

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: July 16, 2018
TIME: 6:00 p.m.
PLACE: Ludington Area Schools Central Business Office/Administration Building
 809 E. Tinkham Avenue, Ludington, Michigan

1. CALL TO ORDER & ROLL CALL
 Steve Carlson Kelly Thomsen Bret Autrey Mary Jo Pung Mike Nagle Stephanie Reed Josh Snyder
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
4. CITIZEN PARTICIPATION
5. SPECIAL PRESENTATION - All State Athlete Recognition; Athletic Department Annual Report
6. CONSENT AGENDA
 - a. Ratification of Bill Payment - Per Summary Dated July 16, 2018
 - b. Approval of Minutes –Budget/Regular & Closed Meetings June 25, 2018; Special Meeting July 2, 2018
 - c. Approval of 2018/2019 Student Handbooks
 - d. K-12 Curriculum and Course Offerings
 - e. Epi-Pen Renewals
 - f. Non-Union Contracts & Service Agreements
7. BOARD COMMITTEE REPORTS
 - a. Finance Committee Report July 11, 2018
 - b. Personnel Committee Report July 13, 2018
 - c. Building & Site Committee Report July 13, 2018
8. BUSINESS MANAGER'S REPORT
9. SUPERINTENDENT'S REPORT and COMMENTS
 - a. New Teacher Recommendation
 - b. Update on Community Forum on Facilities: June 27, 2018
10. DISCUSSION ITEMS
 - a. School Lunch Prices 2018/2019
11. ACTION ITEMS
 - a. Set Board Meeting Schedule 2018/2019 (Dates, Times, Locations)
 - b. School Lunch Prices 2018/2019
 - c. Appointment of Audit Firm 2018/2019
 - d. School District Depositories & Authorized Signatories Designated
 - e. Electronic Transfer Officer Designees
 - f. WSESD Parent Advisory Committee Representative Designation 2018-2019
 - g. New Teacher Contract Approvals
12. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
 - a. MASB Regional Legislative Priority Meeting at WSESD - September 27, 2018 (7:00 PM - 8:30 PM)
 - b. NMSLA Dinner at Hagerty Center Traverse City - August 2, 2018 (5:30 PM - 8:30 PM)
13. ADJOURNMENT

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Memorandum - Office of the Superintendent

FROM: Jason Kennedy, Superintendent

RE: Regular Board Meeting ~ Agenda Notes

Regular Meeting

SPECIAL PRESENTATION

All State Athlete Recognition ~ Evan McKinley - Golf; Athletic Department Annual Report: We will discuss the athletic annual report prepared by Randy Fountain, athletic director.

***CONSENT AGENDA**

Non-Union Contracts & Service Agreements (2% Increase)

- ❖ Mark Boon, LHS Student Enhancement Intervention Specialist, annual contract, 6 hours per day, salary not to exceed \$27,996
- ❖ Dennis Genson, LHS At-Risk, hourly contract \$21.44/hour, 2 hours/day, 3 days/week
- ❖ Michelle Holtrust, LHS Student Success Coordinator, \$38,620 full-time, annual contract
- ❖ Kirk Walden, LHS At-Risk Coordinator, 6 hours/day, salary not to exceed \$18,193
- ❖ Becky Erickson, OJ At-Risk Behavioral Support Specialist, hourly contract, \$17.51/hour, 4 hours/day
- ❖ Michelle Kiessel, Foster At-Risk Specialist, full-time, annual contract \$38,620
- ❖ Sarah Mikesell, Foster At-Risk Interventionist, part-time, annual salary \$30,896
- ❖ Jennifer Shaw, Lakeview At-Risk Specialist, full-time, annual contract \$38,620
- ❖ Deb Stephens - Franklin At Risk Specialist 2.5 days/week \$27.30/hour, 15 hours/week [\$16,689 per year]
- ❖ Susan Bogart, Franklin At-Risk Specialist 2 days/week \$20.60/hour/ up to 15 hours/week (11,977 per year)
- ❖ Tricia Hale, PMECC 4 Yr P. Teacher, hourly contract, \$14.86/hour, 7 ½ hours/day, M-TH
- ❖ Julie Marshall, PMECC Director, hourly contract, \$25.76/hour, 20 hours/week
- ❖ Courtney Walters, PMECC 3 Yr P. Teacher, hourly contract, \$14.86/hour, 4 hours/day M-Th
- ❖ Dale Horowski, Teacher Evaluations, \$5,100 annual stipend

2018 - 2019 Student Handbooks

I recommend that the Board approve the student handbooks for each school building through its consent agenda at the Board meeting on July 16, 2018.

