,888	385,888
240	School Administration	1,498,414	1,530,365	1,530,365
250	Business	464,468	427,248	427,248
260	Operations/Maintenance	1,677,631	1,687,402	1,687,402
270	Transportation	831,048	834,641	834,641
280	Central Office	299,364	463,478	282,625
290	Other	0	0	0
300	Community Services	118,276	111,084	111,084
500	Athletics	625,257	641,204	641,204
500	Transfers & Other	<u>0</u>	<u>0</u>	<u>47,365</u>
GENERAL FUND: TOTAL NET EXPENDITURES AND OTHER TRANSACTIONS				
		20,758,745	21,773,932	21,062,365
Excess Revenue Over Expenditure		<u>(117,270)</u>	<u>(45,714)</u>	<u>(39,147)</u>
Expected Unreserved Balance 6/30/18		1,409,438	1,562,896	1,569,463



BE IT FURTHER RESOLVED, that the total estimated revenues and unappropriated fund balance available for appropriation in the SINKING FUND of the Ludington Area School District for the fiscal year ending June 30, 2018 is formally AMENDED as follows:

<u>REVENUES</u>	<u>ADOPTED BUDGET 6/26/17</u>	<u>PROPOSED BUDGET 02/19/18</u>
Local	313,883	318,225
Intermediate		
State		
Federal		
To be Provided By		
Other Sources	<u>0</u>	<u>0</u>
<b>Total Revenues and Incoming Transfers</b>	313,883	318,225
Fund Balance 6/30/17	<u>27,404</u>	<u>31,614</u>
<b>Total Available to Appropriate</b>	341,287	349,839

BE IT FURTHER RESOLVED, that \$349,839 of the total available to appropriate in the SINKING FUND is hereby appropriated in the amounts and for the purposes set forth below:

<u>EXPENSES</u>	<u>ADOPTED BUDGET 6/26/17</u>	<u>PROPOSED BUDGET 02/19/18</u>
Bond Expense	0	0
Issuance Costs	0	0
Construction	312,000	328,000
Outgoing Transfers & Other Transactions	<u>0</u>	<u>0</u>
<b>Total Expenses, Transfers and Other</b>	312,000	328,000
Excess Revenues over Expenditures	<u>1,883</u>	<u>(9,775)</u>
<b>Expected Fund Balance 6/30/2018</b>	29,287	21,839

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budgets adopted by the Board and shall hold department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that for the purpose of meeting emergency needs of the school district, expenditures, transfers, and appropriations may be made upon written authorization of the Superintendent. When the Superintendent makes such a change, it shall be presented to the Board of Education for its approval at the next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that for purposes of meeting the needs of the school district, specific line item changes may be made by the Superintendent within the general line items listed above, but the total budget amount may not be increased without approval of the Board of Education.

This Appropriation Resolution is to take effect on February 20, 2018.

# Principals' Board Reports

February 19, 2018

## Ludington High School



### CHARITY WEEK 2018

LHS had an amazing week of fun filled activities. A big thank you goes out to Mrs. Powers and our Student Council for all of their hard work last week. Each day was filled with dress up days and lunch game competitions between classes. On Friday afternoon, LHS had an assembly at the end of the day to complete the Charity week festivities. Our very own Jennie Vandervest provided the fun as she cut Mr. Venglar's hair in front of the students. Mr. Venglar donated 7 inches of his hair. The 9th grade class was the winning group and will be awarded a breakfast prior to spring break.

### COFFEE WITH THE PRINCIPAL

We are holding our February Coffee with the Principal on February 28th, at the City of Ludington building. This will run from 6:30pm to 7:30pm. The topic for this session will be helping your child prepare for high stakes testing. We had around 15 parents and community members attend our last session in January.

### LHS VARSITY LETTER PROGRAM EXPANDS!

LHS has always offered student-athletes the opportunity to earn a Varsity Letter for their participation on a varsity athletic team. We are expanding this to the arts and clubs. We are working with advisors and coaches to create criteria for each area. Some of the programs that will be included are; band, jazz band, color guard, quiz bowl, robotics team, drama club, and choir. We will launch this program in March prior to spring break with a big media kick off in the newspaper and on the radio and television to promote this expansion.

## **Principals' Board Reports**

February 19, 2018

### 9TH GRADE ORIENTATION A SUCCESS!

We had roughly 150 parents and students at our 9th grade orientation last month. Students will be meeting with our counselors in the upcoming month to select course offerings for their freshman year.

