



*Organizational
Board Meeting*

Board Room

June 27, 2022



**Fruitport Board of Education
Annual Organizational Meeting
June 27, 2022 - 7:00 p.m.
Board Room**

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Approval of Agenda
- V.** Establish the Schedule for Regular Board Meetings (attachment #1)
- VI.** Designate District Staff Member(s) authorized to Post Board Meeting Notices Under the Open Meetings Act (attachment #2)
- VII.** Designate Authorized Check Signers (attachment #3)
- VIII.** Designate Depository(ies) for District Funds (attachment #4)
- IX.** Designation of Legal Counsel (attachment #5)
- X.** Designation of Auditor (attachment #6)
- XI.** Designation of Official Publication (attachment #7)
- XII.** Designation of Board Member Liaison to MASB (attachment #8)
- XIII.** Establish Rental Fees for District Facilities and Equipment (attachment #9)
- XIV.** Adjournment

- Recess -

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

The Board of Education, by resolution, must establish the day or days of the month it will meet for the 2022-23 school year. Policy #2506.

Background Information:

Board of Education meetings have typically been held on the third Monday of the month (with the exception of December and June).

Financial Impact:

Recommended Action:

Approval to set the regular meetings of the Board of Education for the _____ of _____ (day) each month beginning at ____ p.m, (with the exception of December and June) meetings to be held on a rotating basis, per a set schedule, in the Board of Education meeting room and at district building sites unless otherwise changed by the Board for the 2022-23 school year.

Roll call vote...

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp ___ Kelly ___ Meeuwenberg

2022-23 Third MONDAY Meeting Dates
Fruitport Board of Education

3rd Monday

July 18, 2022

Aug. 15, 2022

Sept. 19, 2022

Oct. 17, 2022

Nov. 21, 2022

- Dec. 12, 2022 (2nd Monday of Dec)

Jan. 16, 2023

Feb. 20, 2023

Mar. 20, 2023

April 17, 2023

May 15, 2023

- June 26, 2023 (4th Monday of June)

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

The Board of Education must authorize a staff member(s) to post board meeting notices under the Open Meetings Act. Policy #2506.

Background Information:

Public notice requirements – a meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act. A public notice must contain the public body's name, telephone number, and address, and must be posted at its principal office and any other locations the public body considers appropriate.

Financial Impact:

Recommended Action:

Designate _____ to post Board Meeting Notices per the Open Meetings Act.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 3

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Designate those persons authorized to sign checks, contracts, agreements, and purchase orders.
Policy #2506.

Background Information:
It is recommended that the Board of Education designate those persons authorized to sign checks, contracts, agreements, and purchase orders.

Financial Impact:
None.

Recommended Action:
Approval of the Board President and Treasurer to sign checks; the Superintendent or his designee to sign contracts; the Superintendent or his designee to sign agreements; and the Director of Business to sign purchase orders.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 4

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Designation of Banking Institutions. Policy #2506.

Background Information:

It is our recommendation that the district continue to designate Fifth/Third Bank of Fruitport as the district's official depository and banking institution.

It is also recommended that the Board authorize the district to use the following institutions for investment purposes: Michigan Liquid Asset Fund, Fifth/Third Bank, Huntington Bank, and Community Shores.

Financial Impact:

Recommended Action:

Approval to continue with Fifth/Third Bank of Fruitport as the district's official depository and banking institution and authorize the district to use Michigan Liquid Asset Fund, Fifth/Third Bank, Huntington Bank, and Community Shores for investment of surplus funds.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 5

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Designation of Legal Firms.

Background Information:

During the past year the District was authorized to work regularly with many law firms as they represent us in various legal matters concerning the operation of the district. Our recommendations for 2022-23 are as follows:

- 1) Thrun Law Firm, PC of Lansing
- 2) Miller, Johnson, Cummiskey, & Snell of Grand Rapids
- 3) Secrest, Wardle, Lynch, Hampton, Truex & Morley PC of Troy
- 4) Clark Hill PC

Financial Impact:

Recommended Action:

Approve the authorization to work with Thrun Law Firm, PC of Lansing; Miller, Johnson, Snell & Cummiskey of Grand Rapids; and, Secrest, Wardle, Lynch, Hampton, Truex & Morley PC of Troy; and Clark Hill PC in various legal matters relating to the school district.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 6

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Designation of an Auditor. Policy #2506.

Background Information:

It is our recommendation that the district continue to utilize the services of Rehmann Robson LLC, 570 Seminole Road, Suite 200, Muskegon, MI 49444 to perform the annual audit.