K-12 Curriculum and Course Offerings

I recommend that the Board approve the course offerings and K-12 curriculum for the District for the 2018 - 2019 school year through its consent agenda at the Board meeting on July 16, 2018.

SUPERINTENDENT'S REPORT

Staffing

Foster 5th Grade Teacher - Rebecca Moser

On Wednesday, June 27, 2018 candidates were interviewed for the fifth grade teaching position at Foster Elementary. The interview team made a recommendation to hire Mrs. Bekki Moser to fill the vacant fifth grade position at Foster Elementary School.

Mrs. Moser graduated from Ferris State University with a Bachelor's degree in Elementary Education and minors in English Language Arts and Social Studies. She has previously been employed at Ludington Area Catholic Schools and has served as Vice President for the Foster Elementary School PTC. Mrs. Moser comes highly recommended from numerous Ludington Area Schools employees and through reference checks. One reference stated, "Bekki's greatest strength is that she cares about the kids." This is the single most important aspect of teaching. The committee saw this in the interview and felt that Mrs. Moser would be a great fit for Foster Elementary School and the fifth-grade team.

We will need an action item at the Board meeting on Monday, July 16, 2018 to approve the hiring of Mrs. Bekki Moser as an elementary teacher at Foster Elementary School, pending all background checks.

LHS Special Education Teacher - Sarah Foster

The special education position at Ludington High School was posted through June 22, 2018. Candidates were interviewed on July 2, 2018 and July 3, 2018. The interview team selected Mrs. Sarah Foster to fill the vacant teaching position.

Mrs. Foster holds a Bachelor's of Science degree from Central Michigan University with an emphasis in special education. She holds K-12 special education certification, and most recently has taught at Mason County Eastern Schools. She holds endorsements in cognitive impairments, early childhood education, and communications disorders. Prior to working at Mason County Eastern Schools, Mrs. Foster was employed as a middle school special education teacher at Grant Middle School, before her family moved to Ludington. Mrs. Foster has also coached soccer and volleyball.

We will need an action item at the Board meeting on Monday, July 16, 2018 to approve the hiring of Mrs. Sarah Foster as a special education teacher at Ludington High School, pending all background checks.

Update on Community Forum on Facilities: June 27, 2018

An update from the community forum held on June 27, 2018 will be discussed with the Board.

DISCUSSION ITEMS

School Lunch Prices

It is recommended that we maintain the 2017-2018 pricing for food service breakfasts, lunches, and milk, for the upcoming school year. We are required to charge our full-pay students the federal reimbursement rate for meals by 2021. We will have to raise pricing in the future, but for the 2018-2019 school year, I recommend that you accept the recommendation to maintain current prices.

ACTION ITEMS

Set Board Schedule 2018/2019; All regular meetings at 6:00 p.m.

<u>Tentative Date</u>	<u>Meeting Type</u>	<u>Location/School Building</u>
July 16, 2018	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
August 20, 2018	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
September 17, 2018	Regular Meeting	OJ DeJonge MS, 706 E. Tinkham Avenue
October 15, 2018	Regular Meeting	Ludington HS, 508 N. Washington Avenue
November 19, 2018	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*December 10, 2018	Regular Meeting	PMECC, 1115 S. Madison Street
January 21, 2019	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
February 18, 2019	Regular Meeting	Lakeview School, 502 W. Haight Street
March 18, 2019	Regular Meeting	Franklin School, 721 E. Anderson Street

April 15, 2019	Regular Meeting	Foster School, 505 E. Foster Street
May 20, 2019	Regular Meeting	Administration Office, 809 E. Tinkham Ave.
*June 24, 2019	Budget & Regular	Administration Office, 809 E. Tinkham Ave.

School Lunch Prices

I recommend you approve the lunch prices for 2018/2019 school year as written and presented.

School District Depositories & Authorized Signatories Designated

We will need a motion to designate West Shore Bank as official depository of the school district and, further, to designate the Superintendent and Director of Business Services (Jason Kennedy, Bruce Doggett) 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 (Jason Kennedy, Bruce Doggett) 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.

