



*Regular
Board Meeting*

Board Room

December 11, 2023



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, December 11, 2023 - 7:00 p.m.

I. CALL to ORDER

II. PLEDGE of ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. PRESENTATIONS

- a. Above and Beyond Recognition
 - i. Tanya Fehler
 - ii. Brad Vallie

VI. COMMUNICATIONS

- a. Annual MAISD Audit Management Decision Letter

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS

- a. OK Conference Realignment Proposal
- b. Review of West Michigan Conference Application

VIII. REMARKS FROM THE PUBLIC*

IX. CONSENT AGENDA

- 1. Approval of Bill Listing (attachment IX-1)

<u>Fund</u>	<u>Amount</u>
General Fund:	\$439,585.88
Other Funds:	
Early Childhood Center	\$3,982.84
Food Service	\$6,883.36
Cooperative Education (ISD) – Tech Millage	\$16,969.58
Capital Projects – Bond (2021)	\$74,946.51
Total Bill List:	<hr/> \$542,368.17

- 2. Acceptance of Monthly Financial Report (attachment IX-2)
- 3. Acceptance of Student Activity Summary Report (attachment IX-3)
- 4. Acceptance of Credit Card and Utilities Report (attachment IX-4)
- 5. Approval of Transfers and ACH Transactions Report (attachment IX-5)
- 6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-6)

7. Approval of Special Meeting Minutes – November 20, 2023 (attachment IX-7)
8. Approval of Regular Meeting Minutes – November 20, 2023 (attachment IX-8)

X. GENERAL BOARD BUSINESS

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

Elroy Buckner, Chairperson

1. Report of Committee Meeting held December 1, 2023 (attachment XI-1)
2. Acceptance of Bid for HVAC Building Controls (attachment XI-2)
3. TowerPinkster Contract – 259 N. 3rd Avenue, Fruitport, MI 49415 (attachment XI-3)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held December 4, 2023 (attachment XII-1)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held December 4, 2023 (attachment XIII-1)
2. Professional Staff Board Policy Update – First Reading; No action (attachment XIII-2)
3. Overnight Trip Request – Michigan Youth in Government (attachment XIII-3)

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

XV. AGENDA ITEMS FOR FUTURE MEETINGS

The Board will need to confirm the following dates and times:

1. Business & Finance Committee Meeting: January 8, 2024 at 6:00 p.m.
2. Personnel Committee Meeting: January 8, 2024 at 5:00 p.m.
3. Student Affairs Committee Meeting: January 8, 2024 at 5:30 p.m.
4. Board of Education Meeting: January 15, 2024 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. ADJOURNMENT

Note: A walk through of the property at 259 N. 3rd Avenue, Fruitport, MI 49415, led by John Winkas, Director of Operations, will take place after the Board of Education meeting adjourns. No action of the Board of Education will take place at this walk through of the property.

*Time is provided for members of the audience to address the Board of Education regarding any topic including items on the agenda. The Board is providing two opportunities for the public to comment during the meeting. The first is for people who wish to bring issues to the Board of Education for board consideration. At the end of the meeting, the Board will provide a brief opportunity for community members to comment on activities and/or discussion that took place during the Board meeting. Time limits may be placed if a large number of individuals would like to address the Board.

Note: Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

November 20, 2023

Mark Mesbergen
Director of Business & Finance
Fruitport Community Schools
3255 Pontaluna Rd.
Fruitport, MI 49415

Dear Mr. Mesbergen:

In accordance with the Office of Management and Budget's Uniform Guidance 2, the MAISD has conducted a monitoring of the corrective actions that have been initiated by your district in response to the findings, reportable conditions and recommendations reported on the June 30, 2023 audit by your CPA firm.

The purpose of this review was to arrive at a "management decision" as to whether or not the audit findings are sustained, the reason for the decision and the expected district action to repay disallowed costs, make financial adjustments or take other action.

I am pleased to inform you that because your district's June 30, 2023 audit contained no findings, reportable conditions or recommendations, no management decision is required. There are no disallowed costs, financial adjustments or other action required of the district.

You are to be congratulated on your clean June 30, 2023 audit. Keep up the good work.

If you have any questions on this process or our management decision, please contact me at 231-767-7207.

Sincerely,


Mike Schluentz
Associate Superintendent

kg

C: Kathy Morris

Jason Kennedy, Superintendent



Kennedy, Jason <jkennedy@fruitportschools.net>

Advisory vote on OK Conference Realignment proposals # 2

Feenstra, David <dfeenstra@gpsbulldogs.org>

Mon, Dec 4, 2023 at 2:27 PM

To: Joel Wilker <wilkerj@bas-k12.org>, Marcus Harris <harrismar@grps.org>, Eric Talsma <etalsma@hamiltonschools.us>, Jonny Morehouse <jmorehouse@fruitportschools.net>, Ben Farkas <bfarkas@hpseagles.net>, Brandon Kimble <brandon.kimble@godwinschools.org>, Carl Roscoe <croscoe@kvilleps.org>, Phil Miedema <miedemap@calschools.org>, Jason Heerema <jheerema@grcs.org>, Jerry Haggerty <jhaggerty@gpsbulldogs.org>, Josh Glerum <jglerum@zps.org>, Joe Curcuru <josephcurcuru@grcatholiccentral.org>, Ted Hollern <hollert@wyomingps.org>, Taylor Schriber <Schriber@ghaps.org>, Ben Sherman <bsherman@fhps.net>, David Feenstra <dfeenstra@gpsbulldogs.org>, Cole Andrews <candrews@rockfordschools.org>, James Hogan <jhogan@springlakeschools.org>, Tony Santilli <tsantill@sbcglobal.net>, Tom Bouma <tbouma@gccsmi.org>, Megan Cusick <cusickfarms@gmail.com>, Tim Ritsema <tritsema@jpsonline.org>, Justin Walker <walkerju@grps.org>, Andy Mains <andrmains@hpsvikings.org>, Cory Anderson <coanderson@fhps.net>, Brady Lake <blake@bcpsk12.net>, Chris Zylstra <czylstra@egrps.org>, Fred Townsend <townsendf@calschools.org>, Blaine Brumels <blaine.brumels@kentwoodps.org>, Charlie Hess <chess@cppschoools.com>, Pat Marsman <pmarsman@nvps.net>, David Kool <dkool@schs.org>, Kevin Wolma <wolma@hope.edu>, Jordan Bandstra <jbandstr@zps.org>, Brian Hammer <bhammer@tkschools.org>, Adam Valk <valka@waylandunion.org>, Blake Muller <bmuller@hollandpublicschools.org>, Cliff Sandee <sandeec@reeths-puffer.org>, Jon Goei <jgoei@fhps.net>, Jeff Engbers <jengbers@unitychristian.org>, Kurt Johnson <johnsonk@grps.org>, Megan Pittman <meganpittman@grwestcatholic.org>, Bill Kennedy <kennedyb@westottawa.net>, Keith Guy <kguy@mpsk12.net>, Bradley Brunet <bradley.brunet@gmail.com>, David Engbers <dengbers@hollandchristian.org>, Jack Nummerdor <nummerdorj@monashores.net>, Brian Parsons <bparsons@gpsbulldogs.org>, mark howells <mark.p.howells@gmail.com>, Dave Emeott <David.emeott@kentwoodps.org>, Omar Bakri <omar.bakri@kentwoodps.org>, Jerry DeGroot <jdegroot@unitychristian.org>, Tracy Wilson <wilson@gghaps.org>, Bill Martin <martinw@calschools.org>, Troy Reedy <treedy@bcpsk12.net>, amena Moiz <amoiz@fhps.net>, Amy Pallo <apallo@fhps.net>, Tiffany Marrinan <tiffanymarrinan@grcatholiccentral.org>, Ken Szczepanski <kenszcz@hpsvikings.org>, Mitch Bosch <mbosch@hamiltonschools.us>, Jordan Beel <jbeel@hpseagles.net>, Kristy Jernigan <jernigank@westottawa.net>, Brad Mockabee <bmockabee@grcs.org>, Miles Colago <mcolago@hollandchristian.org>, Chad Conklin <cconklin@godwinschools.org>, Kendra Faustin <kfaustin@cppschoools.com>, Tom Hosford <thosford@rockfordschools.org>, Josh Baumbach <baumbaj@wyomingps.org>, Santino DiCesare <dicesares@waylandunion.org>, Terrence Tyrrell <terrencetyrrell@grcatholiccentral.org>, Tim Hoffman <thoffman@mpsk12.net>, Ben Armey <barmey@springlakeschools.org>, Andrea Mehall <amehall@hollandpublicschools.org>, Todd Henderson <thenderson@gccsmi.org>, Adam Lancto <alancto@gpsbulldogs.org>, Jennifer Bustard <bustardj@monashores.net>, Mark Thomas <mthomas@nvps.net>, Krista Wright <kwright@schs.org>, Steve Passinault <spassinault@fhps.net>, Craig Weigel <cweigel@egrps.org>, Jennifer Anderson <andersonj@reeths-puffer.org>, "Dr. Tim Mabin" <mabint@grps.org>, Travis Spaman <tspaman@zps.org>, Tony Petersen <tpetersen@tkschools.org>, Michael Ostrander <ostrandm@bas-k12.org>, Tom Molenkamp <molenkamp@npchristian.org>, Mike Leiter <mleiter@jpsonline.org>, Lauren Chesney <lchesney@fruitportschools.net>, Jessica Knoth <jknoth@zps.org>, Tony Fischer <tonyfischer@grwestcatholic.org>, Aaron Roussey <RousseyA@grps.org>, Nick Patin <npatin@kvilleps.org>, Brandi-lyn Mendham <bmendham@zps.org>, Brandon Graham <bgraham@jpsonline.org>, Brad Lusk <blusk@hamiltonschools.us>, Heidi Kattula <hkattula@egrps.org>, Matthew Cortez <mcortez@mpsk12.net>, Doug Vanderjagt <dvanderj@hpseagles.net>, Tim Bearden <beardent@westottawa.net>, Brent Noskey <bnoskey@bas-k12.org>, Kevin Macina <kmacina@bcpsk12.net>, Steve Edwards <edwardst@reeths-puffer.org>, Dave Washburn <dwashburn@cppschoools.com>, Todd Tolsma <tolsmat@npchristian.org>, Jim Alston <jalston@kvilleps.org>, Craig Hoekstra <hoekstc@wyomingps.org>, Steve Matthews <smatthews@rockfordschools.org>, Kevin Polston <kevin.polston@kentwoodps.org>, Roger Bearup <rbearup@gpsbulldogs.org>, Christina Hinds <chinds@nvps.net>, Dennis Furton <dfurton@springlakeschools.org>, Bill Fetterhoff <fetterhoff@godwinschools.org>, Jim Peterson <JPeterson@studiocraft.com>, Dirk Weeldreyer <weeldreyerd@calschools.org>, Dan Meester <dmeester@hollandchristian.org>, Scott VanBonn <scotvanb@hpsvikings.org>, Craig McCarthy <cmccarthy@tkschools.org>, Dave Faber <dfaber@dioceseofgrandrapids.org>, Eric Burgess <eburgess@gccsmi.org>, Aaron Meckes <ameckes@schs.org>, Jason Kennedy <jkennedy@fruitportschools.org>, Nick Cassidy <ncassidy@hollandpublicschools.org>, Sara Shubel <sshubel@fhps.net>, Tom DeJong <tdejonge@grcs.org>, Tim Reeves <reevest@waylandunion.org>, Bill O'Brien <obrienb@monashores.net>, Scott Grimes <grimess@ghaps.org>, Leadriane Roby <Robylead@grps.org>

Colleagues,

The OK Conference Realignment Proposals #2 are attached to this email.

The Athletic Directors advisory votes on OK Conference Realignment #2 and Football Only realignment #2 are due by NOON, on Monday, December 11, 2023.

The Results of the Advisory vote will be shared with the OK Conference Executive Board at 1:00 pm, on Monday, December 11, 2023, for their recommendation on whether to move the proposals on to the Executive Council for a Ballot vote.

Again, we need to thank the members of the Realignment Committee for their earnest participation in over 23 hours of meetings to create realignment proposals that work for member schools. The Committee members used information from the surveys to help make decisions regarding the proposals. Here are some of the primary considerations from the Realignment Committee

Crossovers were not mandated by the committee because doing so created issues in the past, and it is our understanding that most schools prefer to schedule their own non-divisional games. Schools in six team divisions will have bye-weeks determined by the scheduling committee to coincide with other conferences around the State.

We strongly encourage schools to take care of each other and schedule OK Conference member schools.

No More than two parochial schools in any division.

We continued to look at enrollment, geography, and programs in determining divisions.

The Football only proposal was based primarily on MHSAA football classification.
The Committee did make some accommodations for schools struggling to keep their programs

Thank you for your stewardship to members of the OK Conference.