Financial Impact:

Recommended Action:

Designate Rehmann Robson LLC to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Fruitport Community Schools.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 7

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Designate an Official Publication
Policy #2506

Background Information:
The reference to “designate a publication” relates to the newspaper(s) the district would use to publish notices, and which it would recommend to others (such as the County Clerk, for election notices) to publish notices on its behalf.

Financial Impact:

Recommended Action:
Approve the use of the *Muskegon Chronicle* for Official Publications.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 8

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Designation of Board Member Liaison to MASB
Policy #2506

Background Information:
Customarily this Board has designated one of its members to serve as its official liaison to the Michigan Association of School Boards.

Financial Impact:

Recommended Action:
Appointment of _____ to serve as the Board's official liaison to the Michigan Association of School Boards.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

BOARD ACTION REQUEST FORM

Meeting Date: June 27, 2022

To: Board of Education

Attachment # 9

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Rental Fees for District Facilities and Equipment.
Policy #2506

Background Information:

Use of a building facility is by authorization of the building principal and/or designee. Advance scheduling of Fruitport Community Schools' facilities and equipment is required to ensure orderly use of the facilities. All applicable fees are due prior to the event.

Financial Impact:

Recommended Action:

Approval of the Performing Arts Center fees and district building charges as presented.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg

APPLICATION REQUESTING USE OF THE FACILITIES

Fruitport Community Schools
3255 E. Pontaluna Road, Fruitport, MI 49415

Date of Application: _____ Building Space Requested _____

Date of Use: _____ Time of Use: _____ AM ___ PM ___ to _____ AM ___ PM ___

Actual Start Time of Event: _____ AM ___ PM ___

Exact Type of Meeting, Program or Activity: _____

Name of Organization: _____ Active Membership: _____

Estimated Attendance: _____ Contact Phone: _____ Email: _____

Auditorium Special Requests: ___ Podium ___ Microphone(s) ___ CD Player ___ Projector & Screen
 ___ Laptop ___ Shell ___ Risers ___ DVD/Blu-Ray Player

Cafeteria Special Requests: ___ # of Seats Needed ___ # of Free Standing Tables ___ Microphone

Additional Requests: _____

Names and addresses of two responsible citizens who will supervise and protect the school property:

Name

Name

Address

Address

Phone

Phone

Please verify and complete the information on this form and read the "Procedures and Guidelines" on the back of this form. Your signature below indicated that you have read this information and will comply with all requirements contained therein.

Person Requesting: _____ Title: _____
Building Address: _____

(For School Use Only)

=====

Is applicant to be billed? ___ Yes ___ No Fee Required _____ Paid _____

Building Principal/Designee _____

Central Office _____ ___ Approved Date _____

Certificate of Liability Requested? ___ Yes ___ No ___ Not Approved Date _____

**Procedures and Guidelines for Use of the Facilities
of the Fruitport Community Schools**

Use of a building facility is by authorization of the building principal and/or designee. Advance scheduling of Fruitport Community Schools' facilities and equipment is required to ensure orderly use of the facilities and to meet your expectation. Use of facility space is considered confirmed **ONLY** upon receipt of an approved Facilities Use Form. All applicable fees are required for payment and your organization may be required to provide a Certificate of Liability Insurance.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator and director of operations.

ALL BUILDINGS OF THE FRUITPORT COMMUNITY SCHOOLS ARE SMOKE-FREE ENVIRONMENTS. Under no circumstance will smoking be permitted.

Your signature on the reverse side of this form verifies your agreement to comply with the terms. Fruitport Community Schools is expected to comply in every respect with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Civil Rights Act of 1964. This includes the provision of reasonable accommodations for disabled participants. Contact the Superintendent's office for further information.

Set-Up and use of district audio/visual equipment must be pre-approved by building principal and/or designees and may include additional charges. Conditions of this rental agreement; to compensate the Fruitport Community Schools District for any damage resulting from persons or organizations use; The renter shall indemnify, save harmless and defend FCS, and each member thereof individual, as their interest may appear, for and from all claims, demands, payments, actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said renter, his/her agents, servants, or subcontractors as a result of the rental of any FCS facility. Failure to comply with any of the Procedures and Guidelines for the Fruitport Community Schools' facilities may result in cancellation of your event and/or future use privileges.