Appointment of Audit Firm

I recommend Hungerford Nichols as the district's audit firm for the 2018/2019 school year.

WSESD Parent Advisory Committee Representative Designation 2018-2019

I recommend you approve Shannon Miller as the Ludington Area School District representative to the West Shore Educational Service District Special Education Parent Advisory Committee for the 2018-2019 school year.

New Teacher Contract Approvals

I recommend that you approve probationary teacher contracts for Sarah Foster and Rebecca Moser pending successful completion of all inservice requirements and background screenings per Board policy and Michigan law.

OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS

MASB Regional Legislative Priority Meeting at WSESD - September 27, 2018 (7:00 PM - 8:30 PM)

MASB sets its legislative priorities every two years to coincide with the new legislative session. Our region includes schools from the following counties: Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola and Ottawa. On September 27, 2018, West Shore ESD will be hosting this regional meeting for MASB. The Board may want to consider sending a delegate to this meeting. Details will follow.

NMSLA Dinner at Hagerty Center Traverse City - August 2, 2018 (5:30 PM - 8:30 PM)

The Northern Michigan Schools Legislative Association (NMSLA) dinner will be held on August 2, 2018, at the Hagerty Center, located at 715 E. Front Street in Traverse City. Social hour will begin at 5:30 p.m., Dinner will be at 6:30 p.m., and the program will follow. The speaker will be Senator Goeff Hansen and representatives from the Launch Michigan campaign. Tickets for the dinner cost \$28 and registration for the event is required with a deadline of July 27, 2018.

See you Monday at 6:00 p.m.

RATIFICATION OF BILL PAYMENT

July 16, 2018

Period: 6/20/2018 through 7/10/2018

GENERAL OPERATING FUND

Payroll 06/22/2018	657,134.72
Payroll 07/06/2018	<u>488,612.00</u>

Total Payroll	1,145,746.72
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Bills (06/20/18 through 07/10/18)	<u>494,261.50</u>
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TOTAL GENERAL OPERATING FUND	1,640,008.22
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TOTAL ATHLETIC FUND

18,490.19

Bills (06/20/18 through 07/10/18)

TOTAL LUNCH FUND

6,042.83

Bills (06/20/18 through 07/10/18)

GRAND TOTAL ALL FUNDS

1,664,541.24

Bills (06/20/18 through 07/10/18)

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BUDGET HEARING: June 26, 2017

I. Call to Order and Roll Call

President Carlson called the regular meeting to order at 6:07 p.m, in the Administration Office Boardroom, 809 E. Tinkham Avenue, Ludington, Michigan.

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

Members Absent: None

Administrators Present: Andrea Large, Bruce Doggett, Dan Mesyar, Steve Forsberg, Mike Hart, Jan Jackoviak, Kristi Zimmerman, Randy Fountain, Brian Dotson, Amber Kowatch, Julie Marshall

Others Present: Andy Klevorn, Carrie Moeggenberg; Faculty Judy Bussey, Brenda Massie, Mark Willis, Laura Holmes, Todd Schipper, Amber Nasson, Kelley Chapman, Emily Szumila; Media-Patti Klevorn-LDN

II. Agenda Modification – None to report.

III. Citizen Participation – Emily Szumila addressed the Board to express appreciation for the opportunity to teach at LHS and explain her circumstances for a change of career path.

IV. Budget Hearing

A. Bruce Doggett, Director of Business Services presented the proposed 2017-2018 budget.

V. Adjournment

A. Motion by Pung, supported by Nagle, to adjourn the budget hearing at 6:28 p.m. Ayes: All. Nays: None. Motion: Carries.

