



*Special
Board Meeting*

Board Room

March 20, 2023



Fruitport Community Schools
SPECIAL BOARD MEETING
Monday, March 20, 2023 – 6:00 p.m.

Location:

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

AGENDA

- I. CALL to ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. REMARKS FROM THE PUBLIC***
- V. GENERAL BOARD BUSINESS**
 - A. Approval of Regular Meeting Minutes of February 20, 2023
 - B. Student Disciplinary Hearing
 - C. Other
- VI. ADJOURNMENT**

*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 one opportunity for the public to comment during the meeting. Members of the audience may wish to bring issues to the Board of Education for board consideration. Time limits may be placed if a large number of individuals would like to address the board.



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES
Monday, February 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 7:00 p.m. by Board President, Dave Hazekamp.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by those in attendance at Regular Meeting.
- III. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp, JB Meeuwenberg, and Steve Kelly; Absent: None.
- IV. **APPROVAL OF AGENDA**

Item 23-20. MOTION by Cole, SECOND by Franklin to approve the agenda, as presented.

MOTION CARRIED: 7-0
- V. **PRESENTATIONS:**

- Section 98b Goal Progress Reporting: Allison camp presented the Section 98b Goal Progress Report to the Board of Education. Subsection 98b(1)(a) of Section 98b of Public Act 144 of 2022 states that by no later than February 2023, and before the end of the 2022-2023 academic year, the District must present the results from benchmark assessments and local benchmark assessments administered under 104h at a public meeting to the Board of Education. The data must be disaggregated by grade level, student demographics, and mode of instruction. This data was presented and discussed, as was the progress toward meeting the identified educational goals for the school year. This information has

also been posted publicly on the district's website and available through the transparency reporting link (98b(1)(c)), as required.

- Strategic Action Planning Online Community Survey Results: Jason Kennedy provided an update on the Strategic Action Planning Process and shared a copy of the raw data from the online community survey that closed to the public for input on February 17, 2023. The data has also been posted to the District's website, and a communication will be shared with the community by the superintendent. A community forum to review and further analyze the data is being scheduled (March 22, 2023). The Board will further review the data set at its meeting in March 2023.

VI. COMMUNICATIONS:

- Card from Kimberly Dawes: A card addressed to Fruitport Community Schools and the Board of Education from Kimberly Dawes was read. The card thanked everyone at Fruitport Community Schools for the prayers and kind words, along with the money that was raised during the Miracle Minute to support the family of Trinity Sevrey. The card also encouraged the District to continue to help students during tough times and to focus on helping students find a counselor or other support when in need.
- Email Communication from Mark Mesbergen: The Board reviewed a communication from Mark Mesbergen in advance of the review of the budget amendments that were on the agenda, as Mark was not able to attend the meeting.

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS:

● **Technology and Security Enhancement Millage Update**

A brief update was provided to the Board pertaining to the Regional Technology and Security Enhancement Millage renewal that will be placed on the ballot on May 2, 2023. A copy of the press release from the MAISD was included in the Board packet, and a website with information for the community was created and posted.

● **Updated Annual Education Reports (AER)**

The Board was provided with an update on the Annual Education Reports for the District, and for each of the schools in the District. These reports were made publicly available online and posted to the District's transparency page for the community prior to the deadline for doing so.

● **School Safety / Mental Health Grant Award Notifications (Section 97, 97c, 97d, 31aa)**

The Board was provided with an overview of the grant award notifications that were received by the District pertaining to the Section 97, 97c, 97d, and 31aa school safety and mental health grants. Copies of the grant award notifications from the Michigan Department of Education were included in the Board packet.

- **Michigan’s Proud Educator Grow Your Own Grant Applications**

The Board reviewed applications that were made to the Michigan Department of Education, as a part of Michigan’s Proud Educator Grow Your Own Grant. If awarded, the District will be able to participate in the West Michigan Teacher Collaborative Grant program, as well as a program to support teachers in earning a credential and endorsement to teach English as a Second Language.

VIII. REMARKS FROM THE PUBLIC: None

IX. CONSENT AGENDA

Item 23-21. MOTION by Buckner, SECOND by Kelly to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$296,465.68
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)
7. Approval of Organizational Meeting Minutes of January 16, 2023
8. Approval of Regular Meeting Minutes of January 16, 2023.

MOTION CARRIED: 7-0.

X. GENERAL BOARD BUSINESS:

1. **Superintendent’s Final Evaluation - Year Ending: December 31, 2022**

Susan Franklin read a copy of the final summative evaluation of Superintendent Jason Kennedy for the year ending December 31, 2022 that was approved by the Board on January 16, 2023. A final copy of the summative evaluation was signed by all Board members and placed in the superintendent’s personnel file.