Dave and Jerry
OK Conference Commissioners



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63K

OK Conference Realignment

Red	Green	Gold	Black	White	Silver
East Kentwood	Jenison	GR Union	Zeeland West	FHN	Fruitport
Rockford	Caledonia	Wyoming	Zeeland East	GR Ottawa Hills	Godwin
West Ottawa	Byron Center	Northview	Holland	FHC	Kelloggsville
Hudsonville	Mona Shores	TK	Spring Lake	EGR	Belding
Grand Haven	Reeths Puffer	Wayland	Hamilton	FHE	Comstock Park
Grandville	Muskegon	South Christian	Holland Christian	GR Christian	Hopkins
		GR West Catholic	Unity Christian	GR Catholic Central	NP Christian
					Calvin Christian

Football Only - No Mandated Crossovers

Red	Green	Gold	Black	White	Silver
Rockford	Muskegon	FHC	EGR	Spring Lake	Belding
Grandville	Byron Center	Zeeland West	Northview	Wayland	Comstock Park
Hudsonville	Mona Shores	Zeeland East	Thornapple-Kellogg	Hamilton	Hopkins
West Ottawa	Reeths-Puffer	Wyoming	GR Ottawa Hills	FHE	Godwin
East Kentwood	FHN	Unity Christian	Holland Christian	GR Christian	Kelloggsville
Jenison	GR Union	South Christian	GR Catholic Central	GR West Catholic	Fruitport
Grand Haven					Holland
Caledonia					



West Michigan Conference



Application Policies and Procedures



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INTRODUCTION

This application process has been developed by the member schools of the West Michigan Conference to provide interested schools in applying for membership into our conference guidance through the application process required of member schools, as well as a process by which member schools be replaced should the need arise. The completion of this application packet will provide insight and valuable information to the evaluation committee throughout the process outlined in this application packet. When considering application to the West Michigan Conference, the evaluation committee will be reviewing the following items listed within this application:

1. Enrollment
2. Programs and offerings
3. Geography and location
4. Facilities
5. Athletic philosophy, history, sportsmanship, participation, crowd control, and current and past conference affiliations.

GENERAL PHILOSOPHY OF ATHLETICS

Member schools of the West Michigan Conference recognize that interscholastic athletics are an integral part of the total educational experience for the students that we serve within our schools. Therefore, the constitution of the West Michigan Conference has been established to better promote and control interscholastic activities between its member schools, so that the common interest of all member schools remains focused on providing activities that are educationally, as well as physically sound for each student participant. Therefore, we believe:

Organization of the league – The Executive Committee of the West Michigan Conference is comprised of the principal from each member school, and the Athletic Board is comprised of the athletic director from each member school. Conference members will occupy conference offices for one school year, starting at the last regular meeting of the school year. Rotation of offices will be by alphabetical order of school names as outlined in the constitution of the West Michigan Conference.

Follow policy consistent with MHSAA – Each member school is responsible for following and complying with all regulations outlined in the Michigan High School Athletic Association (MHSAA) handbook. MHSAA contest rules and regulations shall govern all athletic contests within the conference.

Good sportsmanship and citizenship - The West Michigan Conference has long developed guidelines by which each member school is held accountable to in order to ensure the promotion of good sportsmanship and citizenship within our conference. It is the expectation of the West Michigan Conference that all member schools will follow and abide by the guidelines set forth by the conference regarding sportsmanship.

ELIGIBILITY CRITERIA

1. Applicant schools must be recognized as Michigan secondary schools and must be a member of the Michigan High School Athletic Association (MHSAA). Three years or more of participation in MHSAA tournaments in each of the mandatory athletic offerings outlined below is required to be considered for membership. A copy of the applying school's current membership resolution with the MHSAA may be requested by the evaluation committee.
2. The WMC seeks to maintain the current enrollment differential that exists between the smallest member school and the largest member school in its conference. To that end, applicant schools must not have an enrollment greater than 2.5 times the current enrollment of the smallest member school of the WMC. For application purposes, the evaluation committee will consider an applicant school's enrollment to be the most recent calculated enrollment that was submitted to the MHSAA after the most recent February pupil membership count.
3. Applicant schools must offer the following sports in order to be eligible for application to the West Michigan Conference. An applicant school must have all six (6) of the mandatory athletic offerings, in addition to seven (7) of the secondary athletic offerings in order to be eligible. This represents a total of 13 athletic offerings needed to be eligible for application.
 - a. Applicant schools must offer the following mandatory athletic offerings to be eligible for conference consideration: football, volleyball, girls' basketball, boys' basketball, girl's track, and boy's track.
 - b. Applicant schools must offer at least seven of the following secondary offerings - girls cross country, boys cross country, girls' soccer, boys' soccer, boy's golf, wrestling, competitive cheer, baseball, softball, girl's tennis, boy's tennis, bowling.

APPLICATION AND REVIEW PROCESS

1. Applicant schools to the West Michigan Conference must follow the set of criteria listed below in order to be considered for acceptance into the conference.
2. All sections of the application, including the self-assessment MUST be typed.
3. The completed application, self-assessment, and any supporting documents for a school's application should be sent directly to the chairperson of the West Michigan Conference. The chairperson is the principal from the member school who is currently in charge of the conference. Please refer to the expansion /replacement timeline outlined in this packet for necessary application deadlines.

4. The president of the executive committee has the sole authority within the conference to solicit non-member schools for application to the West Michigan Conference. All inquiries of application to the West Michigan Conference must go through the conference president of the executive committee to be considered for formal application to the conference. Member schools share in this responsibility to serve as conference president from year to year, and this position is determined based upon the alphabetical ordering of schools, as outlined below:

- 2011 – 2012 – Oakridge High School
- 2012 – 2013 – Ravenna High School
- 2013 – 2014 – Shelby High School
- 2014 – 2015 – Whitehall High School
- 2015 – 2016 – Hart High School
- 2016 – 2017 – Mason County Central High School
- 2017 – 2018 – Montague High School
- 2018 – 2019 – North Muskegon High School
- 2019 – 2020 – Oakridge High School

5. Application materials, self-assessments, and all other supporting documents will be reviewed by the West Michigan Conference athletic committee. The committee will review applications and prepare a recommendation to the executive committee. The executive committee will meet to review the applications and to determine the appropriate action. The executive committee will decide to either: (1) proceed with expansion, complete site visitations, and then vote on acceptance, or (2) to deny expansion, and thus deny acceptance of each applicant.

6. The role of the site visitation is to verify the accuracy of the information presented in the self-assessment and the supporting documents to the application. The site visitation committee will be made up of the principal and athletic director from the school that is in charge of the conference during that year, as well as an equal distribution of athletic directors and principals, with representation from each member school in the conferences. Site visitors will attend athletic contests and/or athletic practices at the applicant school, wherever and whenever possible. The site visitation will include interviews of the school's administrative staff and coaching staff. The site visitation team will prepare a written report and present it to both the athletic committee, as well as the executive committee.

7. Applicant schools that apply to the league and that are approved by a two-thirds vote by the member school's boards of education will be eligible for full athletic participation in the conference two years from the August 1st deadline that they apply by. For instance, a school that applies by August 1, 2012 will be eligible to fully participate in the league as a new member school on August 1, 2014. An applicant school in this position would be approved by the vote outlined above by June 30, 2013. Matters of replacement may occur on a timeline that is more practicable depending upon the situation that arises, pending the approval of the executive committee.

WMC EXPANSION / REPLACEMENT TIMELINE

Date	Requirement
By August 1	Letters of application are due to the conference president.
August	Discussion of applicants at the conference meeting in August.
September	Advisory vote by the athletic committee to expand or not expand will occur. A simple <u>majority</u> vote of athletic directors is needed for recommendation to the executive committee in October. A quorum of member schools must be present to vote on this recommendation.
October	Discussion of the athletic committee's recommendation and vote by executive committee to accept or reject recommendation. A two-thirds <u>majority</u> vote of principals is needed for recommendation of a site visitation committee to be developed. A quorum of member schools must be present to vote on recommendation.
November	If a two-thirds majority vote of principals exists, a site visitation committee is formed and is made up of the members as described above in #6 on page 5.
December	Site visitation committee planning meeting occurs to prepare for site visitation to the applicant schools.
January / February	Site visitations occur by the committee and reports are prepared for presentation to the athletic and executive committees.
March	Site visitation committee reports are presented to the athletic committee, and an advisory recommendation is prepared for the executive committee at their meeting in April.
April	Athletic committee reports to the executive committee and shares their recommendation with the executive committee. The executive committee reviews the recommendation and votes to accept or reject the athletic committee's recommendation.
May	If approved, the recommendation appears on all current member school's board of education agendas as an informational / discussion item.
June	Current member school's board of education votes to accept or reject the recommendation of the executive committee. Expansion and/or replacement must be approved by a two-thirds vote of all member schools within the West Michigan Conference.
Before June 30	President of the executive committee notifies applicant schools in writing of the decision made by the vote of member school's board of education. The president of the conference will serve as the chief spokesperson for the conference through this entire process.

PREPARING FOR THE ATHLETIC PROGRAM SELF-ASSESSMENT

Overview

This application package is designed to provide the West Michigan Conference with a profile of your school's athletic program, and to afford you the opportunities to highlight practices and / or accomplishments you deem to be important for this application process.

The quality of the written documentation will have a considerable influence on how the West Michigan Conference committee evaluates your program. Please be complete, yet concise in your description of the required information. The program self-assessment should be well written and carefully reviewed for content and style before submitting.

Please note that representatives of the West Michigan Conference may contact your school and / or district, as well as the Michigan High School Athletic Association for compliance issues, violations, and / or sanctions.

Technical Specifications

1. All responses MUST be typed and presented in a professional manner.
2. Each applicant school must submit eight (8) copies of the completed application and self-assessment documentation. All copies, including the original application, must be single sided for uniformity.
3. Please note that the certification sheet requires the signatures of the school district superintendent, the principal, and the athletic director or athletic administrator. These signatures certify that each of the three officials have reviewed the content of the self-assessment, including the statement of eligibility, and has determined that the information contained within such documents is accurate.
4. Self-assessments, when completed properly, and with the inclusion of all stakeholder groups, can be a meaningful avenue for self-improvement. It is expected that the applicant school will invite representatives from various stakeholder groups that exist within its school to be a part of the process.

PART I - STAKEHOLDER INFORMATION / CERTIFICATION

Name of High School: Fruitport High School

MHSAA Enrollment and Classification: 794 (As of February 8, 2023); Class B
Please use the most recent calculated February pupil membership count that was submitted to the Michigan High School Athletic Association.

Current League/Conference Affiliation: OK Conference – Blue Division

Name of Superintendent: Mr. Jason Kennedy
(Specify: Mr., Mrs., Ms., Miss, Dr., other)

Superintendent’s E-mail Address: jkennedy@fruitportschools.net

Name of Principal: Mrs. Lauren Chesney
(Specify: Mr., Mrs., Ms., Miss, Dr., other)

Principal’s E-mail Address: lchesney@fruitportschools.net

Name of Athletic Administrator: Mr. Jonny Morehouse
(Specify: Mr., Mrs., Ms., Miss, Dr., other)

Athletic Administrator’s E-mail Address: jmorehouse@fruitportschools.net

Mailing Address: 357 N. 6th Ave. Fruitport, MI 49415

Telephone: (231) 865-3101

Fax: (231) 865-6351



We have reviewed the information contained in this application and self-assessment, including the eligibility criteria required of the West Michigan Conference, and certify to the best of our knowledge that the information contained in this application is accurate.

_____ (Superintendent’s signature)	<u>December 12, 2023</u> Date
_____ (Principal’s signature)	<u>December 12, 2023</u> Date
_____ (Athletic Administrator’s signature)	<u>December 12, 2023</u> Date

PART II – SUMMARY STATEMENTS

1. Please describe your athletic program’s vision or philosophy, the school’s athletic tradition, and any major athletic programming goals that your school is working toward.

In keeping with the District’s vision to empower individuals to positively impact their world, the Fruitport Athletic Department aims to provide students opportunities to develop character, loyalty and school spirit; to practice teamwork, hard work, discipline, sacrifice, leadership and sportsmanship; and to gain lifetime appreciation for sports and a healthy lifestyle. The District seeks to provide activities that are educationally, as well as physically sound for each student. The District is also committed to a quality interscholastic athletic program that provides desirable learning experiences. The Athletic Department is dedicated to continuing development and re-evaluation in order to provide student athletes with opportunities to develop fully as competitors, as learners, and as people.

The District’s Strategic Action Plan to be adopted by the Board of Education in January 2024 outlines the following six (6) key areas of focus regarding its athletic programs:

1. To explore athletic conference options for the District to consider for application, including the West Michigan Conference.
2. To develop a one (1) TEAM culture, support system, and growth mindset for coaches in all athletic programs.
3. To develop a bond project strategy that supports the continuous improvement and upgrade of the District’s athletic facilities. The District has a Master Facilities Plan through 2056 that will continue to be updated, including athletic facilities.
4. Continued development, planning and communication with game management, staff, coaches, and students regarding the emergency action plan for each athletic field and gym in the district; To conduct training on safety protocols for after school programs and events.
5. To recruit high quality coaches, promote growth through strategic professional development, and promote the retention of high quality coaches; To strengthen the hiring process to recruit coaches who also serve as District employees in other capacities.
6. To continue the development, support, and growth of our student athletes in the classroom, field/gym, and community; To promote educational excellence with all athletes and coaches; To promote a student and learner first mentality to improve our culture of learning.

2. Summarize what your school believes to be your major accomplishments over the past five (5) years. Also, please describe what you believe to be the qualifications that make your application to become a member school of the West Michigan Conference a good fit for our conference.

The District and Athletic Department are focused on continual growth and improvement, yet are proud of many major accomplishments over the last five (5) years. Some of those major accomplishments, but not limited to, are outlined below:

- Championships: Nine (9) OK Conference titles, four (4) MHSAA District titles, one (1) MHSAA regional title, eight (8) GMAA titles (*continued on next page*).