REGULAR MEETING: June 26, 2017

VI. Call to Order – President Carlson called the regular meeting to order at 6:28 p.m.

VII. Special Presentation

A. Wayne Andersen presented the Hamlin Watershed Management Plan and is seeking support of Ludington Area Schools.

B. Randy Fountain presented the athletes earning all state recognition and coaching awards.

C. The Transformation Think Tank was presented by Carrie Moeggenberg.

VIII. Agenda Modification – None to report.

IX. Citizen Participation – None to report.

X. Consent Agenda

A. Ratification of Bill Payment Per Summary Dated June 26, 2017, was approved by consent.

1. General Operating Fund Total \$2,200,094.75
2. Athletic Fund Total \$22,619.86
3. Lunch Fund \$30,534.69
4. Total All Funds \$2,253,249.30

B. Regular, Special & Closed Meeting Minutes for May 15, 2017, were approved by consent.

C. MHSAA 2017-2018 Membership Renewal Resolution was approved by consent.

D. MASB 2017-2018 Membership Renewal was approved by consent.

Motion by Autrey, supported by Nagle, to approve the consent agenda as written and presented. Ayes: All. Nays: None. Motion: Carries.

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XI. Board Committee Reports

- A. Steve Carlson presented the Finance Committee meeting report for June 23, 2017. Administrative and non-union contracts were reviewed along with the proposed budget presentation, healthcare, a refresher on the Open Meetings Act, and renewal of the Gateway To Success Academy Transportation Agreement.
- B. Mike Nagle presented the Personnel/Policy Committee meeting topics for June 19, 2017. Neola Policies were reviewed.
- C. Mike Nagle presented the Building and Site Committee report for June 21, 2017. The committee discussed the summer projects and other topics covered under superintendent report.

XII. Superintendent's Report and Comments

- A. Mrs. Large gave hiring recommendations to the board. Kimmie Conrad teaching second grade at Franklin, Zack Korienek teaching kindergarten at Lakeview and Rachael Wilber teaching science at Ludington High School.
- B. Mrs. Large reported on sinking fund projects.

XIII. Discussion Items

- A. Neola Policies Volume 31 No. 2; Tech Collection Phase II- The following Neola Policies were a topic of discussion:

Bylaw 0168.1 – Open Meeting (Revised)

This revision clarifies that minutes can be approved at either a subsequent regular or special meeting.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2221 - Mandatory Courses (Revised)

Recent legislative changes to M.C.L. 380.1168 require school districts to include age-and grade-appropriate instruction about genocide, including, but not limited to, the Holocaust and the Armenian Genocide. The legislature recommends a combined total of 6 hours of this instruction during grades 8 to 12. The revision to this policy includes reference to this requirement.

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

This new policy provides the structure for districts to limit unauthorized recordings of meetings and other interactions with district personnel, given the availability of technology strategies identified in the Legal Alert – AngelSense Technology in Schools.

Policy 2623 – Student Assessment (Revised)

This policy has been revised to bring specific test references up to date with current requirements, including the assessments required by the new third grade reading legislation.

Policy 3120.04 - Employment of Substitutes (Revised)

This policy has been revised to clarify the district's rights and obligations under the statute with respect to the employment status of substitute teachers.

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

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These policies have been revised in order to be consistent with compliance requirements of the Michigan State Policy/Federal Bureau of Investigation (MSP/FBI) requirements for access and handling of criminal history record information. These revisions reflect the current compliance requirements of MSP/FBI and should be adopted to maintain accurate policies.

Policy 5330.02 – Opioid Antagonists (New)

Districts should adopt this policy if they intend to train personnel to administer opioid antagonists as allowed under the newly enacted M.C.L. 380.1179b.

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

The revisions to this policy are optional and are based on changes to M.C.L. 380.1310b, which "encourage" Districts to include provisions for considering use of restorative practices in its anti-bullying policy. The restorative practices described in the optional language are based on newly enacted M.C.L. 380.1310c.

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

The revisions to this policy require consideration of specific factors when making decisions relating to suspensions and expulsions. The revisions are mandated by newly enacted M.C.L. 380.1310d and should be adopted, to be effective as of 8/1/2017, by the District to maintain accurate policies.

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

The revisions to this policy are also based on M.C.L. 380.1310d and include the consideration of specific factors as in Policy 5610 and standards for assessing weapons violations, to be effective as of 8/1/2017. See note regarding Policy 5610 above.

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

The revisions to this policy add a reference to the newly passed Student Online Personal Protection Act. While SOPPA deals with what "operators" can do with data, as opposed to Districts, including reference to SOPPA in this policy is recommended.