XI. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

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

Elroy Buckner reported on a Business and Finance Committee meeting held on February 13, 2023 at 5:30 p.m. Kris Cole, Dave Hazekamp, Jason Kennedy, Jessica Wiseman, Mark Mesbergen, Kyle Nielsen, and John Winkas were present. The Committee reviewed the purchase of air conditioning equipment, food service equipment, a public address and emergency communication system for Shettler, network electronics and structured fiber cabling, special education buses, and band instruments. The Committee also discussed an agreement with Secure Education Consultants (SAFE Proposal), and O-A-K as the District's construction management company. The Committee also discussed mid-year budget amendments, as well as the impact that the State Executive Office's budget proposal for the 2023-2024 school year would have on collective bargaining. The meeting was adjourned at 7:01 p.m.

2. Air conditioning Equipment Purchase

Item 23-22. MOTION by Cole, SECOND by Buckner to approve the purchase of Carrier Ductless Air Conditioning Units for the Middle School and Shettler Elementary, and window air conditioning units for Beach Elementary in the estimated amount of \$613,139.35 to be paid out of the 2021 Capital Projects Fund, as discussed.

MOTION CARRIED: 7-0.

3. Food Service Equipment Purchase

Item 23-23. MOTION by Cole, SECOND by Buckner to approve the purchase of food service equipment in the amount of \$374,019 from Stafford-Smith, Inc., and to approve the food service consulting fee in the amount of \$21,000 from JRA Food Consultants, as discussed. Excess Food Service Funds will be used to support these purchases as a part of the District's approved Spend Down Plan.

MOTION CARRIED: 7-0.

4. Shettler Public Address, Emergency Communication, and Audio Enhancement System

Item 23-24. MOTION by Cole, SECOND by Buckner to approve the purchase of a Bluum Audio Enhancement and Public Address System, and the necessary cabling and network drops from Vector Tech Group, including a \$10,000 contingency fund, in the amount of \$174,058.33 using the District's Section 97 Grant Award, as discussed.

MOTION CARRIED: 7-0.

5. Network Electronics and Structured Fiber Cabling Purchase

Item 23-25. MOTION by Cole, SECOND by Kelly to approve the network electronics bid in the amount of \$204,500, and the structured fiber cabling bid in the amount of \$12,164, with the understanding that E-Rate funding will reimburse the District at a rate of 80% of the total cost of the project. This project will be funded through the Regional Technology and Security Enhancement Millage, as discussed.

MOTION CARRIED: 7-0.

6. Construction Management Company Recommendation

Item 23-26. MOTION by Cole, SECOND by Buckner to approve the contract with Owen-Aimes-Kimball to serve as the Construction Management Company for work done on the 2026/2027 bond project, as discussed. A fixed fee of 3.5% will be charged, just as was the fee for the District's previous two (2) bond projects in working with O-A-K.

MOTION CARRIED: 7-0.

7. Special Education Bus Purchase

Item 23-27. MOTION by Cole, SECOND by Buckner to approve the purchase of two special education buses from Midwest as they proposed International buses, which is the brand of our current fleet. The cost of the buses is \$330,208, and will come out of the Capital Projects Fund. The District will pay for the buses once they are shipped, which the District expects to be in September / October 2023.

MOTION CARRIED: 7-0.

8. Band Instruments and Equipment Purchase

Item 23-28. MOTION by Cole, SECOND by Buckner to approve the purchase of band instruments and equipment in the amount of \$99,766.64 coming from two different vendors (Meyer Music - \$16,538.34 and Quinlan and Fabish - \$83,228.30), as discussed. The purchase will be made using proceeds from the 2021 Capital Projects Fund.

MOTION CARRIED: 7-0.

9. Agenda Modification and Amendment

Item 23-29. MOTION by Franklin, SECOND by Cole to amend the agenda so that Action Item 9 (Budget Amendment) under the Business and Finance Committee Reports and Recommendations section of the agenda be broken into two separate action items, as follows:

- 2022-2023 Budget Amendment: Budget Appropriations Act - General Fund
- 2022-2023 Budget Amendment: School Service Fund (Early Childhood and Preschool, Food Service Program, and Technology and Security Millage)

MOTION CARRIED: 7-0.

10. 2022-2023 Budget Amendment: Budget Appropriations Act - General Fund

Item 23-30. MOTION by Cole, SECOND by Buckner to approve the General Fund Budget Amendment, as presented.

ROLL CALL VOTE: Buckner - Yes, Burgess - Yes, Cole - Yes, Franklin - Yes, Hazekamp - Yes, Kelly - Yes, Meeuwenberg - Yes.