- State Championships and Finalists: Championship 110 m hurdles (Ethan Flores – 2019), Equestrian Team State Champions (2019-2020), Championship Boys 4X200 Relay Team (2021), Finalist Boys 4X100 Relay Team (2022), State 3rd Place Finish Boys Track Team (2021), State Runner-up Individual Girls Bowling (Brynna Hanson – 2023).
- All-State Athletes and Teams: Numerous Team and Individual All-State Academic honorees, twenty-five (25) all-state athletes (not counting honorable mention) in the last five (5) years, and numerous state qualifying championship teams through cross country, track and field, tennis, bowling, and wrestling.
- Facility Upgrades:
 - Fruitport Stadium - Brand new track, new pit areas, new field turf (lined for football and soccer), new LED stadium lights (summer 2024), and new ADA parking lot.
 - Ken Erny Field (Soccer) - New sound system, new scoreboard, updated press box, and new LED stadium lights (summer 2024).
 - Baseball/Softball Field - Updated batting cages, new scoreboards, new sound system.
 - Fruitport Gym - New sound system, new scoreboards, new mats for wrestling and competitive cheerleading, new net systems for volleyball, new locker rooms for visiting teams, and new team rooms for Fruitport programs.
 - Wrestling Mat Room - Brand new mat room for our wrestling and cheer programs.
 - Tennis – Eight (8) brand new courts, and one (1) indoor training court in the new middle school auxiliary gym.
 - New Auxiliary Gym – New auxiliary gym space opened at Fruitport Middle School in December 2023.

PART III – SCHOOL AND ATHLETIC DEMOGRAPHICS

1. Select the category that best describes your school location (check one):
 - a. Urban or large central city
 - b. Suburban
 - c. Small city or town in rural area (Village of Fruitport)
 - d. Rural

2. Complete the tables below describing student enrollment in school and in interscholastic athletics for the most recent school year. When counting student athletes, please count the student athlete only once if they participate in multiple sports.

SCHOOL ENROLLMENT

(Based upon most recent February 2023 count submitted to the MHSAA)

Grade Level	Male	Female	Total Population
9 th grade	116	85	201

10 th grade	119	98	217
11 th grade	89	91	180
12 th grade	102	94	196
Total			794

NUMBER OF STUDENT-ATHLETES
(Based upon the completed 2022-2023 school year)

Grade Level	Male	Female	Total Student - Athletes	Percentage (%)
Grade 9-12 Totals	285	211	496	62.4%

PART IV – ATHLETIC STAFF DEMOGRAPHICS

1. ATHLETIC ADMINISTRATOR DEMOGRAPHICS:

a. Check the designation that the athletic administrator has achieved:

RAA CAA CMAA

- The District’s Athletic Administrator, Jonny Morehouse, has completed all of the CAA coursework and will be taking the assessment to earn the CAA credential.

b. Years of service as an athletic administrator: 4 years

c. Years of membership with MIAAA: 7 years

2. COACHING STAFF DEMOGRAPHICS:

a. Head Varsity Coaches:

Number of head varsity coaching positions:	<u>20</u>
Number of above coached by males:	<u>16</u>
Number of above coached by females:	<u>04</u>
Number of above coached by faculty members:	<u>15</u>
Number of above coached by non-faculty members:	<u>05</u>

b. Assistant Coaches:

Number of varsity assistant coaching positions:	<u>09</u>
<i>(Does not include volunteer assistant coaches, only Schedule B positions.)</i>	

Number of above staffed by males:	<u>08</u>
Number of above staffed by females:	<u>01</u>
Number of above staffed by faculty members:	<u>01</u>
Number of above staffed by non-faculty members:	<u>08</u>

c. Total Staff:

Total number of head and assistant coaching <u>positions</u> :	<u>41</u>
Total number of coaching staff with teacher certification:	<u>18</u>

3. AUXILLARY ATHLETIC STAFF:

a. Do you provide training services for athletic teams?

- Yes, the District partners with Trinity Health to provide athletic training services to District athletes. The District also partners with Trinity Health to provide strength and conditioning services to support its high school strength and conditioning class.

b. Number of hours worked by the school trainer: 32-40

c. Are training services provided equitably for all sports?

- The District's athletic trainer, in partnership with Trinity Health, provides athletic training services equitably to all sports and programs offered at Fruitport Community Schools.

d. Describe how your school district supports the following positions:

i. Athletic secretary

- The District employs a full-time athletic secretary at Fruitport High School. In addition, a portion of the job duties of one of our middle school secretaries is allocated toward athletic support for middle school student athletes, coaches, and the athletic administrator.

ii. Event supervision / management

- The District employs event management supervision staff that work under the direction of the Athletic Administrator.

iii. Event staff (ticket sellers-takers, announcers, scorers, timers, etc.)

- The District employs event staff for positions such as ticket sellers-takers, announcers, scorers, timers, etc. that work under the direction of the Athletic Administrator.

PART V – SCOPE OF PROGRAMS

1. Number of varsity programs sanctioned by the athletic department, the MHSAA, or by any other governing body, also specify program(s):

- All listed programs are sanctioned by the Fruitport Board of Education, the Fruitport Athletic Department, the OK Conference, the Greater Muskegon Athletic Association, the MHSAA, and the NFHS.

- a. Number of varsity programs for female participants: 11 + 1 (coed) = 12
 b. Number of varsity programs for male participants: 11 + 1 (coed) = 12
 c. Number of coed varsity programs: 01
 d. Please list your varsity programs in the table below:

Female Athletic Programs	Male Athletic Programs	Coed Athletic Programs
Basketball	Baseball	Wrestling
Bowling	Basketball	
Competitive Cheer	Bowling	
Cross Country	Cross Country	
Golf	Football	
Lacrosse (Cooperative with Mona Shores)	Golf	
Soccer	Ice Hockey (Cooperative with Reeths-Puffer)	
Softball	Lacrosse (Cooperative with Mona Shores)	
Tennis	Soccer	
Track and Field	Tennis	
Volleyball	Track and Field	

2. Please complete the table below and list your sub-varsity level athletic offerings.

Female Junior Varsity Athletic Programs	Male Junior Varsity Athletic Programs	Coed Athletic Programs	Male or Female Freshmen Athletic Programs
Basketball	Baseball		Boys' Basketball
Soccer	Basketball		Girls' Basketball
Softball	Football		Volleyball
Tennis	Soccer		Football (some years)
Volleyball			Baseball (some years)

PART VI – POLICIES AND PRACTICES – SPORTSMANSHIP

Please respond in a narrative format explaining your school policy and or practices regarding the following sportsmanship strategies. Feel free to attach any written school policies as they would apply to these areas.

1. Describe how your school deals with issues of unsportsmanlike behavior.

The District believes that participation in athletics is a privilege, not a right, and that athletes are expected to exemplify outstanding citizenship in the greater community, as well as in the school, and on the field of play. Athletes may be denied participation for violations of the athletic code. The Department's Handbook for student athletes and parents outlines acceptable behavior and unacceptable behavior. Student athletes are held to the highest standard, which often exceed the minimum MHSAA requirements. Citizenship and sportsmanship violations will result in a minimum 10% of the season suspension, and may result in immediate removal of the student athlete. Any person, including adults, who behave in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event or denied future admission for conduct. In rare cases, no trespass orders are issued, and copied to law enforcement and the Prosecutor's Office.

2. Describe how your school communicates its expectation of good sportsmanship.

The District's expectations of good sportsmanship are printed in the athletic student handbook, the parent handbook, and the coach's handbooks. These documents are required to be reviewed every year through Final Forms, and the parents and student athletes are required to sign these documents each year. In addition, formal announcements are made at each game, the expectations are posted on the District's athletic website, and regular meetings take place with our Student Leadership Team so that the expectations are well communicated to those leading our student sections at events. These are examples of the forms of communication used by the District.

3. Is a process in place to evaluate spectator, player, and coaches' behaviors?

The process begins with the communication plan that has been established in the Athletic Department. This plan communicates expectations and provides notice to spectators, parents, and players. The coach's handbook also addresses the expectations of coaches. With the expectations established, clear consequences are established and enforced. At the end of each season, data pertaining to reports from officials, ejections, and other forms of data are evaluated to determine whether expectations were met. As an example, ejections across all sports and all seasons have been reduced each of the last three years from four (4) to two (2) to zero (0) in the current year, which is the expectation of the District.

4. Has your school board of education adopted a sportsmanship statement? If so, please attach a copy of the policy to this document. Yes No

PART VII – POLICIES AND PRACTICES – PERSONNEL

1. Please describe your school district's policy or practice regarding each of the following:

a. Student - Athlete Training Code:

Please see the attached Student-Athlete Training Code, as outlined in the District's handbook for student athletes and parents.

b. Academic Eligibility:

A student must have received credit for at least five (5) of the six (6) classes that they are enrolled in during the previous semester of attendance. A student who does not meet this requirement is ineligible for a minimum of the entire following semester, or until all deficiencies are made up, according to the MHSAA Handbook. Academic eligibility checks are regularly completed, and if a student is not passing at least five (5) of six (6) classes at that time, the student is ineligible for competition until the next check is completed, but not less than the following Monday through Sunday.

c. Athletic Injury Insurance:

The District provides accident insurance that covers medical and dental expenses (excess basis only) related to a covered injury from a District student's participation in any school activity, including athletics. The District partners with Bollinger Specialty Group, a Gallagher Company, to provide this injury insurance to its students.

2. Please describe the process or procedure used to encourage multi-sport participation by students.

The District emphasizes the value of participation. The District encourages multiple sport participation over year round specialization, and believes that extracurricular participation develops well rounded and well prepared students. Coaches work collaboratively to allow multiple sport participation.

3. Please describe the budgeting process used for athletics in your school district.

Each program has a line item in the District's budget to support that program. In addition, each program also has an internal student activity account that is used to support the program beyond the annual budget. Schedule B has been established in the Collective Bargaining Agreement to support the compensation of coaches within the programs that are offered by the District.

4. Please attach a copy of your school district's evaluation document that is used to evaluate your school district's athletic coaching staff.

The District has attached a copy of both the self-assessment that is required to be completed of athletic coaches, and a copy of the evaluation document that is used with athletic coaches by the athletic administrator.

PART VIII – POLICIES AND PRACTICES – FACILITIES

1. Please respond to each of the following facility issues and how your school district has addressed your needs in relation Title IX.

a. Athletic Locker Rooms

The District officially opened a new high school to begin the 2021-2022 school year. The athletic locker rooms were designed to meet the needs of all student athletes, and are fully compliant with all required building codes and statues. The locker rooms are fully accessible by all genders and are fully compliant with current Title IX regulations.

b. Athletic Training Room

The District officially opened a new high school to begin the 2021-2022 school year. The athletic training room was designed to meet the needs of all student athletes, and is fully compliant with all required building codes and statues. The training room is fully accessible by all genders and is fully compliant with current Title IX regulations.

c. Weight Room or Fitness Center

The District officially opened a new high school to begin the 2021-2022 school year. The weight room and fitness center were designed to meet the needs of all student athletes, and are fully compliant with all required building codes and statues. The weight room and fitness center are fully accessible by all genders and are fully compliant with current Title IX regulations.

d. Outside fields for baseball and softball use

Regular updates continue to be made to our baseball and softball facilities, and the fields are regularly used to host GMAA events. The baseball and softball fields are next to one another, and share a restroom facility and a concession stand (built in 2010). The concession stand is housed at the softball field. Both fields had new 9 inning scoreboards installed in 2023, both fields have press box facilities (built in 1998 and updated in 2010), and the grounds and maintenance crews are regularly making updates to the playing surfaces. Fencing and team dugouts were newly built at both fields in 2015. Our baseball and softball fields are fully compliant with current Title IX regulations.

e. How are practice times and dates scheduled for your teams?

The District has a competition gym, a volleyball gym, and a wrestling mat room at its high school. The District's middle school has both a competition gym and a brand new auxiliary gym, with renovated bleacher seating, that was just opened in the fall of 2023. The District converted its pool into an auxiliary gym space for additional space to practice and support the community. Each fall and spring sport has their own separate facility that is schedule by the coaching staff within those programs. For winter sports, where indoor facilities are shared amongst programs, a Google form and sheet are shared between coaches and the practice times are collaboratively established based upon the needs of student athletes and coaches in those programs.

2. Please respond to each of the following facility issues and how your school district has addressed your needs in relation to the Americans with Disabilities Act (ADA).

a. Athletic Locker Rooms

The District officially opened a new high school to begin the 2021-2022 school year. The athletic locker rooms are fully compliant with the Americans with Disabilities Act.

b. Athletic Training Room

The District officially opened a new high school to begin the 2021-2022 school year. The athletic training room is fully compliant with the Americans with Disabilities Act.

c. Weight Room or Fitness Center

The District officially opened a new high school to begin the 2021-2022 school year. The weight room and fitness center are fully compliant with the Americans with Disabilities Act.

d. Outside fields for baseball and softball use

Parking facilities are immediately adjacent and in near proximity to the baseball and softball fields, and the facilities are in compliance with ADA standards. The District will work with all spectators to ensure an enjoyable experience in support of the student athletes that they are at our facilities to watch.

e. How are the needs of disabled spectators addressed in the venues at your school?

