

Ludington Area Schools
Board of Education
Meeting Minutes December 13, 2021

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

REGULAR MEETING

- I. Call to Order & Roll Call ~ The meeting was held in the Administration Office Boardroom, 809 East Tinkham Avenue, Ludington, Michigan. The meeting was called to order by Steve Carlson, Board President at six o'clock p.m.
Members Present: Steve Carlson, Bret Autrey, Mike Nagle, Stephanie Reed, Josh Snyder, and Scott Foster
Members Absent: Leona Ashley
- II. Pledge of Allegiance
- III. Agenda Modification: Remove discussion and action items for Building & Site Bond Issuance Authorizing Resolution from the agenda.
- IV. Citizen Participation ~ Two citizens addressed the board.
- V. Board Committee Reports
 - A. Stephanie Reed presented the Personnel Committee Report for December 8, 2021. The committee discussed the following topics: consideration for a school nurse, new supervisor hiring recommendation for Caryn Elam as Child Nutrition Program Director, school district authorized signatories and electronic transfer officer designation for Dr. Kyle Corlett when he begins in January, second reading of Neola Policies Volume 36 Number 1, and updates from other committees.
 - B. Josh Snyder presented the Finance Committee Report for December 9, 2021. The committee discussed the following topics: consideration for a school nurse, hiring recommendation for Caryn Elam, school district authorized signatories and electronic transfer officer designation for Dr. Kyle Corlett. The committee discussed the Building & Site Second Issuance and Technology Bond Third and Final Issuance, reviewed the Elementary Bond Project payment, and reviewed updates from other committees.
 - C. Mike Nagle presented the Building & Site Committee Report for December 10, 2021. The committee discussed the following topics: the elementary construction project progress, shared the plan for moving, and reviewed updates from other committees. There are some concerns over price for the middle school and high school projects, supply chain issues, and supply chain issues for roofing materials. The committee discussed the Emergency Management Plan updates. The committee discussed the hiring recommendation for food service director, Caryn Elam.
- VI. Interim Superintendent Report and Comments ~ Dr. Peg Mathis shared this will be her last official meeting. She thanked the Board for everything. She stated there were lots of challenges this fall but there are great people here. The board members thanked Peg for filling in.
- VII. Discussion Items
 - A. Elementary Bond Project Application and Certificate for Payment #20 were received. It is recommended to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of \$837,556.85, as certified by the construction manager, and as outlined in the Certificate for Payment. The District received the pay application information from the construction manager to process on December 6, 2021.
 - B. Second reading for NEOLA Policy Updates Volume 36 Number 1 were shared. Neola has conducted a thorough review of policy templates and has provided appropriate revisions to ensure that the District meets compliance. The update includes revisions to the following District policies:

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Bylaw 0100 - DEFINITIONS

Policy 3120 - EMPLOYMENT OF
PROFESSIONAL STAFF

Policy 6114 - COST PRINCIPLES -
SPENDING FEDERAL FUNDS

Policy 6152 - STUDENT FEES, FINES, AND
CHARGES

Policy 8310 - PUBLIC RECORDS

Policy 8320 - PERSONNEL FILES

Policy 8330 - STUDENT RECORDS

C. The most recent updates related to the ability to hire a school nurse, as well as a potential state grant opportunity to help support this position were discussed. Section 310 of the State School Aid Act has allocated funding to increase student supports this year, and school nurses are one of the supports identified as an allowable use for these funds. The first year would be fully funded and then reduced in subsequent years. The employee would be hired by Spectrum Health and contracted by the District.

D. The District received a resignation from Kevin Lange. Interviews were conducted when Donna Garrow retired one year ago. Caryn Elam was identified as a top candidate by the committee at that time, but ultimately the position was offered to Mr. Lange. Ms. Elam has expressed an interest in this now vacant position. The District is pleased to recommend the hiring of Caryn Elam for this position.

E. Jesse Rickard discussed the Technology Bond Issuance Authorizing Resolution for the third issuance of bonds. Student devices will be refreshed next summer. The final series is \$930,000.

VIII. Action Items

A. Motion by Autrey, supported by Snyder, to authorize and designate Dr. Kyle Corlett and Jesse Rickard as School District signatories as presented. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

B. Motion by Snyder, supported by Autrey, to authorize Dr. Kyle Corlett and Jesse Rickard as School District Electronic Transfer Officer Designees as presented. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

C. Motion by Autrey, supported by Nagle, to approve the Ratification Resolution Reaffirming Board Action as written by Thrun Law and presented. Ayes: Carlson, Autrey, Nagle, Foster. Nays: None. Abstain: Snyder, Reed. Motion: Passes 4-0-2.