MOTION CARRIED: 7-0.

11. 2022-2023 Budget Amendment: School Service Fund (Early Childhood and Preschool, Food Service Program, and Technology and Security Millage)

Item 23-31. MOTION by Cole, SECOND by Buckner to approve the School Service Fund Budget Amendment, as presented.

ROLL CALL VOTE: Buckner - Yes, Burgess - Yes, Cole - Yes, Franklin - Yes, Hazekamp - Yes, Kelly - Yes, Meeuwenberg - Yes.

MOTION CARRIED: 7-0.

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

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

Steve Kelly reported on a Personnel Committee meeting held on February 13, 2023 at 5:18 p.m. Dave Hazekamp, Steve Kelly, JB Meeuwenberg, and Jason Kennedy were present. The Committee discussed the February 2023 Personnel Report, Michigan's Proud Educator Grow Your Own Grant Applications, Superintendent's Contract Extension, and the State's budget proposal and how

that might impact bargaining and our collective bargaining agreements. The meeting adjourned at 5:39 p.m.

2. Superintendent's Contract

Item 23-32. MOTION by Kelly, SECOND by Meeuwenberg to approve the Superintendent's Contract for Jason Kennedy with the Board of Education through June 30, 2026, as discussed.

MOTION CARRIED: 7-0.

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

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

Susan Franklin reported on a Student Affairs Committee meeting that was held on February 13, 2023. The meeting was called to order at 4:30 p.m. Tim Burgess, Susan Franklin, Dave Hazekamp, Jason Kennedy, and Amy Upham were present.

The Committee discussed an update by Amy Upham on the process that was used by the SEAB to review and recommend the 4th grade Sex Education Advisory Board instructional materials. Several modifications were made to the recommended instructional materials based upon the input and feedback from the SEAB.

The Committee also discussed an Instructional Council update, the Section 98b Goal Progress Report, the Muskegon County Virtual Academy Participation Agreement and Course Catalog, and were provided an update on the District Crisis Team meeting.

The Committee also discussed School Safety Grant Award Notifications (Section 97, 97c, 97d, 31aa) that were received by the District, the Secure Actions for Education (SAFE) Proposal, and the Public Address System / Audio Enhancement Project for Shettler.

The Committee also had a discussion on the Go Guardian / Beacon Student Device Filtering system used by the District, was provided a Technology and Security Enhancement Millage update, and was given an update on the Annual Education Reports (AER) of the District and for each building.

The Committee also reviewed two requests for overnight field trips from the high school cross country teams. The meeting was adjourned at 5:16 p.m.

2. Sex Education Advisory Board - 4th Grade Recommendations (First Hearing)

The Board discussed and reviewed puberty and sex education recommendations for 4th grade from the District's Sex Education Advisory Board (SEAB). This was the first hearing pursuant to Board of Education policy 5420 (Sex Education) and review of this recommended content. Recommended materials were made available to the Board and to the public, and continue on display in the District's Boardroom. A second hearing will be held at the Board of Education meeting on March 20, 2023.

3. Muskegon County Virtual Academy Education Program Agreement and the Muskegon County Virtual Academy Course Catalog

Item 23-33. MOTION by Franklin, SECOND by Burgess to approve the Muskegon County Virtual Academy Education Program Agreement, and the Muskegon County Virtual Academy Course Catalog for the 2023-2024 academic year with each of the program providers, as discussed. Participation in the MCVA will cost \$5,900 per full-time student, or \$550 per course for part-time students. The District will receive the Foundation Allowance for each student to offset the cost of the program. Other details are outlined in the Agreement. This is a 100% online educational option for students and families.

MOTION CARRIED: 7-0.

4. Secure Actions for Educators (SAFE) Proposal

Item 23-34. MOTION by Franklin, SECOND by Burgess to approve the contract with Secure Education Consultants for implementation of the SAFE Program, as discussed. The cost of the entire program and ongoing consultation is \$25,200, and will be covered by the Section 97 School Safety Grant that was received by the District.

MOTION CARRIED: 7-0.

5. Overnight Trip Request: High School Cross Country MHSAA State Championship Meet

Item 23-35. MOTION by Franklin, SECOND by Burgess to approve the cross country teams' request for an overnight trip to participate in the MHSAA state championship cross country meet on November 3-4, 2023 at the Michigan International Speedway in Brooklyn, MI, as discussed.

MOTION CARRIED: 7-0.

6. Overnight Trip Request: High School Cross Country Team Building and Running Camp

Item 23-36. MOTION by Franklin, SECOND by Burgess to approve the cross country teams' request for an overnight trip to participate in their team building and running camp at P.J. Hoffmaster State Park / Muskegon State Park on August 7-11, 2023, as discussed.