As an example, in response to a need to improve ADA access and parking at our outdoor athletic facilities, the District constructed a brand new ADA parking lot outside of the football / track and field stadium. As another example, the District constructed a fully ADA compliant ramp at the entrance to our new auxiliary gym. The District is continually working to improve the experience for all spectators while in the venues at our school. Reasonable accommodations are made for disabled spectators, and can be requested by contacting our Athletic Administrator or our Director of Operations.

f. Describe any policies or practices that allow for disabled students to be members of your athletic teams?

The District adheres to a strict non-discrimination policy, as outlined in the Board's policy. No person shall be excluded from participating, be denied the benefits of, be treated differently from another person, or otherwise discriminated against in any interscholastic athletic program at Fruitport Community Schools.

FACILITY EVALUATION

Sports Facility	Exceeds Expectations	Meets Expectations	Below Expectations	Comments
Football				
Field Condition				New Turf (Fall 2022)
Seating Capacity				Seating Capacity: 3,343
Parking				Ample parking is available, with a new ADA parking lot having been added with field upgrades to begin fall 2022.
Restrooms				These need improvement and updating.
Concessions				This needs improvement and updating.
Locker Rooms				A brand new multipurpose gym at our middle school is used to house visiting football teams. This space was officially opened in the fall of 2023.
Scoreboard				Scoreboard replaced in 2017.
Safety Issues				Bleachers were reconditioned during the fall of 2023; Stadium lights will be replaced with LED

				fixtures in the summer of 2024.
--	--	--	--	---------------------------------

Basketball	(Boys and Girls)			
Court Size				Competition gym court is regulation size; auxiliary gym courts are slightly smaller than regulation.
Team Seating				Ample team seating
Seating Capacity				Seating Capacity: 1,453
Parking				Ample parking at the school; new lots in 2021-2022.
Restrooms				Updated with the new high school in 2021-2022
Concessions				Updated with the new high school in 2021-2022.
Locker Rooms				New team locker rooms and new visiting team locker rooms (2021-2022)
Scoreboard				Brand New (Winter 2023)
Safety Issues				

Volleyball				
# of Courts				The District has a separate volleyball gym, yet, also has the ability to use multiple courts in the main gym.
Seating Capacity				
Equipment				New net systems in 2021-2022.
Parking				Ample parking at the school; new lots in 2021-2022.

Restrooms				Updated with the new high school in 2021-2022.
Locker Rooms				Updated with the new high school in 2021-2022.
Ceiling Height				Main gym height is approximately 32 feet; Volleyball gym height is 22 feet over the center of the court.
Scoreboard				Main gym scoreboard was replaced in 2023.
Safety Issues				

Baseball				
Field Condition				
Seating Capacity				Bleachers are available; however, spectators generally bring their own chairs and sit around the field.
Parking				Ample parking next to the field.
Restrooms				Built in 2010 with periodic updates; housed at the softball field.
Concessions				Built in 2010 with periodic updates; housed at the softball field.
Locker Rooms				Not available at the field.
Scoreboard				Brand new (Spring 2023)
Safety Issues				

Softball				
Field Condition				
Seating Capacity				Bleachers are available; however, spectators generally

				bring their own chairs and sit around the field.
Parking				Ample parking next to the field.
Restrooms				Built in 2010 with periodic updates.
Concessions				Built in 2010 with periodic updates.
Locker Rooms				Not available at the field.
Scoreboard				Brand New (Spring 2023)
Safety Issues				

Soccer				
Field Condition				
# of Fields				Two (2) game fields; one (1) grass field and one (1) turf field.
Separate Field				Yes, the soccer stadium is a grass field; however, the athletic stadium turf is also used, as necessary.
Parking				Ample parking; however, there is a short walk to the field.
Restrooms				Built in 2015 with periodic updates.
Seating Capacity				
Scoreboard				New scoreboard and sound system.
Safety Issues				Stadium lights will be replaced with LED fixtures during the summer of 2024.
Equipment				

Wrestling				
# of Mats				Brand new wrestling mat room (2021-2022)

Seating Capacity				Seating Capacity: 1,453
Parking				Ample parking at the school; new lots in 2021-2022.
Restrooms				Updated with the new high school in 2021-2022.
Concessions				Updated with the new high school in 2021-2022.
Locker Rooms				Updated with the new high school in 2021-2022.
Scoreboard				Brand New (Winter 2023)
Safety Issues				

Track	(Boys and Girls)			
# of Lanes				8 Lane Track
Track Condition				New Track (Fall 2022)
Field Event Areas:				
Shot Put				New (Fall 2022)
Discus				New (Fall 2022)
Long Jump				New (Fall 2022)
Pole Vault				New (Fall 2022)
High Jump				New (Fall 2022)
Seating Capacity				Seating Capacity: 3,343
Equipment				New (Fall 2022)
Parking				Ample parking is available, with a new ADA parking lot having been added with field upgrades to begin fall 2022.
Restrooms				These need improvement and updating.

Concessions				This needs improvement and updating.
Safety Issues				Stadium lights will be replaced with LED fixtures during the summer of 2024.

FACILITY RATING AND EVALUATION SYSTEM

Exceeds Expectations – Facilities, seating, capacity, parking, supervision, safety, equipment, and other assessed areas exceed minimum expectations. The school is capable of hosting large events that have a high level of spectator interest. **216 – 173** (80% or more of total points earned)

Meets Expectations - Facilities, seating, capacity, parking, supervision, safety, equipment, and other assessed areas adequate and the school can accommodate the typical crowd at a conference event. **172 – 130** (60% – 79% of total points earned)

Below Expectations – The school fails to meet minimum expectations for facilities, seating capacity, parking, supervision, safety, equipment, and other areas assessed in three or more categories. **129 – 0** (Less than 60% of total points earned)

Exceeds Expectations – 3 points

Meets Expectations – 2 points

Below Expectations – 0 points

72 rated categories = 216 points maximum

(To be completed by WMC site reviewer only)

Total Facility Points Earned: _____

Total Facility Ranking (Circle one):

Exceeds Expectations

Meets Expectations

Below Expectations

BOARD ACTION REQUEST FORM

Meeting Date: December 11, 2023

To: Board of Education

Attachments # IX-1 through IX-8

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

- Bill Listing
- Monthly Financial Report
- Student Activity Summary Report
- Credit Card and Utilities Report
- Transfers and ACH Transactions
- Personnel Report
- Special Meeting Minutes – November 20, 2023
- Regular Meeting Minutes – November 20, 2023

Background Information:

See attached

Financial Impact:

Recommended Action:

Approval of the Consent Agenda, as presented.

Action Taken:

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



**FRUITPORT COMMUNITY SCHOOLS
BILL LIST
Month of November 2023**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$439,585.88
EARLY CHILDHOOD CENTER	\$3,982.84
FOOD SERVICE	\$6,883.36
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$16,969.58
CAPITAL PROJECTS (BOND)2021	\$74,946.51
GRAND TOTAL	<u><u>\$542,368.17</u></u>

Fruitport Community Schools Monthly Financial Report 11/30/2023

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS					Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2021	2010	2017	2021	
Beginning Fund Balance:		5,089,704	432,824	582,640	713,947	1,534,325	5,449,435	142,624	639,207	117,048	
Revenues:											
Budgeted revenues:		38,563,198	1,585,296	557,500	866,500	-	-	-	-	-	
Actual revenues:											
	Jul.	2,242,646	-	-	80,122	18,309	17,109	5,047	15,862	3,965	2,383,060
	Aug.	355,419	7,797	8,174	73,356	4,926	16,998	90,278	283,738	70,923	911,609
	Sep.	1,091,368	27,999	45,940	79,142	5,354	16,057	213,400	670,702	167,649	2,317,610
	Oct.	2,494,738	204,808	20	86,929	5,575	15,570	5,834	18,337	4,583	2,836,396
	Nov.	3,305,177	5,574	-	-	5,444	14,527	849	2,668	667	3,334,905
Total Actual Revenues		9,489,349	246,178	54,133	319,549	39,607	80,262	315,408	991,306	247,788	11,783,580
Pro Rated budget Variance to date: Rev		6,578,650.65	414,362.07	178,158.47	41,492.33						
Expenses:											
Budgeted expenditures:		(38,956,169)	(1,739,666)	(318,410)	(1,021,305)	-	-	-	-	-	
Actual expenditures: ^											
	Jul.	(828,016)	(23,297)	(17,657)	(45,401)	(5,000)	46,657	-	-	-	(872,713)
	Aug.	(896,838)	(121,773)	(58,506)	(69,449)	(520,000)	(171,655)	-	-	-	(1,838,220)
	Sep.	(3,763,062)	(145,776)	(10,470)	(110,327)	-	(9,228)	-	-	-	(4,038,865)
	Oct.	(2,935,071)	(303,582)	(9,363)	(76,490)	-	(94,866)	(124,500)	(1,099,400)	(105,875)	(4,749,147)
	Nov.	(2,912,406)	(75,396)	(19,986)	(26,117)	-	(74,947)	-	-	-	(3,108,851)
Total Actual Expenses		(11,335,395)	(669,824)	(115,981)	(327,783)	(525,000)	(304,038)	(124,500)	(1,099,400)	(105,875)	(14,607,796)
Pro Rated budget Variance to date: Exp		(4,896,342.27)	(55,036.80)	(16,689.93)	(97,760.33)						
Ending Balance to date:		3,243,658	9,178	520,792	705,713	1,048,932	5,225,659	333,532	531,113		
Projected Ending Balance:		4,696,733	278,454	821,730	559,142	1,534,325	5,449,435	142,624	639,207		
Revenues over(under) Expenses to date:										(2,824,216)	
^Fifth Third Bank auto deductions have been included in actual expenditure totals											

Fruitport Community Schools
 Student Activity Summary Report
 Month ending November 30, 2023

Student Activity Sub Totals	BEGINNING BALANCE	NET CHANGE	ENDING BALANCE
District Wide Student Activity Accounts	73,623.28	3,745.76	77,369.04
Beach Elementary Student Activity Accounts	3,434.07	(1,437.99)	1,996.08
Edgewood Elementary Student Activity Accounts	38,072.81	7,836.29	45,909.10
High School Class of Student Activity Accounts	7,254.47	712.00	7,966.47
High School Athletic Student Activity Accounts	114,003.09	11,955.29	125,958.38
High School Student Activity Accounts	230,415.49	17,755.73	248,171.22
Middle School Student Activity Accounts	43,547.31	(5,847.84)	37,699.47
Shettler Elementary Student Activity Accounts	28,275.96	11,980.97	40,256.93
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	14,570.24	37.80	14,608.04
Total Student Activity Fund	\$ 553,797.16	\$ 46,738.01	\$ 600,535.17

Credit Card and Utilities Detail
For the month ending November 30, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
Consumers	\$ 576.76	\$ 769.55	\$ 815.10	\$ 274.08	\$ 1,199.23								\$ 3,634.72
Frontier	\$ 46.82	\$ 46.89	\$ 46.94	\$ 46.94	\$ 47.62								\$ 235.21
MISEC	\$ 28,332.91	\$ 27,808.37	\$ 26,951.62	\$ 30,850.42	\$ 1,773.41								\$ 115,716.73
Total Utilities	\$ 28,956.49	\$ 28,624.81	\$ 27,813.66	\$ 31,171.44	\$ 3,020.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,586.66
Credit Cards:													
General Fund	\$ 62,280.88	\$ 99,693.24	\$ 106,624.86										\$ 268,598.98
Early Childhood	\$ 2,173.76	\$ 4,845.71	\$ 2,832.47										\$ 9,851.94
Tech/Security Millage	\$ 1,795.63	\$ 5,005.08	\$ 1,441.43										\$ 8,242.14
Student Activities	\$ 2,802.76	\$ 15,785.19	\$ 25,227.62										\$ 43,815.57
Total Credit Card Charges	\$ 69,053.03	\$ 125,329.22	\$ 136,126.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,508.63

***Credit cards are always a month behind

Payment Date	Debit Account Desc	November 2023 Transfers Credit Account Desc	Amount
11/9/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***11/10/23 Payroll & ORS Transfer	\$ 966,525.68
11/24/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***11/24/23 Payroll & ORS Transfer	\$ 1,578,026.45
		Total Transfers in November	<u>\$ 2,544,552.13</u>

Personnel Report – December 11, 2023

It is recommended that the following candidates be offered contracts and/or salary increases pending final approval from the Board of Education:

Matthew Abel – Middle School Math and Technology Teacher
Travis Chorny – Transportation
Hannah Firos – Middle School Special Education Teacher
Genesis Gonzalez Jimenez - Transportation
Ellie Matzat – Noon Supervisor (Middle School)
Lynn Neuhaus – Transportation
Te’Andrea Wilson - Transportation

The following staff members will Resign/Retire/Reduce Hours/Transfer:

John McCollum – Edgewood Teacher (Retirement – End of Year)
Vanessa Thole – Middle School Special Education Teacher (Resignation)

The following positions are currently posted:

Behavior Services Coordinator
Bus Aide
Bus Driver
Central Receiving Specialist
Instructional Assistant – Multiple Positions
Premier Substitute Teacher
Robotics Coach
School Psychologist
Spanish and English Language Learner Teacher/Coordinator
Special Education Supervisor – ESU
~~Special Education Teacher – Middle School~~

Matthew Abel

matthewabel@gmail.com • (616)446-3529
4061 S Sheridan; Muskegon, MI 49444

Allison Camp
Curriculum Director
3255 E Pontaluna Rd.
Fruitport, MI 49415

Dear Ms. Camp:

I am writing to apply for the Math and Technology position at Fruitport Middle School. I believe you are already acquainted with much of my experience concerning being an educator.