Policy 8330 – Student Records (Revised)

The revisions to this policy were made to comply with the new M.C.L. 380.1136, which prohibits the sale of personally identifiable information that is part of a student's education record (with noted exceptions), provision of information to parents about disclosure of personally identifiable information upon request, compilation of a list of data and disclosures and provision of notices, and provision of an opt-out form (see Form 8330 F17 below) for disclosure of directory information on an annual basis. These changes are required by law and should be adopted by the Districts.

Policy 8400 – School Safety Information (Revised)

The revision to this policy was made to reflect the change to M.C.L. 380.1308, which was made in conjunction with the changes to suspension/expulsion.

Policy 8510 – Wellness (Revised)

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Revisions to this policy are in response to the issuance of the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Additional requirements call for the assessment of the District's Wellness Policy at least once every three (3) years, regulation of all foods and beverages available on the school campus during the school day, regulation of marketing and advertising of foods and beverages, and expanding public involvement in the District's wellness initiatives. Revisions to this policy reflect current USDA regulations and should be adopted to maintain accurate policies.

SPECIAL RELEASE – FEBRUARY, 2017 TECHNOLOGY COLLECTION - PHASE II (MICHIGAN)

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)

These policies should be adopted to maintain accurate policies and will be moved to action in July.

XIV. Action Items

- A. Motion by Autrey, supported by Pung, to approve Tuition Rate Section 6 Non-Resident Students at \$1.00 and approve School of Choice for the 2017-2018 school year. Ayes: All. Nays: None. Motion: Carries.
- B. Motion by Nagle, supported by Reed, to approve the transportation renewal agreement between Ludington Area School District and Gateway to Success Academy as written and presented. Ayes: All. Nays: None. Motion: Carries.
- C. Motion by Snyder, supported by Nagle, to approve the 2016-2017 Budget Amendment as written, presented and attached to the meeting minutes. Ayes: All. Nays: None. Motion: Carries.
- D. Motion by Pung, supported by Autrey, to adopt the 2017-2018 General Operating Budget as written and presented and attached to the meeting minutes. Ayes: All. Nays: None. Motion: Carries.
- E. Motion by Nagle, supported by Thomsen, to set the July regular board meeting schedule, dates, times for July 17, 2017 at 6:00 p.m. at 809 E. Tinkham Avenue, Ludington, Michigan. Ayes: All. Nays: None. Motion: Carries.
- F. Motion by Pung, supported by Autrey, to approve support of the Hamlin Watershed partnership as written and presented. Ayes: All. Nays: None. Motion: Carries.
- G. New Teacher Contracts ~ Motion by Thomsen, supported by Reed, to approve probationary teaching contracts for Kimmie Conrad, Zachary Korienek, and Rachael Wilber 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 Pung, to approve the Superintendent's Evaluation. Steve Carlson read a summary letter on behalf of the Board and commended Mrs. Large on being a Highly Effective Leader and thanked her for her four years of leadership as Superintendent and total of 16 years in the district. Ayes: All. Nays: None. Motion: Carries.
- I. Motion by Autrey, supported by Nagle, to go into Closed Session for the Purpose of Collective Bargaining Strategy. Ayes: All. Nays: None. Motion: Carries.
- The Board convened in closed session at 7:15 p.m.
The Board resumed to open session at 8:24 p.m.

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- XV. Other Items of Business and Announcements** – None to report.
- XVI. Adjournment** - Motion by Autrey, supported by Reed, to adjourn the meeting at 8:24 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
Special Meeting Minutes July 2, 2018

I. CALL TO ORDER & ROLL CALL

President Carlson called the meeting to order at 7:00 a.m, in the Ludington Area School District Administration Office Boardroom, 809 East Tinkham Avenue, Ludington, Michigan.

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

Members Absent: Mary Jo Pung

II. AGENDA MODIFICATION ~ None to report.

III. CITIZEN PARTICIPATION ~ Brenda Massie addressed the Board on behalf of the LEA.

IV. DISCUSSION ITEMS ~ None to report.

V. ACTION ITEMS

Motion by Nagle, supported by Autrey, to approve the 2018-2019 LEA Master Bargaining Agreement as written and negotiated. Ayes: All. Nays: None. Motion: Carries.

VI. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS - None heard.

VII. ADJOURNMENT - Motion by Autrey, supported by Thomsen, to adjourn the meeting at 7:02 a.m. Ayes: All. Nays: None. Motion: Carries.

Mary Jo Pung, Secretary, Board of Education

Approved _____

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