

**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: March 18, 2024**  
**TIME: 6:00 p.m.**  
**PLACE: Administration Office, 809 East Tinkham Avenue, Ludington, MI 49431**

**REGULAR MEETING**

1. CALL TO ORDER & ROLL CALL
  - \_ Dr. Bret Autrey \_ Steve Carlson \_ Mike Nagle \_ Stephanie Reed \_ Sarah Lowman \_ Leona Ashley \_ Scott Foster
2. PLEDGE OF ALLEGIANCE
3. AGENDA MODIFICATION
  - a. Repaving Oriole Field
4. SPECIAL PRESENTATION
  - a. OJ DeJonge Middle School Principals' Report ~ Mike Hart
5. CITIZEN PARTICIPATION
6. CONSENT AGENDA
  - a. Ratification of Bill Payment - Per Summary Dated: March 18, 2024
  - b. Approval of Minutes Dated: February 19, 2024
  - c. Hiring Approvals, Resignation Acceptances & Retirement Acceptances
7. BOARD COMMITTEE REPORTS
  - a. Personnel/Policy Committee Report
  - b. Finance Committee Report
  - c. Building/Site Committee Report
8. Hiring Approvals, Resignation Acceptances & Retirement Acceptances
9. SUPERINTENDENT'S REPORT & COMMENTS
  - a. Soaring Oriole Award Recipient
10. DISCUSSION ITEMS
  - a. Bond Project Application and Certificate for Payment #47
  - b. WSESD Designation of Representative
  - c. Gym Floor Bid Approval
  - d. Pool Scaffolding Approval
  - e. Furniture Purchase Approval
  - f. Weight Room Equipment Purchase Approval
  - g. Repaving Oriole Field
11. ACTION ITEMS
  - a. Bond Project Application and Certificate for Payment #47
  - b. WSESD Designation of Representative
  - c. Gym Floor Bid Approval
  - d. Pool Scaffolding Approval
  - e. Furniture Purchase Approval
  - f. Weight Room Equipment Purchase Approval
  - g. Repaving Oriole Field Approval
12. OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
13. ADJOURNMENT

Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

# Memorandum - Office of the Superintendent

TO: Board of Education  
FROM: Dr. Kyle Corlett, Superintendent  
RE: Regular Meeting Agenda Notes

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## CITIZEN PARTICIPATION

### Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
  1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
  1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

**Revised:** January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

## **Regular Meeting**

### **CONSENT AGENDA**

- Hiring Approvals
  - Tiffany Coughlan - Student Aide
  - Jacquelyn Burdo - Student Aide
- Resignation Acceptances
  - Evan Kroeze - Teacher
  - Kirk Walden - LHS At-Risk Coordinator
- Retirement Acceptances
  - Judy Bussey - Teacher
  - Deb Follrath - Teacher
  - Kristin Pomorski - Teacher
  - Debora Roberts - Kitchen Staff
  - Thad Shank - Teacher

### **SUPERINTENDENT REPORT**

Soaring Oriole Award for the month will be presented.

### **DISCUSSION ITEMS**

#### **Bond Project Application and Certificate for Payment #47**

We will need an action item at the Board meeting to approve the certificate for payment on the school bond project and to authorize the District to pay \$900,444.49 as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The certified pay application has been shared with the Board.

#### **WSESD Designation of Representative**

According to Public Act 234 of 2004, it is required that a meeting be held to submit a proposed general operating fund budget of the West Shore Educational Service District (WSESD) to the constituent boards of education. Each board needs to designate a representative to attend this meeting. The budget proposed will be presented April 9, 2024 at 4:30 p.m. in the Mason-Lake Room of WSESD, 2130 W. US 10, Ludington, Michigan. We will need a motion to designate our board representative who will attend the meeting.

#### **Gym Floor Approval**

We received two bids and we recommend the lowest firm of Floor Care Concepts for the amount of \$31,071.

#### **Pool Scaffolding Approval**

We received three bids and we recommend the lowest firm of Solid Platforms for the amount of \$97,650. Budgeted amount was \$75,000, so we'll use funds from unused site work allowance.