As an educator, I bring my experience and education in math education. My certification includes an EX designation for mathematics education through grade 8. During my time as an elementary teacher, math has not only been a favorite subject it has been the one I have been most successful. Over 80% of my students are able to meet their growth targets in this subject.

I believe my record speaks for itself at this point. I look forward to seeing you again and discussing the fitness of this position..

Sincerely,

Matthew Abel

Matthew Abel

matthewabel@gmail.com • (616)446-3529
4061 S Sheridan; Muskegon, MI 49444

Education/Certification

- **Elementary/Secondary Admin Certification K-12, (ES)**, (May 2023-May 2028)
- **Masters of Arts – Ed. Leadership (MAE)**; Northern Michigan University (May 2023)
- **Michigan Professional Certification, (ZG, EX, K-8)**,(2022 - 2027))
- **Post-Baccalaureate Teacher Certification, K-8**; Western Governors University (2011)
- **Bachelor of Science – English Writing**; Northern Michigan University (May 2004)

Relevant Experience

Montague Area Public Schools – Montague, MI 2020-Present

Classroom Teacher

- Collaborated with team-teacher as well as a grade level to meet curricular, social-emotional, and other expectations through in-person meetings and observations.
- Collaborated with student families, promoting a strong sense of community through effective communication and clear expectations.
- Used conferencing to deliver high expectations to students and supported them with evidence-based best practices to meet their instructional goals.
- Led professional development, assisted with discipline, and aided in school improvement planning.

YMCA Camp Pentalouan – Montague, MI 2017 - 2020

Camp Director

- Planned and implemented Outdoor Education and Summer Camp routines, met licensing considerations, and maintained budget restraints.
- Assisted the Executive team in strategic planning and implementation of the strategic plan, including maintaining the association's voice in communication and meeting benchmarks.
- Hired, trained, and evaluated staff; collaborated with direct reports to promote positive discipline.
- Hired, managed, and trained staff in multiple environments, monitoring curriculum and instructional practices and providing instructional leadership of staff..

Grand Rapids Public Schools – Grand Rapids, MI 2011-2017

Classroom Teacher, Upper Elementary Level Leader (GR Montessori)

- Taught core subjects across three grades to 25-30 students in a Montessori curriculum.
- Created Montessori-aligned scope and sequence based on State Educational Standards.
- With Leadership Team, assessed instructional data to drive instruction and influence enrollment and retention of the student body of 500+ students within Grand Rapids Public Schools.
- Supported PBIS and MTSS Strategies in committee and in the classroom.

Further Work history available on request.

Skills/Certifications

- Add+Vantage MR, Course 1, 2 (2021)
- CPI
- Anger Management/Effective Discipline
- Montessori (K-6)

Matthew Abel

matthewabel@gmail.com • (616)446-3529
4061 S Sheridan; Muskegon, MI 49444

References

Jeff Henderson

Former Principal
RRO Elementary, MAPS
(231)638-9502
Supervisor

Allison Hier

Former Curriculum Director
MAPS
(231)730-3613
Supervisor

Rebecca Stephan

Student Support Specialist
RRO Elementary, MAPS
(231)894-9018
stephanR@mapsk12.org
Co-Worker

Gabe Gerlach

Executive Director
Muskegon YMCA
(231)722-9622
ggerlach@pendalouan.org
Supervisor

Kerri Reed

Principal
GR Montessori
(616)819-2405
reedk@grps.org
Former Principal

Tracy Morgan

Children's House Teacher
GR Montessori
(616) 634-6918
morgant@grps.org
Co-Worker

Hannah Firos
15330 Kruger Street, Unit 18
Spring Lake, MI 49456
(307) 287-5150
firos1hr@cmich.edu

11/27/2023

Dear Selection Committee,

Thank you for reviewing my resume and letter of introduction. I am applying for the Middle School Special Education Teacher advertised on your employment website. I am a soon-to-be graduate of Central Michigan University where I will obtain a bachelor's degree in Special Education (CI) with a minor in secondary English education. I will also be fully certified to teach special education and English in the state of Michigan. When deciding upon a major, I knew that I wanted to incorporate my excitement for working with children with disabilities as well as my love of spreading kindness and inclusivity in my community. Please allow me to describe my teaching experience and qualifications, and how I could contribute to the success of Fruitport Middle school.

In the fall semester of 2023, I had the opportunity to student teach at Greenville Middle School in Greenville, Michigan for sixteen weeks in a 6th through 8th grade Mild Cognitive Impairment classroom. During this placement, I was able to develop unit plans for both English and Math. Within these curriculums I implemented hands-on learning activities, small group interventions, and standards-based assessments. I also had the opportunity to develop my classroom management skills by managing student behaviors ranging in severity. I was also able to attend several IEP meetings in which I both observed and participated.

For approximately 18 months, I was employed by Total Spectrum LEARN as an Applied Behavior Analysis Technician. I worked with 4 clients ranging in ages 7-18. I became very familiar with data collection and analysis/interpretation to track progress and adapt programs. In addition, I improved my ability to manage large behavioral outbursts using methods such as wait time, physical management (QBS), and redirection.

Since I was twelve years old, I have volunteered with and coached Special Olympics athletes in Wyoming and Michigan. Most recently, I have worked with athletes in the Mount Pleasant, MI area coaching basketball, poly hockey, and bocce ball. This organization focuses heavily on teaching individuals with disabilities teamwork and the importance of healthy eating and exercise.

My teaching philosophy is based upon my belief that any student can learn and acquire the skills they need when given the appropriate tools and environment. I am confident that my students will progress towards their goals and aspirations because of my passion, organization, and creativity that I incorporate throughout the teacher strategies and pedagogies.

Sincerely,

Hannah Firos

Hannah Firos

15330 Krueger Street, Unit 18, Spring Lake, MI 49456 | (307) 287-5150 | missfiros2023@gmail.com

EDUCATION

Central Michigan University, Mount Pleasant, MI

Anticipated Graduation: December 2023

Bachelors of Science in Education

Overall GPA: 3.97

Major: Special Education (CI) Major GPA: 3.97

Minor: English GPA: 3.96

RELEVANT EXPERIENCE

Greenville Public Schools, Greenville, MI

Aug. 2023 - Present

Student Teacher

- Spent 16 weeks teaching in a 6th through 8th grade Mild Cognitive Impairment classroom at Greenville Middle School
- Constructed, taught, and implemented unit plans for math and ELA according to the Michigan Essential Elements Standards
- Managed student behavior both mild and severe
- Built professional relationships with both students and faculty
- Gained professional experience in the MiCI special education setting

Coleman Community School District, Coleman, MI

Jan. 2023 – April 2023

Student Teacher

- Spent 16 weeks teaching 10th and 12th grade English at Coleman High School
- Constructed, taught, and implemented unit plans
- Observed and contributed to several IEP meetings
- Built professional relationships with both students and faculty
- Gained professional experience in the general education setting

Mount Pleasant Public Schools, Mount Pleasant, MI

Sept. 2022 – Dec. 2023

Pre-Student Teacher

- Spent 16 weeks assisting and observing a special education teacher in a Mild Cognitive Impairment classroom at Mount Pleasant Middle School
- Redirected problem behaviors
- Evaluated and created assessment materials
- Implemented reading and writing interventions for a target student

Total Spectrum LEARN, Mount Pleasant, MI

Oct. 2021 – May 2023

Applied Behavior Analysis Behavior Technician

- Implemented Applied Behavior Analysis therapy to help children with Autism ages 7-18 to develop individualized functional skills
- Redirected and soothed problem behaviors
- Gathered data digitally
- Improved ability to begin/sustain positive relationships

ADDITIONAL WORK EXPERIENCE

Tri-Cities YMCA, Grand Haven, MI

June 2021 – August 2023

Day Camp Counselor/Integration Counselor

- Spent 10 weeks for three summers providing a fun, active, and safe summer day camp experience for children (ages 4-13) with/without disabilities
- Led campers in games and activities
- Taught swim lessons and water safety with CPR and First-Aid training
- Provided 1-on-1 support for campers with physical and cognitive disabilities

ADDITIONAL SECTIONS -

VOLUNTEER SERVICE-

- Coached Special Olympics Bocce Ball, Basketball, swimming, and poly-hockey
- Coached Special Olympics Basketball
- Coached Special Olympics poly-hockey
- Coached Special Olympics Swimming and Diving

CAMPUS INVOLVEMENT, LEADERSHIP EXPERIENCE, -

- **Michigan Council For Exceptional Children Student Board**, Treasurer/Secretary (Aug. 2022 - Present)
- **Kappa Delta Pi**, General Member (September 2020 – December 2022)
- **Kappa Delta Pi**, Treasurer/Fundraising Chair (May 2021 - May 2022)
- **National Council for Teachers of English**, General Member (Jan. 2022 - May 2022)

References -

Terri Brown

University Coordinator
Central Michigan University
Mount Pleasant, MI 48858
(989) 224-7228
brown1ts@cmich.edu

Lori Boyle

Special Education Professor
Central Michigan University
Mount Pleasant, MI 48858
(713) 412-8568
boyle2la@cmich.edu

Kevin Cunningham

Education Professor
Central Michigan University
Mount Pleasant, MI 48858
(989) 774-3386
cunni1kd@cmich.edu

Ellie Matzat

Coopersville, MI 49404

elliematzatq6afs_8yc@indeedemail.com

+1 616 422 2978

Work Experience

Store Manager

BIGGBY COFFEE - Coopersville, MI

June 2022 to Present

As one of the managers from Biggby Coffee I am responsible for making sure my staff is happy. Communication is a vital part to my job as well because it makes for a better experience with staff overall. Another key point in this job is completing deposits and covering shifts while making sure the store is organized both in cleanliness and operations.

Head Cheerleading Coach

Champion Force Athletics - Allendale, MI

September 2020 to Present

As a head cheerleading coach, I am known as the "manager" of the city I run. While not coaching, I plan weekly emails, organize routines, finish reports, and plan out other, behind-the-scenes details to help prepare for our competitions. I have helped coach with Champion Force Athletics since 2015, but I took on the role of head cheerleading coach in 2020.

Barista/Shift Leader

BIGGBY COFFEE - Coopersville, MI

June 2020 to Present

My role as a barista/shift leader at Biggby Coffee is to run shifts, communicate with customers, make beverages including but not limited to coffee, and set examples for other employees as I am a role model for many of my co-workers. I also have experience dealing with finances such as counting drawers and helping with deposits.

Education

High school diploma

Coopersville High School - Coopersville, MI

August 2018 to June 2022

Skills

- Sports Coaching
- Cheerleading
- Teaching
- Cash Handling

- Leadership
- Organizational skills
- Communication skills
- Customer service
- Management (Less than 1 year)

Certifications and Licenses

First Aid Certification

CPR Certification

Assessments

Administrative assistant/receptionist — Proficient

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



Kennedy, Jason <jkennedy@fruitportschools.net>

Fwd: Retirement

Mesbergen, Mark <mmesbergen@fruitportschools.net>

Mon, Nov 27, 2023 at 8:41 AM

To: Jason Kennedy <jkennedy@fruitportschools.net>, Allison Camp <acamp@fruitportschools.net>

Here is John's official request to retire at the end of this school year.

----- Forwarded message -----

From: **mccollum, John** <jmccollum@fruitportschools.net>

Date: Sun, Nov 26, 2023 at 10:49 AM

Subject: Re: Retirement

To: Mark Mesbergen <mmesbergen@fruitportschools.net>

Yes, that is correct.

On Sat, Nov 25, 2023 at 5:58 PM Mark Mesbergen <mmesbergen@fruitportschools.net> wrote:

I'm assuming this is your official notice. If so, I'll share with Jason so that he can put it in the board packet (which is the normal process).

Sent from my iPhone

> On Nov 25, 2023, at 3:05 PM, mccollum, John <jmccollum@fruitportschools.net> wrote:

>

>

> Mark,

>

> I am writing to share with you that it is my intent to retire at the end of
> this school year.

>

> Thanks,

> John P. McCollum

>



Mark Mesbergen

Director of Business Services

Phone: 231-865-4005

Fax: 231-865-4022



Kennedy, Jason <jkennedy@fruitportschools.net>

Letter of resignation

Thole, Vanessa <vthole@fruitportschools.net>

Mon, Nov 20, 2023 at 10:25 AM

To: Jason Kennedy <jkennedy@fruitportschools.net>, Mark Mesbergen <mmesbergen@fruitportschools.net>, Jamie Venema <jvenema@fruitportschools.net>, Greg Bodrie <gbodrie@fruitportschools.net>, Monte Kelly <mkelly@fruitportschools.net>, Trista Stingle <tstingle@fruitportschools.net>

Good morning,

Please accept this as my official letter of resignation from Fruitport Community Schools, effective January 8, 2024.

My husband and I are moving our family down to the Hamilton area. This move will also allow for me to stay home with our boys for a few years, which I'm super excited about.

I will forever be grateful for my time spent here in Fruitport, and the many roles I have filled over the years.