### FISHING CLUB ICE FISHING OUTING

The fishing club will be holding their annual ice fishing trip on Sunday, February 18th from 10:00-1:00 on PM Lake. We will be meeting at Copeyon Park. I'd like to thank Mr. Willis, Mr. Klug, Mr. Stowe, and Mr. Fountain for helping with this club. We will be fishing for Pike and Perch that day. You are all invited to attend. Come on down and enjoy some pizza at 12:30.

~Respectfully Submitted by Dan Mesyar, LHS Principal

# Principals' Board Reports

February 19, 2018

## O. J. DeJonge Middle School

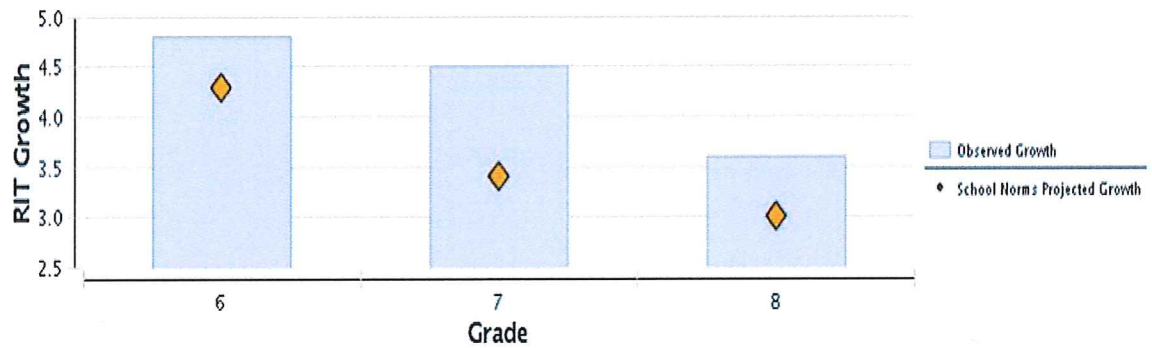
**NWEA Testing:** Students at OJMS took the Winter NWEA assessments in reading and mathematics throughout the month of January. Results are listed below; our staff will be using the Wellman and Lipton Data Dialogue process as prescribed in our District Network Team Blueprint to examine the results and make data-driven decisions for all of our students.

### OJ DeJonge Middle School

Mathematics

Grade (Winter 2018)	Growth Count	Comparison Periods						Growth Evaluated Against								
		Fall 2017			Winter 2018			Growth		School Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
6	163	214.5	14.0	33	219.4	13.3	36	4.8	0.5	4.3	0.45	68	163	90	55	49
7	163	220.6	15.2	40	225.1	16.0	45	4.5	0.5	3.4	0.92	82	163	99	61	56
8	145	229.0	15.9	62	232.7	17.4	65	3.6	0.6	3.0	0.62	73	145	86	59	56

### Mathematics



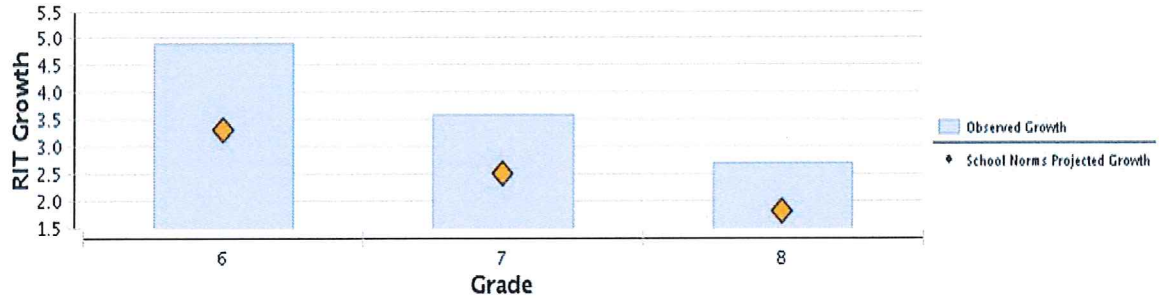
# Principals' Board Reports

February 19, 2018

## OJ DeJonge Middle School

Reading		Comparison Periods						Growth Evaluated Against								
		Fall 2017			Winter 2018			Growth		School Norms			Student Norms			
Grade (Winter 2018)	Growth Count	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
6	162	207.1	16.5	27	212.1	13.8	37	4.9	0.8	3.3	1.58	94	162	87	54	52
7	158	214.7	15.0	52	218.4	13.5	59	3.6	0.6	2.5	1.19	88	158	94	59	57
8	144	219.7	15.8	63	222.4	15.9	67	2.7	0.7	1.8	0.72	76	144	84	58	61

### Reading



**Professional Learning Opportunities / Instructional Rounds:** Teachers at OJMS are preparing to engage in the first process of Instructional Rounds, an opportunity for teachers to observe their peers in an effort to improve teacher practice in our buildings areas of focus: student discourse, quality of questioning, and learning routines. This process is a strengths-based model in which teachers identify opportunities to improve teaching practices in our areas of focus.