D. Motion by Autrey, supported by Foster, to approve and appoint Stephanie Reed to the Personnel Committee & Chairperson, Building & Site Committee, City of Ludington Recreation Board as presented. Ayes: Carlson, Autrey, Nagle, Foster. Nays: None. Abstain: Snyder, Reed. Motion: Passes 4-0-2.

E. Motion by Nagle, supported by Autrey, to approve and appoint Josh Snyder to the Finance Committee & Chairperson, Co-Curricular Committee, and Board Treasurer as presented. Ayes: Carlson, Autrey, Nagle, Foster. Nays: None. Abstain: Snyder, Reed. Motion: Passes 4-0-2.

F. Motion by Reed, supported by Autrey, to approve the certificate for payment on the elementary school bond project and to authorize the District to pay the certificate for payment in the amount of \$837,556.85, as certified by the construction manager, and as outlined in the Certificate for Payment #20 as presented. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

G. Motion by Foster, supported by Reed, to approve the NEOLA Policy Updates Volume 36 Number 1 as reviewed by the Policy Committee and presented as listed:

Bylaw 0100 - DEFINITIONS

Policy 3120 - EMPLOYMENT OF
PROFESSIONAL STAFF

Policy 6114 - COST PRINCIPLES -
SPENDING FEDERAL FUNDS

Policy 6152 - STUDENT FEES, FINES, AND
CHARGES

Policy 8310 - PUBLIC RECORDS

Policy 8320 - PERSONNEL FILES

Policy 8330 - STUDENT RECORDS

Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

H. Motion by Autrey, supported by Reed, to approve the hiring of Caryn Elam as Child Nutrition Program Director as presented. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None.

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Motion: Passes 6-0.

I. Motion by Snyder, supported by Foster, to adopt the Technology Bond Issuance Authorizing Resolution as written by Thrun Law and presented. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

J. Motion by Autrey, supported by Nagle, to approve the updated Emergency Operations Plan pursuant to MCL 390.130B of the Michigan Revised School code. This was originally adopted by the Board on December 9, 2019. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

- IX. Other Items of Business and Announcements ~ Scott Foster commented on school safety plans and the Board discussed the potential to develop a Board Safety Committee to monitor ongoing safety of the District. This will be revisited and discussed in January once the new superintendent is in place.

Steve Carlson read a note from the Board as follows: *"As we head into this year's holiday break, the Board would like to take a moment to thank every Ludington Area School employee. The pandemic has taken a toll on all of society, but conditions for those in education in particular have been difficult. School is a safe location for so many students. They look to our district not only to learn about algebra or social studies, but it's a place where they can get a hot meal or just a smile from an adult who knows and cares about them.*

These past two years, everyone's responsibilities have been expanded. Administrators and support staff have engaged in rapid testing and contact tracing. Food service employees have worked short-handed every shift. Teachers quickly pivoted to online learning and are now covering each other's classes during their prep periods. Custodial staff have sanitized surfaces again, again, and again. Employees are stressed out and exhausted. No one signed on for these additional responsibilities. Instead, people became involved in education because they care about kids.

In addition to all of this, the move to a new building, and transition from one superintendent to interim, and then to a new superintendent has added another layer to the stress and uncertainty. But, there is a silver lining. After the break, we'll open a brand-new, state of the art elementary school and the added pressures of the move will start to wind down. Dr. Corlett was in the district on December 3 and saw high school athletes, administrators and teachers working together as one big family, as they moved trailer after trailer of materials into the new building. He described it as, "Something Awesome I Saw."

The operation conditions under which we have been working the last two years have been unprecedented in education. We hear you and recognize the extra effort of all employees as they work to create a safe environment for all students. We hope that everyone is able to take this holiday season to rest and to celebrate with their families. Thank you for all you do."

Steve Carlson, on behalf of the Board, thanked Peg Mathis for filling in.

- X. Adjournment ~ Motion by Autrey, supported by Reed, to adjourn the meeting at 6:36 p.m.
XI. Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Foster. Nays: None. Motion: Passes 6-0.

Michael W. Nagle, 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.*