Have a wonderful holiday!

--

Vanessa Thole

Special Education Teacher

Fruitport Middle School

(231)865-3128 ext.3132

vthole@fruitportschools.net



Fruitport Community Schools
SPECIAL BOARD MEETING
Monday, November 20, 2023 – 6:30 p.m.

Location:

Fruitport Community Schools Central Office
Board of Education Meeting Room
3255 E. Pontaluna Rd.
Fruitport, MI 49415

MINUTES

I. CALL to ORDER

The Special Meeting of the Board of Education was called to order at 6:30 p.m. by Board President, Dave Hazekamp.

II. ROLL CALL

Present – Elroy Buckner, Tim Burgess, Kris Cole, Dave Hazekamp, JB Meeuwenberg;
Absent: Susan Franklin and Steve Kelly.

Tim Burgess conducted a roll call of the Board of Education.

Susan Franklin entered the meeting at 6:34 p.m., as indicated below in the meeting minutes.

Steve Kelly entered the meeting at 7:04 p.m., as indicated below in the meeting minutes.

III. APPROVAL OF AGENDA

Item 23-157. MOTION by Buckner, SECOND by Cole to approve the agenda, as presented.

MOTION CARRIED: 5-0; 2 absent.

IV. REMARKS FROM THE PUBLIC

None.

V. GENERAL BOARD BUSINESS

A. Approval of Regular Board Meeting Minutes of October 16, 2023

Item 23-158. MOTION by Burgess, SECOND by Buckner to approve the Regular Board Meeting Minutes of October 16, 2023, as presented.

MOTION CARRIED: 5-0; 2 absent.

B. Closed Session Student Discipline Hearing Pursuant to Michigan Open Meetings Act Section 8(b) - Student: 9988533753

Item 23-159. MOTION by Buckner, SECOND by Cole to enter into closed session at 6:33 p.m. pursuant to Section 8(b) of the Michigan Open Meetings Act, and upon the written request of the student's parent, for the purpose of conducting a hearing to consider the discipline of a student whose identity is known to the Board as Student 9988533753.

Roll call: Buckner - yes, Burgess - yes, Cole - yes, Franklin - absent, Hazekamp - yes, Meeuwenberg - yes, Kelly - absent.

MOTION CARRIED: 5-0; 2 absent.

Susan Franklin entered at 6:34 p.m. and was present for the remainder of the meeting.

C. Return to Open Session

Item 23-160. MOTION by Buckner, SECOND by Cole to return to open session at 7:04 p.m.

Roll call: Buckner - yes, Burgess - yes, Cole - yes, Franklin - yes, Hazekamp - yes, Meeuwenberg - yes, Kelly - absent.

MOTION CARRIED: 6-0; 1 absent.

Steve Kelly entered at 7:04 p.m. and was present for the remainder of the meeting.

D. Board Resolution for Student Discipline: Student 9988533753

Item 23-161. MOTION by Franklin, SECOND by Burgess to approve the Board resolution for student discipline for a student whose identity is known to the Board as Student 9988533753. The student shall be expelled for a minimum of 180 school days, but may apply for reinstatement to the Board of Education after 150 school days. The student shall provide evidence of regular attendance in anger management counseling during the period of expulsion, and meet all other conditions of reinstatement at the time of application for reinstatement. The student will remain permanently expelled from Fruitport Community Schools until such time as the Board of Education reinstates the student.

Roll call: Buckner - yes, Burgess - yes, Cole - yes, Franklin - yes, Hazekamp - yes, Meeuwenberg - yes, Kelly - yes.

MOTION CARRIED: 7-0.

VI. **ADJOURNMENT**

Item 23-162. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 7-0.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Jason Kennedy, Acting Recording Board Secretary



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES
Monday, November 20, 2023 – 7:00 p.m.

Meeting Location:

Fruitport Community Schools Central Office
Board of Education Meeting Room
3255 E. Pontaluna Rd.
Fruitport, MI 49415

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 7:07 p.m. by Board President, Dave Hazekamp. The Pledge of Allegiance was recited to open the meeting.

- II. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp, Steve Kelly, and JB Meeuwenberg.

- III. **APPROVAL OF AGENDA**

Item 23-163. MOTION by Cole, SECOND by Buckner to approve the agenda, as presented.

MOTION CARRIED: 7-0.

- IV. **PRESENTATIONS:**
 - **Above and Beyond Recognition**
 1. **Technology Department:** Members of the Technology Department, Jim Laus, Mike McMullin, and Kyle Nielsen, were recognized for their extraordinary work that went into preparing for the 2023-2024 school year, and for the work that is being done on a training and professional development front to better inform our staff on the practices necessary to protect our systems from cybersecurity threats. Jim, Mike, and Kyle were in attendance and honored with Above and Beyond recognition.

 2. **Grounds, Maintenance, and Operations Department:** Projects completed by our highly qualified and competent staff have saved

significant taxpayer resources. Members of the Grounds, Maintenance, and Operations Department were recognized for the outstanding work that they continually do to keep our buildings and grounds in great condition. The team of Mike Dold, Mark Fialek, Jeremy Workman (Building Maintenance), Darrick Brown, Bruce DeVries, Jake Paquin, Spencer Leach (Grounds Maintenance), and John Winkas (Operations Director) worked tirelessly to complete a number of summer projects, while also ensuring that our grounds are well manicured and cared for. The Department was honored with Above and Beyond recognition.

V. **COMMUNICATIONS:** None

VI. **SUPERINTENDENT/ADMINISTRATIVE REPORTS:**

○ **Requirements of Programs under MCL 388.1627 – Sections 27(k) and 27(l)**

The Superintendent discussed Section 27(k) - Student Loan Repayment Program and Section 24(l) - Educator Compensation Program with the Board. These are programs under the State School Aid Act where State dollars have been allocated for Districts to support educators. Additional information will be shared with districts from the State in the coming months.

○ **West Michigan Teacher Collaborative (WMTC) Applications and Process**

The Superintendent discussed the list of applicants from Fruitport Community Schools that applied for the WMTC. Eight (8) educators from Fruitport originally applied for funding under the program. The Board also reviewed the recommendation process and next steps in the awarding of scholarships to educators by the WMTC. A ninth teacher had applied for the program after the initial reporting of applicants to the District, and their application is currently under review.

○ **Fruitport Social Media Today Report and MAISD Vanguard**

The Superintendent shared a report on social media usage that was developed by Danielle VanderMeulen with the Board. The report outlined the importance of social media usage, shared usage statistics for each of the platforms used by the District, provided an account history for each platform used by the District, and suggested ways in which we can improve the use of social media and communications within the District.

○ **Bond (2021) Project Update**

The Board reviewed an update from Mark Mesbergen and John Winkas on the progress of the 2021 Bond Project. The next three (3) projects being addressed

under the 2021 Bond Project will be: HVAC / building controls at the Middle School and Shettler Elementary, boiler (2) replacements at Shettler Elementary, and the replacement of stadium lights at the football and soccer stadiums. Requests for Proposal will be initiated for each of these projects.

VII. REMARKS FROM THE PUBLIC:

Rich Houtteman, the Lakeshore External Affairs Manager for Consumers Energy, introduced himself to the Board of Education. He followed this communication up with an email to the Superintendent sharing his contact information. Rich also discussed various programs available to support the reduction of energy usage and improve energy efficiency. Rich shared the importance of being a partner with the District and the constituents that Consumers Energy serves.

VIII. CONSENT AGENDA

Item 23-164. MOTION by Cole, SECOND by Franklin to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$606,870.22
2. Acceptance of Monthly Financial, Bond, and Capital Projects Report
3. Acceptance of Student Activity Summary Report
4. Acceptance of Credit Card and Utilities Report
5. Approval of Transfers and ACH Transactions Report
6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)

MOTION CARRIED: 7-0.

IX. GENERAL BOARD BUSINESS:

- 1. Athletic Conference Application - West Michigan Conference** - The Board reviewed a preliminary realignment proposal (Proposal #1) from the OK Conference. The Board also discussed a comparison of nearby athletic conferences by enrollment and one way travel mileage. A recommendation from Jonny Morehouse and the athletic coaching council to apply to the West Michigan Conference was discussed.

Item 23-165. MOTION by Franklin, SECOND by Cole to approve the submission of an application packet and letter of interest to the West Michigan Conference, as discussed.

MOTION CARRIED: 7-0.

- 2. Muskegon County School Board Alliance Fall Dinner Reminder**

The Board was reminded of the Muskegon County School Board Alliance's fall dinner that will be held on November 29, 2023 at the Lake Bluff Grille from 5:30 p.m. to 8:00 p.m. If a board member is attending, they will need to provide their RSVP to Danielle VanderMeulen before 9:00 a.m. on November 21, 2023.

X. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting - Meeting was canceled

There was no report from the Committee, nor business to report on, as the November 13, 2023 meeting of the Student Affairs Committee was canceled due to a lack of agenda items.

XI. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

1. Report of committee meeting held on November 13, 2023

JB Meeuwenberg reported on a Personnel Committee meeting held on November 13, 2023 at 5:00 p.m. Dave Hazekamp, JB Meeuwenberg, and Jason Kennedy were present. The Committee discussed the Personnel Report for November 2023. The Committee also reviewed a letter of agreement between the Board and the Transportation and Food Service Association. The Committee also reviewed resignations from educators in the following positions: Special Education Supervisor, English Language Learner Coordinator, and Middle School Mathematics and Technology Teacher. The Committee discussed Section 27(k); Student Loan Repayment Programs, and Section 27(l); Educator Compensation Programs, and it also reviewed a list of applicants for the West Michigan Teacher Collaborative and the recommendation process and next steps. The meeting was adjourned at 5:34 p.m.

2. Letter of Agreement - Transportation and Food Service Association

Item 23-166. MOTION by Meeuwenberg, SECOND by Franklin to approve the Letter of Agreement between the Board of Education and the Fruitport Transportation and Food Service Association, as discussed. The LOA adds clarifying language to Article 10 of the collective bargaining agreement (CBA) that addresses how employees use leave time when working for two different departments (Transportation and Food Service) under the same CBA.

MOTION CARRIED: 7-0.

XII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on November 13, 2023

Susan Franklin reported on a Student Affairs Committee meeting held on November 13, 2023 at 5:35 p.m. Susan Franklin, Dave Hazekamp, and Jason Kennedy were present. The Committee reviewed a preliminary realignment proposal from the OK Conference, and it discussed a comparison of nearby athletic conferences. A recommendation from Jonny Morehouse and the athletic coaching council to apply to the West Michigan Conference was discussed. The Committee reviewed a request from the high school administration for a special meeting on November 20, 2023 at 6:30 p.m. in the Boardroom to conduct a student disciplinary hearing. The Committee also reviewed an update on the FEF, which included a discussion on the resignation of the Executive Director and hiring of another. The update also included discussion on the establishment of the Ken Erny Student Leadership Scholarship, as well as an update on the Fifth Quarter Party Fundraiser. The Committee reviewed a number of grant and eligibility award notifications that the District has received, and it also discussed a purchase request from Shettler Elementary for a new piece of playground equipment. The Committee discussed a concern pertaining to the lack of sidewalks between the school campus and Walker Rd. on Pontaluna Rd. The meeting was adjourned at 6:14 p.m.

2. Shettler PTO Elementary Playground Equipment

Item 23-167. MOTION by Franklin, SECOND by Buckner to approve the purchase, freight, and installation of the Vista Tree Top 3 from Game Time for the playground at Shettler Elementary in the amount of \$28,424.60, as discussed. The District will cover the installation cost of \$6,500 from the General Fund, with other costs being covered through funds raised by the PTO at Shettler Elementary.

MOTION CARRIED: 7-0.

XIII. BOARD MEMBER REPORTS AND DISCUSSIONS:

Dave Hazekamp, Susan Franklin, JB Meeuwenberg, and Kris Cole collectively commented on the Fruitport Education Foundation's 5th Quarter Party that was held at the Trillium Events Center on November 4, 2023. This was a great event that raised approximately \$30,000 to support the Foundation's mission.

Kris Cole shared that the middle school robotics team hosted the First Tech Challenge competition on November 18, 2023. The competition was held at Fruitport High School and went very well. Teams, coaches, and event workers were pleased with the event, and the team expects to host the tournament again next year around the same time of year.

XIV. AGENDA ITEMS for FUTURE MEETINGS & SCHEDULING OF ANY SPECIAL MEETINGS

1. The Business and Finance Committee will meet on December 1, 2023 at 12:00 p.m.
2. The Personnel Committee will meet on December 4, 2023 at 5:00 p.m.
3. The Student Affairs Committee will meet on December 4, 2023 at 5:30 p.m.
4. The Board of Education will meet on December 11, 2023 at 7:00 p.m.

XV. REMARKS FROM THE PUBLIC: None

XVI. ADJOURNMENT

Item 23-168. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 7-0.

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Jason Kennedy, Acting Recording Secretary

Business and Finance Committee
Friday, December 1, 2023
12:00 p.m., Superintendent's Office
Meeting Minutes



Attendance: Kris Cole, Dave Hazekamp, Jason Kennedy, Elroy Buckner, John Winkas, and Mark Mesbergen

1. TowerPinkster Contract

Mark and Jason presented a contract from TowerPinkster to provide services on the future admin building. The contract is based on actual hours worked and will be billed monthly so the district will be able to track the total expense.