Fee Schedule For Services:

Lifeguard	\$14.00	Auditorium	\$50.00
Custodial	\$36.00	Cafeteria/Cafetorium (MS)	\$50.00
Maintenance	\$40.00	Classroom	\$20.00
Food Service Regular Rate	\$18.00	Computer Lab	\$30.00
Food Service	\$27.00	Gymnasiums	\$50.00
Operator/Technician	\$36.00	Kitchen	\$50.00
		Library	\$20.00
		Swimming Pool	\$50.00 (+ Lifeguard)

Fruitport Performing Arts Center

2021-22

Rate Sheet

BASE RATE INCLUDES

- Use of Auditorium, Dressing Room, and Lobby
- Basic Lighting Rep Plot
- 2 Wireless Microphones
- Sound Playback

**2 Hour Minimum*

Non Profit Rehearsal	Non Profit Performance	Commercial Rehearsal	Commercial Performance
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	Non Profit Rehearsal	Non Profit Performance	Commercial Rehearsal	Commercial Performance
Theater	\$40/hr	\$80/hr	\$65/hr	\$130/hr
Lobby Only	\$40/hr	\$40/hr	\$80/hr	\$80/hr
Green Room	\$20/hr	\$40/hr	\$40/hr	\$80/hr
Scene Shop	\$20/hr	\$20/hr	\$40/hr	\$40/hr
Grand Piano	\$200/day	\$200/day	\$200/day	\$200/day
Choral Riser	\$25 a riser/day	\$25 a riser/day	\$25 a riser/day	\$25 a riser/day
Acoustical Shell	\$200/day	\$200/day	\$200/day	\$200/day
Additional Wireless	\$10 a unit/day	\$10 a unit/day	\$10 a unit/day	\$10 a unit/day
Podium	\$20/day	\$20/day	\$20/day	\$20/day
Projector	\$100/day	\$100/day	\$100/day	\$100/day
Chair	\$3 a chair/day	\$3 a chair/day	\$3 a chair/day	\$3 a chair/day
Tables	\$5 a table/day	\$5 a table/day	\$5 a table/day	\$5 a table/day
AV Streaming	\$200/day	\$200/day	\$200/day	\$200/day

Labor

Event Supervisor	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Technical Staff	\$16/hr	\$16/hr	\$16/hr	\$16/hr
House Manager	\$22/hr	\$22/hr	\$22/hr	\$22/hr
Lighting Designer	\$40/hr	\$40/hr	\$40/hr	\$40/hr
Custodial	\$25/hr	\$25/hr	\$25/hr	\$25/hr

Personnel Policies

- All events require a minimum of an Event Supervisor present during all hours Client is on premises.
- PAC Director will determine crew needs.
- Event Supervisor/Crew call is 30 minutes prior to the Client entering the building to open & prep the space.
- Event Supervisor/Crew is 90 minutes prior to Curtain during performance/event dates.
- Paper Tech meeting is required for all events, unless otherwise determined by the PAC Director--with 3 days minimum notice required.
- House Manager is required for all PAC auditorium events - call is no less than 90 minutes prior to Curtain.
- PAC does not provide Box Office staff or Ushers.
- PAC does not provide ticket sales services.

Guest Rules

- No food or drink in the auditorium, the stage & wings or the scene shop.
- Only PAC staff may operate facility equipment including but not limited to light board, sound board and rigging equipment.
- Only production participants & crew are allowed backstage. Please ask friends & family to wait in the lobby.

Series 2000 Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2506 Organizational Meetings

The Board's first regular meeting each calendar year will be an organizational meeting. During that meeting, the Board will:

- A. elect Board officers in compliance with Policy 2405. The Superintendent or designee will preside over the organizational meeting until a President is elected; and
- B. Reserved
- C. designate the District employee(s) authorized to post Board meeting notices under the Open Meetings Act.

The Board may perform any other act and conduct any other business it deems appropriate during an organizational meeting, and it may conduct additional organizational meetings during the calendar year.

Legal authority: MCL 380.11(a)(3)

Date adopted: 7/29/2021

Date revised:

Series 2000 Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2506-F Organizational Meeting Checklist

The following issues may be addressed by the Board at an organizational meeting conducted pursuant to Policy 2506:

- Elect Board officers (see Policy 2405):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

- Committee appointments (see Policy 2505)
- Establish the schedule for regular Board meetings
- Designate District staff member(s) authorized to post Board meeting notices under the Open Meetings Act: _____
- Designate authorized check signers: _____
- Designate depository(ies) for District funds: _____
- Designate legal counsel: _____
- Designate auditor: _____
- Designate official publication: _____
- Establish rental fees for District facilities and equipment (see Policy 3304)