Additionally, teachers identified the desire to engage in a more informal means of learning from and observing their peers. The teaching staff collaborated to create opportunities for peer observation through the use of a “Pineapple Chart” in which teachers indicate lessons where they would appreciate feedback or areas that they would like to observe to improve instructional practice. Teachers will also have informal pineapple signs to post outside of their classrooms to indicate that their peers are welcome to observe.

**MATHCOUNTS Success:** The OJMS MATHCOUNTS team once again brought home a regional championship at their competition on February 9. Members of the winning team include Matthew Snyder (8th grade), Viebeke Rivet (8th grade), Lucas Thibault (8th grade), and Tyler Gingeras (8th grade). The top four competitors in the region during the countdown competition were all OJMS students - 1st place: Matthew Snyder (8th grade); 2nd place: Matthew Westhouse (7th grade); Tied for 3rd place: Peyton LaCombe (8th grade) and Tyler Gingeras (8th grade). The MATHCOUNTS team was coached by Mrs. Cindy Hill.



# Principals' Board Reports

February 19, 2018



~Respectfully submitted by Mike Hart, OJMS Interim Principal

# Principals' Board Reports

February 19, 2018

## Foster Elementary School

**Community Partnership:** What a month for community support! I'll begin with a thank you to Meijer of Ludington who approved a grant worth \$500 to our home-school liaison, Michelle Kiessel, to purchase various needs for our families. Some of the needs are lice kits, snacks and clothing at school when accidents occur. Meijer of Ludington has been very generous to Foster Elementary School in the years past and continues to support the students and families this year too. Scott Smith of Smith and Eddy has graciously donated \$100 to the Foster Elementary Safety Patrol program to purchase new light sticks for morning safety patrols. The light sticks we've been using are in need of a refresh and Smith and Eddy Insurance helped make that happen. Lastly, Foster Elementary received a grant from OxyChem for \$500 to help offset costs of the new STEAMS night that will be happening at Foster Elementary School on April 24th. The night will replace the previous years Education Fair, where children created posters on trifold boards to display. The new night is aimed to be more engaging by inviting community businesses into the school to run activities for students and families.

**Positive Behavior Intervention Supports:** The Foster PBIS team took a deeper look at how the school is implementing our positive behavior supports by taking the Tiered Fidelity Inventory (TFI). What the TFI has shown us, is that all students understand what the expectations are, but are not clear on the definitions of the acronym, T.E.A.M. The TFI suggests that we display the meanings in an attractive way to remind students of our expectations. The committee is looking to purchase hanging signs for hallways that read, "Teamwork," "Extrême Citizenship," "Always Responsible," and "Make it Safe."

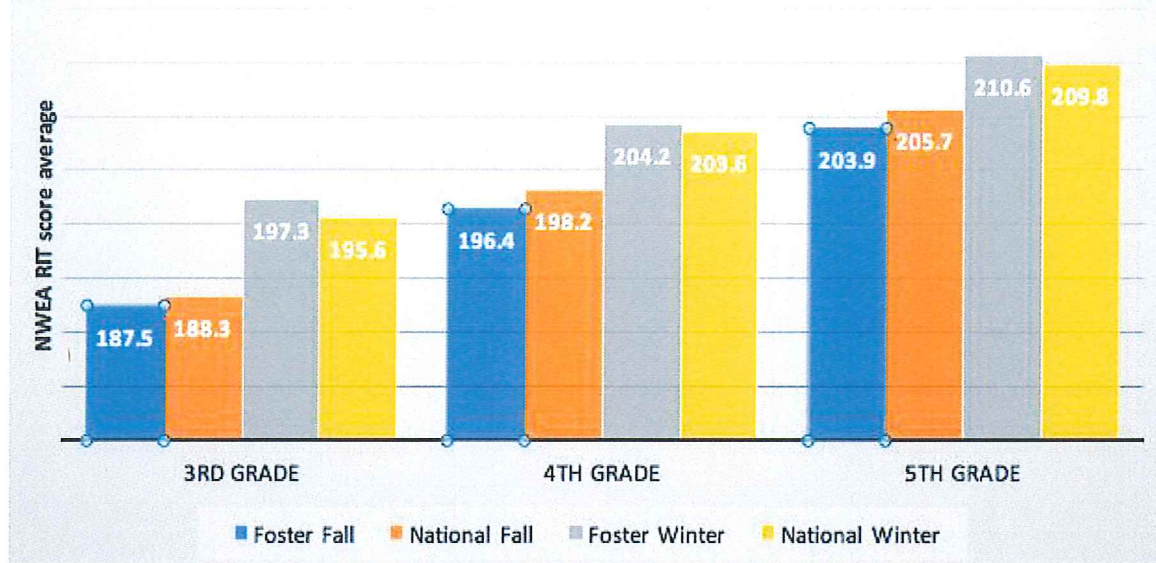
**Assessment & Instruction:** NWEA assessments from the winter have shown great growth already. In fact our reading scores are already above the national average for every grade level. That's pretty impressive seeing that all grade levels started below the national average in the fall! Math scores are also progressing nicely. Below are two graphs that compare Foster Elementary Students vs National averages from the fall to the winter.