2. HVAC RFP Results

Mark and John presented the RFP results. There was only one bidder but the bidder was the company that did all of the controls work at the High School. The bid for the Middle School was \$384,740 and Shettler was \$159,860 for a total of \$544,600. The projected budget was \$550,000. If approved, the expense will come out of the 2021 capital projects fund.

3. Athletic Conference

Jason gave an update on the OK Conference and Fruitport's future options.

Meeting adjourned at 12:25 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: December 11, 2023

To: Board of Education

Attachment #XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Acceptance of Bid for HVAC-Building Controls

Background Information:

The District put an RFP out to update/replace the old HVAC controls at the Middle School and Shettler Elementary. There was only one bidder, but this is the same bidder that completed all of the controls work at the High School during that project. The bid from Control Resources was \$384,740 for the Middle School and \$159,860 for Shettler Elementary. The projected budget for this project was \$550,000.

Financial Impact:

\$544,600 coming out of the 2021 Capital Projects Fund.

Recommended Action:

To approve the bid from Control Resource for \$544,600 to replace HVAC controls at the Middle School and Shettler Elementary, as discussed.

Action Taken:

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

APPENDIX A

Proposal:

Please make sure that you have accounted described in Appendix B.

TOTAL PROPOSAL PRICE FOR FRUITPORT MIDDLE SCHOOL:

\$ 384,740.00

TOTAL PROPOSAL PRICE FOR SHETTLER ELEMENTARY:

\$159,860.00

FAMILIAL RELATIONSHIP DISCLOSURE FORM AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of Hurst Mechanical (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of Hurst Mechanical / Control Resource (the Bidder) and any member of the Board of Education of the School District or the Superintendent of Fruitport Community Schools.

List and describe any Familial Relationships:

none

BIDDER: Hurst Mechanical / Control Resource
By: Dennis Moline
Its: AM. Controls Div.

STATE OF MICHIGAN)

COUNTY OF Kent) ss.

The instrument was acknowledged before me on the 29 day of November, 2023, by Dennis Moline.

Sherrill Morgan
_____, Notary Public
Ottawa County, Michigan

My Commission Expires: 11/2028

Acting in the County of: Kent



SHERRILL MORGAN
Notary Public
OTTAWA COUNTY MICHIGAN
My Commission Expires 11/03/2028

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named applicant (the "Applicant"), pursuant to the compliance certification requirement provided in the Fruitport Community Schools (the "School District") Request For Proposals (the "RFP"), hereby certified, represents and warrants that the Applicant *(including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Applicant is awarded a contract as a result of the aforementioned RFP, the Applicant will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contract further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 time the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

APPLICANT: Dennis Moline August Mechanical / Control Resource
Name of Applicant By: Dennis Moline
Title: GM. Controls Div.
Date: 11.29.23

STATE OF MICHIGAN)
) ss.
COUNTY OF Kent)

The instrument was acknowledged before me on the 29 day of Nov, 2023,
by Dennis Moline

Sherrill Morgan
Notary Public
Ottawa County, Michigan
Acting in the County of: Kent
My Commission Expires: 11/2028





P) (616) 784-4040
F) (616) 785-7900
5800 Safety Dr NE
Belmont, MI 49306

Your Tridium Open Systems, Honeywell & Johnson Controls Solutions Provider

Exclusively Commercial & Industrial

November 30, 2023

Quote #: 2023-1130

**Project: Expand Tridium Web-Based Tridium Controls System at Fruitport Middle School
Elimination of Trane BCU and all Trane Field Controls**

Attn: Mr. John Winkas - Director of Facilities
Fruitport Community Schools

We propose to expand the scope of the Tridium Web-Based graphics driven Building Management System graphics driven building management system (BMS) by providing and installing DDC controls for the HVAC systems at Fruitport Middle School. The existing Trane Tracer Summit Control system is 13-years old, is proprietary and not serviced well. All actuation is currently and will remain electronic DDC. We are planning to reuse existing DDC valve and damper actuators. The system shall be viewable from a standard web browser for an unlimited number of users. Alarming and paging services are available at no charge for the proposed system.

The intent of this project is to provide a user-friendly, standard means to access and control your HVAC equipment. Upon completion you will have the ability to operate all of your buildings HVAC systems and temperatures with a web-based, graphics driven system accessible by any web enabled computer. A graphic will be developed for the buildings floor plan with the ability to drill down to individual systems from there. Each system and controlled variable would be labeled with an intuitive, common sense naming scheme. In addition, the Tridium JACE provides a platform to allow future expansion of the direct digital control (DDC) system to additional HVAC equipment and building systems like lighting, security and power monitoring.

Equipment Monitored/Controlled:

1. (5) Constant Volume Air Handlers with Trane MP-581 Controllers (AHU's 1-5)
2. (1) Constant Volume Rooftop Air Handler (AC-1)
3. (2) Reheat Coils (RHC-1,2)
4. (59) Classroom Unit Ventilators
5. (59) Classroom Bryant Heat Pump Ductless Split Systems
6. (3) Heating Water Boilers and (2) Primary System Pumps + Side Stream Filter Pump
7. (9) Zone Heating Pumps
8. (2) Domestic Hot Water Heaters and (3) Hot Water Circulation Pumps
9. (34) Cabinet Unit Heaters
10. (1) Cooling-Only Furnace and Condensing Unit
11. (30) Convectors
12. (26) Finned Tube Radiation
13. (32) Radiant Panels
14. (4) Building Pressure Relief Vents
15. (28) Exhaust Fans on DDC Control
16. Miscellaneous Building Lighting Control
17. Cooler & Freezer Monitoring
18. Kitchen Gas Valve & Hood Monitored & Alarmed
19. Incoming Power Phase Monitoring

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Assumptions and/or Exceptions:

1. Customer will assist with an IT drop at the JACE panel for web-based access.
2. All Trane controllers will be replaced.
3. All temperature sensors will be replaced.
4. We are planning to re-use existing control valves/actuators, damper actuators, variable frequency drives, smoke detectors, freeze stats, end switches, filter, fan, compressor, and all status switches, and active sensors such as humidity, pressure & cfm. Repairs or replacement will be quoted as an extra.
5. Assistance with utility rebate programs is included. All rebates to FCS.

Our price for this project is:

\$384,740.00

Thank you for this opportunity to be of service. Feel free to contact me with any questions or concerns.

Denny Maline

Mobile # 616-291-7125

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5800 Safety Dr NE
Belmont, MI 49306

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November 30, 2023

Quote #: 2023-1131

Project: Expand Tridium Web-Based Tridium Controls System to Shettler Elementary

Attn: Mr. John Winkas - Director of Facilities
Fruitport Community Schools
3255 E. Pontaluna Rd
Fruitport, MI 49415

We propose to expand the scope of the Tridium Web-Based graphics driven Building Management System graphics driven building management system (BMS) by providing and installing DDC controls for the HVAC systems at Shettler Elementary. The antiquated pneumatic controls system at Shettler Elem is inefficient and provides poor classroom comfort. The aging pneumatic parts are becoming obsolete and finding competent service is becoming quite difficult. Control Resource shall supply control drawings, installation, programming, graphics and project management. All pneumatics will be eliminated including control valves. All actuation will be DDC upon completion. The system shall be viewable from a standard web browser for an unlimited number of users. Alarming and paging services are available at no charge for the proposed system.

The intent of this project is to provide a user-friendly, standard means to access and control your HVAC equipment. Upon completion you will have the ability to operate all of your buildings HVAC systems and temperatures with a web-based, graphics driven system accessible by any web enabled computer. A graphic will be developed for the buildings floor plan with the ability to drill down to individual systems from there. Each system and controlled variable would be labeled with an intuitive, common sense naming scheme. In addition, the Tridium JACE provides a platform to allow future expansion of the direct digital control (DDC) system to additional HVAC equipment and building systems like lighting, security and power monitoring.

Equipment Monitored/Controlled per existing point listings:

1. Twenty-Five (25) Unit Ventilators serving Classrooms
2. Twenty-Seven (27) Bryant Heat Pump Ductless Split Systems serving Classrooms & Office
3. Two (2) H&V Units
4. One (1) Packaged RTU
5. One Boiler Room with (2) Heating System Boilers & Pumps
6. Exhaust Fans
7. Miscellaneous Radiation Heaters (finned tube and unit heaters)
8. Cooler & Freezer Temperature - (1) each

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5800 Safety Dr NE
Belmont, MI 49306

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Assumptions and/or Exceptions:

1. Customer will provide an IT drop at the Tridium panel for web-based access.
2. All pneumatic controls will be eliminated and replaced with DDC.
3. Pneumatic air compressor, air dryer, all valves and damper actuators will be demo'd and turned over to FCS.
4. Assistance with utility rebate programs is included. All rebates to FCS.

Our price for this project is:

\$159,860.00

Thank you for this opportunity to be of service. Feel free to contact me with any questions or concerns.

Denny Moline

Mobile # 616-291-7125

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BOARD ACTION REQUEST FORM

Meeting Date: December 11, 2023

To: Board of Education

Attachment #XI-3

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

TowerPinkster Contract – Future Admin Building; 259 N. 3rd Avenue, Fruitport, MI 49415

Background Information:

With the purchase of the property at 259 N. 3rd Avenue, the District started preliminary discussions as to what the building's design would look like for a future administration building. During those talks, the District and its architectural firm, TowerPinkster, talked about having a separate contract as the thought was to have them design the building, but then Fruitport's team handles the oversight of the building. Therefore, the attached contract will allow TowerPinkster to bill us at actual hours worked which is different than the other contract we have with them (percentage of the budget). They will bill us every month and the business office will track those invoices.

Financial Impact:

\$20,000 (estimated) coming out of the General Fund.

Recommended Action:

To approve the contract with TowerPinkster that is attached, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

Pinkster

Architecture Engineering Interiors

October 17, 2023

Mark Mesbergen
Director of Business Services
Fruitport Community Schools
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Re: Administration Building

Dear Mark:

Thank you for selecting TowerPinkster to help renovate your new Administration Building! We are excited to continue this process as part of the Trojan team! The following is an understanding of the project and a description of our services.

I. PROJECT UNDERSTANDING

Fruitport Community Schools has purchased the former RAM Electronics building on 3rd street in Fruitport. See attached sketch of addition and renovation concept to be implemented.

II. SCOPE OF SERVICES

The TowerPinkster services include:

- Architecture – architectural plans, elevations, sections, details, schedules, and specifications
- Interior Design – interior plans, elevations, material palette, finish schedule, and specifications
- Mechanical Engineering – HVAC system design, documentation, and specifications
- Electrical Engineering – power distribution, lighting design documentation and specifications.
- Plumbing Engineering – plumbing system design, documentation, and specifications
- Structural Engineering – footings, foundations, and structural system documentation
- Landscape Architecture – site plan, sections, details, schedules, and specifications
- Civil Engineering – hired consultant as part of basic services and paid for in base fee
- Technology design services – as this budget is part of the Cost of Work
- Furniture, Fixture and Equipment design services and procurement – as this budget is part of the Cost of Work
- Code Review and Documentation – includes life safety code requirements. Provide code reviews with City officials during the design process for input and feedback
- Construction Administration – participate in bidding process, select post-bid interviews, bi-weekly Client construction meetings

Our work will be performed in conformance with our existing contract with Fruitport Community Schools.

III. PROPOSED SCHEDULE

Our Project Manager will collaborate with stakeholders to establish a schedule for this project.

IV. COMPENSATION

Fee Structure

1. Implementation Services

Based on the scope and scale of the proposed project, we will provide the professional services described above on an hourly basis. Costs will be billed as incurred per attached Hourly Rate Schedule, plus reimbursable expenses.

This fee proposal is made with the following assumptions:

1. Our fee does not include the costs of providing the normal types of Owner provided information such as site surveys, soil borings, testing for hazardous materials and construction testing. Site survey will be provided to TowerPinkster in digital CAD file format (.dwg) at the commencement of this agreement. Soil borings will need to be completed prior to the start of Schematic Design.
2. We do not charge a fee on owner-direct purchased (i.e. busses) items or owner provided services.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover costs of administration. These expenses may include:

1. Transportation in connection with the project, authorized out of town travel, and subsistence.
2. Reproduction, postage and handling of drawings, specifications, reports and other presentation and review documents, not including final bid documents.
3. Renderings, marketing materials, models and mock-ups requested by the Client.
4. Fees paid for securing approval of authorities having jurisdiction over the project.
5. Three-dimensional building scanning including existing building modeling
6. Additional Consultants other than those specified in the proposal.

We estimate A | E Reimbursables Costs at approximately \$40,000 (including survey and Civil Engineering).

V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- All permit and agency review fees are paid by Others and not included in this proposal.
- Site is properly zoned for proposed use. No variances, rezoning or Special Use Permits are required to complete this project.

Pinkster

10/30/2023

Fruitport Community Schools Administration Building

- Services not provided in this proposal:
 - Topographic or boundary surveys
 - Geotechnical survey and borings
 - Demolition Documentation
 - As-built drawings after construction
 - LEED Services and fees
 - Commissioning Services
 - Cost Estimating [general and detailed]
 - Traffic Engineering and Impact Studies
 - Food Service
 - Asbestos and other environmental remediation
 - Signage design (interior and exterior)
 - Fire suppression design (layout)
 - Renderings, animations, or other marketing/presentation material beyond that provided
- All work product is copyrighted by TowerPinkster and may only be used with specific written consent.
- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- Limitation of Liability - Our liability for any and all claims shall be limited to the compensation amount per project agreed to in this proposal.
- Termination. Either party may terminate this letter agreement or any subsequent agreement between the parties upon seven (7) days written notice to the other party without cause, and without penalty regardless of the phase of the process. All fees and costs incurred and earned prior to the date of termination shall be paid in full to TowerPinkster.