#### **Furniture Purchase Approval**

There are three purchases to approve for the current phase of construction and Phase 4, the final phase. These include Custer for \$69,999.71 and \$27,984.25 and Interphase for \$17,365.77. This purchase is through a site where rates are prebid and doesn't require us to do a public bidding process.

## **Weight Room Equipment Purchase Approval**

The purchase for weight room equipment is through Rogers (headquartered and made in Michigan) for \$205,043. This purchase is through a site where rates are prebid and doesn't require us to do a public bidding process.

## **Repaving Oriole Field**

We need to discuss repaving the parking lot as well as paving a new section at Oriole Field. To expedite the bid process, we are asking for pre-approval of up to \$200,000 for the scope of this work.

## **ACTION ITEMS**

### **Bond Project Application and Certificate for Payment #47**

**Board President:** *We will need a motion to approve the certificate for payment on the school bond project and to authorize the District to pay the certificate for payment in the amount of \$900,444.49 as certified by the architect and construction manager, and as outlined in the Certificate for Payment.*

**Motion by Member** \_\_\_\_\_, *to approve the certificate for payment on the school bond project and to authorize the District to pay the certificate for payment in the amount of \$900,444.49 as certified by the architect and construction manager, and as outlined in the Certificate for Payment.*

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

*VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails.*

### **West Shore Educational Service District Designation of Representative**

**Board President:** *We will need a motion to designate\_\_\_\_\_ as our representative to attend the West Shore ESD budget hearing on April 9, 2024 at 4:30 PM..*

**Motion by Member** \_\_\_\_\_, *to designate \_\_\_\_\_ as our representative to attend the West Shore ESD budget hearing on April 9, 2024 at 4:30 PM.*

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

*Vote: (Y/N) Bret Autrey; (Y/N) Steve Carlson; (Y/N) Mike Nagel; (Y/N) Stephanie Reed; (Y/N) Leona Ashley; (Y/N) Sarah Lowman; (Y/N) Scott Foster. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes/Fails*

### **Gym Floor Bid Approval**

**Board President:** *We will need a motion to approve the purchase of a new gym floor from Floor Care Concepts in the amount of \$31,071.*

**Motion by Member** \_\_\_\_\_, *to approve the purchase of a new gym floor from Floor Care Concepts in the amount of \$31,071.*

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

*VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails*

### **Pool Scaffolding Approval**

**Board President:** *We will need a motion to approve the bid from Solid Platforms for the amount of \$97,650. Budgeted amount was \$75,000, so we'll use funds from unused site work allowance.*

**Motion by Member** \_\_\_\_\_, to approve the bid from Solid Platforms for the amount of \$97,650.

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

VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails.

### **Furniture Purchase Approval**

**Board President:** We will need a motion to approve three purchases for the current phase of construction and Phase 4, the final phase. These include Custer for \$69,999.71 and \$27,984.25 and Interphase for \$17,365.77. This purchase is through a site where rates are prebid and doesn't require us to do a public bidding process.

**Motion by Member** \_\_\_\_\_, to approve three purchases for the current phase of construction and Phase 4, the final phase. These include Custer for \$69,999.71 and \$27,984.25 and Interphase for \$17,365.77.

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

VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails.

### **Weight Room Equipment Purchase**

**Board President:** We will need a motion to approve the purchase for weight room equipment through Rogers (headquartered and made in Michigan) for \$205,043. This purchase is through a site where rates are prebid and doesn't require us to do a public bidding process.

**Motion by Member** \_\_\_\_\_, to approve the purchase for weight room equipment through Rogers for \$205,043.

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

VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails.

### **Repaving Oriole Field**

**Board President:** We will need a motion to approve up to \$200,000 for repaving the parking lot at Oriole Field. To expedite the bid process we are pre-approving up to \$200,000 for the scope of this work.

**Motion by Member** \_\_\_\_\_, to approve up to \$200,000 for the repaving of Oriole Field.

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

VOTE: (Y/N) Bret Autrey (Y/N) Steve Carlson (Y/N) Mike Nagle (Y/N) Stephanie Reed (Y/N) Leona Ashley (Y/N) Scott Foster (Y/N) Sarah Lowman. AYES: \_\_\_\_ NAYES: \_\_\_\_ MOTION: Passes / Fails.