Foster's yearly staff retreat took place on Monday, February 12th. Teachers started their evening off at Sandcastles Children's Museum with team building that involved dash and dot robots that staff learned to program through coding and mechanical lock boxes that staff worked together to unlock. Staff then participated in an activity that examined existing relationships between staff members and every student at Foster Elementary School. Our book studies have taught us that positive relationships between staff and students result in effective classroom management and learning. The activity showed that every student is connecting with at least one adult in our building. We finished the evening with a dinner at Jamesport's Red's Room and discussion around student and parent feedback from December's stakeholder surveys.

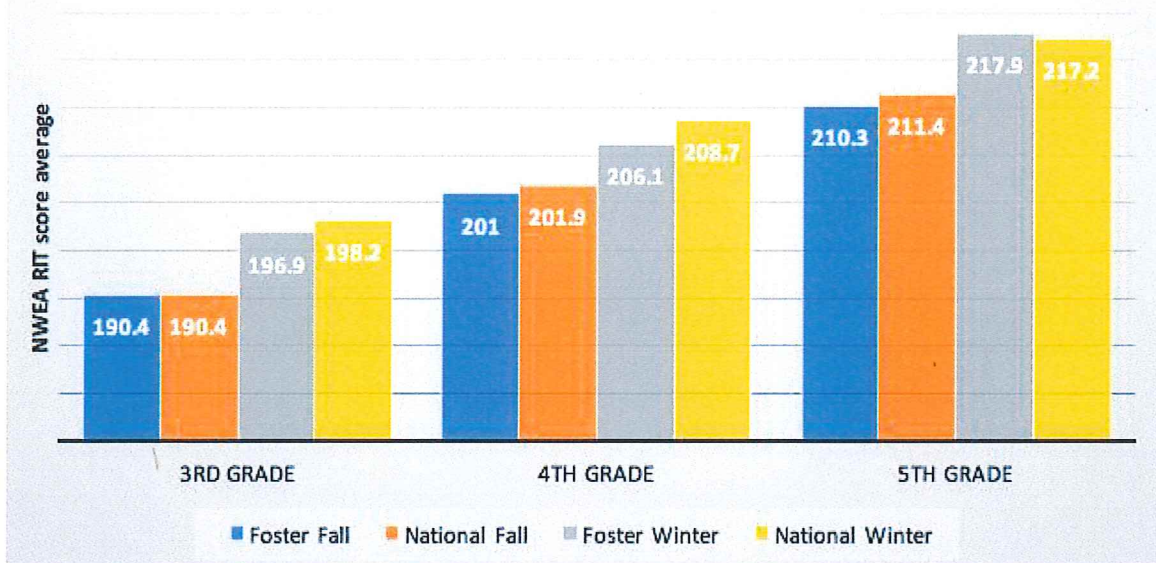
# Principals' Board Reports

February 19, 2018

## Reading NWEA



## Math NWEA



~Respectfully Submitted by Brian Dotson, Foster Principal



## Principals' Board Reports

February 19, 2018

### Franklin Elementary School

#### **Philanthropy Project:**

Part of our SOAR curriculum teaches students the Core Democratic Value of working for the common good. Students voted and chose to focus our efforts on helping the Junior Diabetes Research Foundation (JDRF) in support of Ariana Hathaway and Mallory Stephenson, both Franklin School kindergarten students. Our students and staff were happy to join in the effort on behalf of Ariana and Mallory. Donations received have been sent to the Junior Diabetes Research Foundation, the recipient of our holiday giving project. The donation of \$350.22 will be used for research to turn Type One into Type None! On Tuesday, December 19th, students gathered in the gym for an assembly to celebrate their generosity, and they enjoyed the great feeling that comes from helping others. This served as one of the many opportunities Franklin students have to participate in helping our community.