We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to working with you on this project. Please contact me if you have any questions.

Sincerely,



Matthew Slagle, AIA
Principal

I hereby authorize Tower Pinkster Titus Associates, Inc to provide the professional services as described above. This proposal will serve as the agreement between the School District and TowerPinkster.

Authorized Signature for Fruitport Community Schools

Date

cc: Bjorn Green, TowerPinkster
Adam Doublestein, TowerPinkster
Marketing, TowerPinkster

Attached: TowerPinkster Fee and Rate Schedule, Administrative Concept Sketch

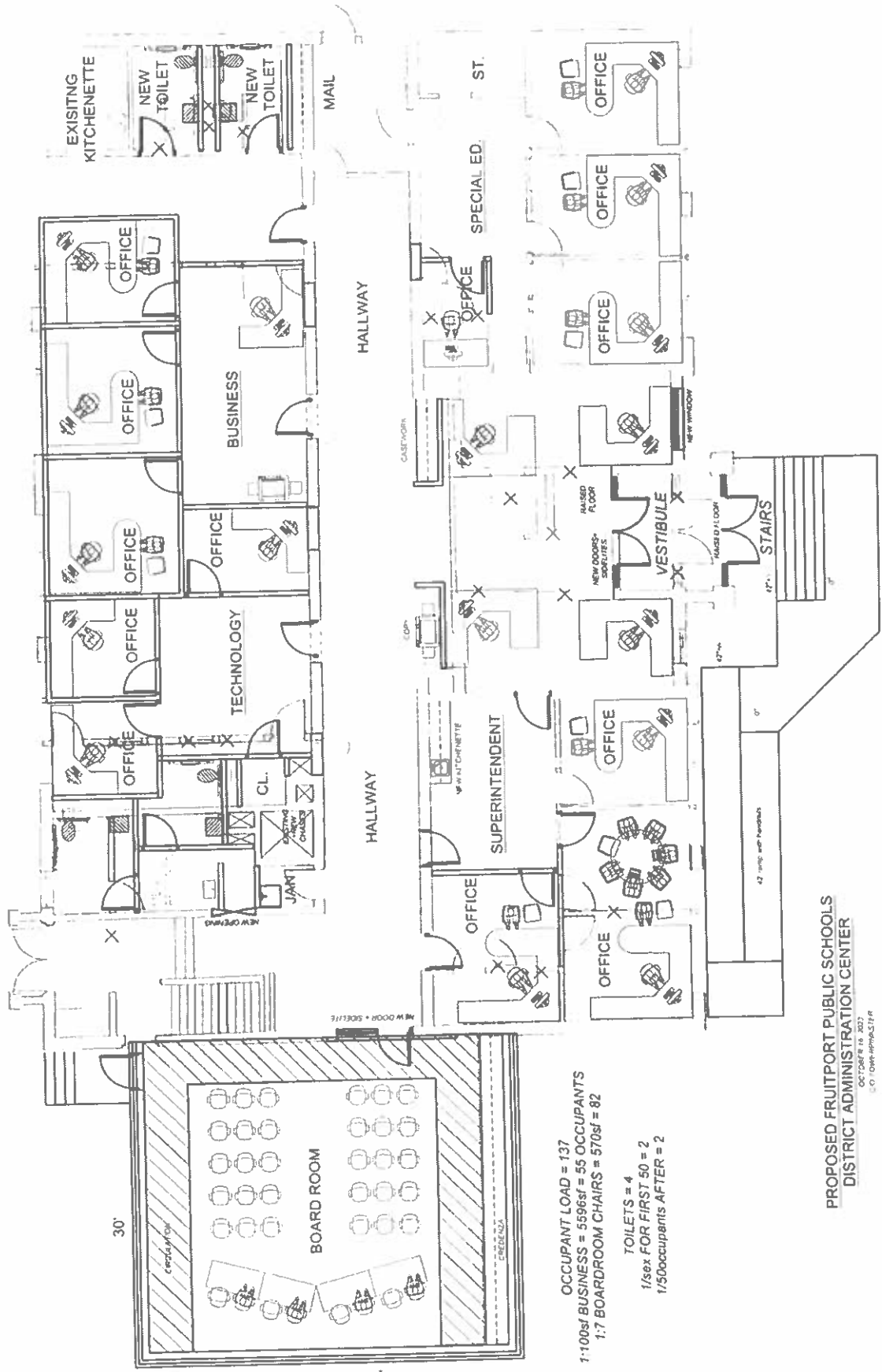
HOURLY RATE SCHEDULE

January 2023

Hourly rates used in computing fees for professional services:

JOB CLASSIFICATIONS	RATES
Principal I	\$ 240
Principal II.....	220
Director Manager	190
Project Management I.....	185
Project Management II.....	175
Senior Professional Staff Level I.....	170
Senior Professional Staff Level II.....	160
Professional Staff.....	140
Senior Technical Staff Level I.....	150
Technical Staff Level I.....	130
Technical Staff Level II.....	110
Technical Staff Level III.....	80
Support Staff.....	90

These rates are subject to change at the beginning of each calendar year.



OCCUPANT LOAD = 137
 1:100sf BUSINESS = 5596sf = 55 OCCUPANTS
 1:7 BOARDROOM CHAIRS = 570sf = 82
 TOILETS = 4
 1/sex FOR FIRST 50 = 2
 1/50occupants AFTER = 2

**PROPOSED FRUITPORT PUBLIC SCHOOLS
 DISTRICT ADMINISTRATION CENTER**

OCTOBER 16, 2022
 C. OWEN PRAESTER



Personnel Committee
Monday, December 4, 2023
5:00 p.m.

MEETING MINUTES

Meeting Location:

Fruitport Community Schools Central Office
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Attendance:

The meeting was called to order at 5:00 p.m. Dave Hazekamp, Steve Kelly, JB Meeuwenberg, and Jason Kennedy were present.

- 1. December 2023 Personnel Report** - The Committee reviewed the Personnel Report for October 2023. This report included each of the recommendations for new hire, resignations, retirement notices, and positions that are still posted and vacant in the District.
- 2. Other** - The Committee reviewed items appearing on the agendas for each of the other Board Committee meetings in December. Topics included: a Thrun Law Professional Staff Policy Update, an OK Conference update, an update on the TowerPinkster contract and the 3rd Avenue property, and an update on the HVAC controls RFP and bid process.
- 3. Public Comment:** None
- 4. Adjournment:** The meeting was adjourned at 5:30 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee
Monday, December 4, 2023
5:30 p.m.

MEETING MINUTES

Meeting Location:

Fruitport Community Schools Central Office
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Attendance:

The meeting was called to order at 5:32 p.m. with Tim Burgess, Susan Franklin, Dave Hazekamp, and Jason Kennedy present.

1. **Thrun Law Firm Professional Staff Board Policy Updates** - The policies below are being updated by Thrun Law Firm to bring them into compliance with new legislative changes to the Michigan Public Employment Relations Act (PERA), the State School Aid Act, the Revised School Code, and the Teachers' Tenure Act. The Committee discussed and reviewed the first reading of the following policies:
 - a. 4108 - Union Activity and Representation
 - b. 4207 - Third Party Contracting
 - c. 4402 - Placement
 - d. 4403 - Performance Evaluation
 - e. 4404 - Performance Based Compensation
 - f. 4405 - Reduction in Force and Recall
 - g. 4407 - Discipline
 - h. 4408 - Termination
 - i. 4409 - Non-Renewal
 - j. 4503 - Performance Evaluation
 - k. 4504 - Performance Based Compensation

2. **OK Conference Realignment Proposal #2** - The Committee reviewed a realignment proposal that was emailed to schools on December 4, 2023 by the Commissioner of the OK Conference. An advisory vote from the OK Conference athletic directors is due by

12:00 p.m. on Monday, December 11, 2023. The results of the advisory vote will be shared with the OK Conference Executive Board at 1:00 pm, on Monday, December 11, 2023, for their recommendation on whether to move the proposals on to the Executive Council for a final ballot vote.

3. **Review of West Michigan Conference Application** - The Committee discussed the completion of the application to the West Michigan Conference. A completed application will be provided in the Board packet for review at the regular Board meeting.
4. **Strategic Plan Draft Review** - An updated draft of the strategic plan was reviewed with the Committee prior to moving forward with the development of a final draft and plan approval.
5. **Other:** The Committee reviewed items appearing on the agendas for each of the other Board Committee meetings in December. Topics included: an update on the TowerPinkster contract and the 3rd Avenue property, and an update on the HVAC controls RFP and bid process.

The Committee also discussed a desire to walk through the property at 259 N. 3rd Avenue after the Board meeting on December 11, 2023.

6. **Public Comment:** None
7. **Adjournment:** The meeting was adjourned at 6:09 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. ~~[Optional: Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.]~~

This Policy must be implemented consistent with Policy 1101.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *Janus v AFSCME*, Council 31, 138 S. Ct. 2448 (2018); *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4207 Third-Party Contracting

This Policy must be implemented consistent with Policy 1101. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 380.11a(3)

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4402-R Placement (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

A. Teacher as Defined by Revised School Code Section 1249

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 4405.

1. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:
 - a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
 - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
 - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
 - d. Teacher placement decisions will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:
 - A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and

- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and
 - M) Other relevant factors as determined by the Superintendent or designee.

- e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 4205. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.
2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted:

Dated revised:

Series 4000: District Employment

4400 Professional Staff

4403-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

A. Teachers as Defined by Revised School Code Section 1249

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
 - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
 - b. the teacher's performance; and
 - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
 - a. all probationary teachers;
 - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
 - c. teachers rated needing support or developing; or
 - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;
5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals

developed by the evaluator, and any recommended training identified by the evaluator;

6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the teacher is not rated as effective on one of the triennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4404 Performance Based Compensation [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The Superintendent or designee may implement a performance based compensation system for Professional Staff. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4405-R Reduction in Force and Recall (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

A. Reduction in Force and Recall for Classroom Teachers

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

1. General Provisions

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any;
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and

- M) Other relevant factors as determined by the Superintendent or designee.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
 - A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
 - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
 - C) Failure to maintain current contact information may negatively impact the teacher's recall.
- v. Teacher reductions and recalls are by formal Board action.
- vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
- vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
- viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
 - i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
 - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
 - iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy 4402 unless the Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for twelve (12) months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402; or
 - ii. Post the vacancy and consider all applicants if the Superintendent determines that:
 - A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and qualification standards for the position, considering the factors in Policy 4402; or
 - B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.

- f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
- g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.

B. Reduction in Force and Recall of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

C. Unemployment Compensation

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532; MCL 423.215

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
 - a. Nonrenewal of a probationary teacher; or
 - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
 - a. the seriousness of the offense;
 - b. the Professional Staff member's prior disciplinary and employment record;
 - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
 - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
 - e. applicable federal or state law;
 - f. the Professional Staff member's acceptance of responsibility;
 - g. the likelihood of recurrence; and
 - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
 - a. warning;
 - b. reprimand;
 - c. unpaid suspension;
 - d. financial penalty; or
 - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:
- a. the discharge of a Professional Staff member; or
 - b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

Series 4000: District Employment

4400 Professional Staff

4408 Termination

This Policy must be implemented consistent with Policy 1101.

A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

C. Non-Teaching Professionals

Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional may be terminated by the Board for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4409-R Non-Renewal (Effective July 1, 2024)

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

A. Probationary Period

1. A probationary teacher rated developing, or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated effective (after July 1, 2024) or highly effective (before July 1, 2024) on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.
3. Unless otherwise provided by a collective bargaining agreement or individual employment contract:
 - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and
 - b. After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.

B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.
2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent’s or designee’s recommendation for non-renewal and the time, date, and place of the Board meeting at which

the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.

3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
 4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
 - D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
 - E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4503-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy must be implemented consistent with Policy 1101.

A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;
9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;

10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;
11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
12. website posting of required information pertaining to the evaluation tool;
13. appropriate training for evaluators; and
14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted:

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4504 *Performance Based Compensation for Administrators/Supervisors* [Optional]

[Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The Superintendent or designee may implement a performance based compensation system for Administrators, Supervisors, and Directors. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

BOARD ACTION REQUEST FORM

Meeting Date: December 11, 2023

To: Board of Education

Attachment #: XIII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: Michigan Youth in Government

Background Information:

High school teacher, Deeann Skov, has requested an overnight trip to be approved to go to the Kellogg Center in East Lansing for students to participate in a mock legislature at the State Capital. It is recommended that the Board approve the overnight trip request. Supporting detail will be provided.

Financial Impact:

Costs are covered through a Michigan Youth in Government grant, with additional funds from students, families, and the District being used to support the trip. Last year, \$628 in District funds were used to cover the cost of the trip.

Recommended Action:

To approve the overnight trip request from Deeann Skov for high school students to go to the Kellogg Center in East Lansing to participate in a mock legislature at the State Capital, as discussed.

Action Taken:

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