~Respectfully Submitted by Jan Jackoviak, Franklin Principal

# Principals' Board Reports

February 19, 2018

# Principals' Board Reports

February 19, 2018

## Lakeview Elementary

**NWEA:** Lakeview students recently completed the Northwest Evaluation Association (NWEA) Assessment. This assessment was taken on the iPads and it is used to measure student growth in Math and Reading. Students also completed this assessment back in September and will do so again in May. The data we receive gives us a very accurate picture of each students' strengths and opportunities for growth. Students at Lakeview also participate in goal setting based on the NWEA scores. This helps students be a larger part of their learning and gives them some ownership in the process. Our staff will undergo a data review process closer to conference time to explore this information further.

NWEA		Math		Reading	
		Mean RIT	Norm	Mean RIT	Norm
<b>Fall</b>	K	137.3	139.3	138.5	140.3
	1	165.5	161.6	162.3	159.9
	2	177.6	176.2	176	174
<b>Winter</b>	K	150	151.5	148.3	151.3
	1	177.7	173.8	174.3	171.5
	2	186.9	186.4	186	184.2
<b>Above the Norm</b>		<b>Below the Norm</b>			

**Green School:** Lakeview recently completed their application for the Michigan Green School award. This award is given to schools around the state that focus on protecting our environment through a variety of initiatives. This year we have completed additional activities to become an Emerald School. These include:

- Recycling for batteries, paper, aluminum cans, markers, etc...
- Using recycled newspaper pencils as school supplies
- Performing home energy audits
- Learning about wind energy from Consumers Power
- Researching, voting on and sponsoring a habitat for an endangered MI mammal
- Completing an eco badge with select activities to promote good environmental habits
- Observing Earth Day by cleaning up our playground
- Updating our library resources with books related to our environment
- Advertising recycling by partnering with a local grocery store
- Maintaining a bulletin board with information regarding saving energy

Our students truly enjoy participating in these activities and taking responsibility for our environment!

## Principals' Board Reports

February 19, 2018

**Literacy and Math Coaching:** Our teachers have been so fortunate to be supported by the General Education Team at our ESD. Betsy Dotson has provided a tremendous amount of support to us during PLCs and professional learning opportunities as well as coaching all of our teachers on Logic of English. This support has made adopting this new program a success and has greatly increased our understanding and implementation of the 3rd grade reading bill. We are expecting to see positive student achievement as a result of this work. Meg Brown has also been working with our AVMR trained teachers. Those that have received previous training have been working one on one with Meg. She has taught model lessons, provided professional learning and has worked directly with students. A huge thank you to our General Education Team at the ESD for all they do to impact student success!

~Respectfully Submitted by Amber Kowatch, Lakeview Principal

# Ludington Area Schools

## Memorandum

**To: Jason Kennedy**

**Date: February 13, 2018**

**From: Bruce Doggett**

**Re: Purchase of Three Buses for 2018/19**

We received proposals for the purchase of three buses for the 2018/19 school year by way of the Michigan School Business Officials Bus Purchasing Program. This program collects information from bus vendors and allows school district officials to build their own bus specifications, then obtain competitive quotes on those specifications. There are also 'stock buses' available, so a school district does not have to have a mechanic on staff to develop bus specifications. This year we are scheduled to purchase two 77-passenger conventional buses, and one 84-passenger transit bus. This will mark 16 buses purchased on our 20-bus rotation plan. The specifications are what we used last year, and were reviewed by our head mechanic, and by our transportation supervisor, Deb Wilsey. The responses are summarized below:

### Conventional Bus Prices

Vendor	Amount
Hoekstra (Thomas)	\$82,351
Capital City (International)	\$85,633
Holland (Bluebird)	\$84,366

Conventional recommendation: It is recommended that we go with low bid, Hoekstra, in the amount of \$82,351 per bus. It is also recommended that we purchase a \$3,250 Angel-Trax camera system for each bus, bringing the price to \$85,601 per bus, or a total of \$171,202. Last year the same bus from Hoekstra cost \$85,729. Furthermore, Hoekstra allows us to perform our own warranty work, which will save us time and mileage relative to the other two companies' warranty policies.

### Transit Bus Prices

Vendor	Amount
Hoekstra (Thomas)	\$110,044
Capital City (International)	\$111,649
Holland (Bluebird)	\$114,977

Transit recommendation: It is recommended that we go with low bid, Hoekstra. We also recommend an optional luggage compartment for trip buses in the amount of \$2,704, and also the Angel-Trax camera system above, yielding a final price of \$115,998.

Total recommended outlay: \$287,200