MOTION CARRIED: 7-0.

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

Kris Cole shared a robotics update with the Board of Education. Kris shared that the team would be using a new drive system for this year's robot, and he described elements of the new game for this year's competitions. The first competition of this year for the team will take place on March 17-18, 2023 at Orchard View High School. Kris also shared an update regarding the marching band's trip to Walt Disney World.

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

1. The Business and Finance Committee will meet on March 13, 2023 at 6:00 p.m.
2. The Personnel Committee will meet on March 13, 2023 at 5:00 p.m.
3. The Student Affairs Committee will meet on March 13, 2023 at 5:30 p.m.
4. The Board of Education will meet on March 20, 2023 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC: None

XVII. ADJOURNMENT

Item 23-37. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 7-0. The meeting adjourned at 8:24 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Danielle VanderMeulen, Recording Secretary



*Regular
Board Meeting*

Board Room

March 20, 2023



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, March 20, 2023 - 7:00 p.m.

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
- VI. COMMUNICATIONS**
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
 - a. Grant Award Notifications (Section 104h)
 - b. Revised Grant Award Notification (Section 31aa)
- VIII. REMARKS FROM THE PUBLIC***
- IX. CONSENT AGENDA**
 - 1. Approval of Bill Listing (attachment IX-1)

<u>Fund</u>	<u>Amount</u>
General Fund:	\$198,756.63
Other Funds:	
Early Childhood Center	\$68.24
Food Service	\$87,418.75
Capital Projects – Bond (2021)	\$3,792.59
Total Bill List:	<u>\$290,036.21</u>
 - 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)
- X. GENERAL BOARD BUSINESS**
 - 1. MAISD School of Choice Resolution (attachment X-1)
 - 2. Selection of Board Member to attend the MAISD Annual Budget Review
- XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**

Elroy Buckner, Chairperson

 - 1. Report of Committee Meeting held March 13, 2023 (attachment XI-1)
 - 2. Summer Tax Collection Resolution (attachment XI-2)
 - 3. Food Service Management Company (FSMC) Contract Renewal – Chartwells (attachment XI-3)

4. Not to Exceed Amount Purchase of Vans – (attachment XI-4)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held March 13, 2023 (attachment XII-1)
2. Letter of Agreement – Fruitport Education Association: Compensation (attachment XII-2)
3. Letter of Agreement – Fruitport Education Association: Licensure (attachment XII-3)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held March 13, 2023 (attachment XIII-1)
2. Sex Education Advisory Board 4th Grade Recommendations: Second Reading – (attachment XIII-2)
3. Overnight Trip Request: High School Robotics Team State Championship Competition – Saginaw Valley State University (attachment XIII-3)
4. Overnight Trip Request: High School Robotics Team FIRST World Championship Competition – George R. Brown Convention Center, Houston, TX (attachment XIII-4)
5. Thrun Law Firm - Policy Updates: First Reading (attachment XIII-6)

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

XV. AGENDA ITEMS FOR FUTURE MEETINGS & SCHEDULING OF SPECIAL MEETINGS

1. Business & Finance Committee Meeting: Discuss Date and Time
2. Personnel Committee Meeting: April 10, 2023 at 5:00 p.m.
3. Student Affairs Committee Meeting: April 10, 2023 at 5:30 p.m.
4. Board of Education Meeting: April 17, 2023 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. ADJOURNMENT

*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.

MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

GRANT AWARD NOTIFICATION

<p>1 Recipient Entity Name and Address: Fruitport Community Schools 3255 Pontaluna Rd Fruitport, MI 49415 District/Recipient Code: 61080</p>	<p>5 Recipient Business Contact: Name: Jason Kennedy Position: Superintendent Telephone: 231-865-3154 Email: jkennedy@fruitportschools.net</p>												
<p>2 Award Information Grant Title: Section 104h – Benchmark Assessment Funding Fiscal Year: 2022-2023 Funding Source (check one): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other: _____ Subaward Type (select): Formula Grant Number – Project Number: ICD96-SAMS Grant Code: 348</p>	<p>6 Authorized Funds:</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Date:</th> <th align="center">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td align="center">2/1/2023</td> <td align="right">\$22,512.50</td> </tr> <tr> <td>Amendments:</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Current Authorized Amount:</td> <td align="right">\$22,512.50</td> </tr> </tbody> </table>		Date:	Amount:	Original Approved Amount:	2/1/2023	\$22,512.50	Amendments:			Current Authorized Amount:		\$22,512.50
	Date:	Amount:											
Original Approved Amount:	2/1/2023	\$22,512.50											
Amendments:													
Current Authorized Amount:		\$22,512.50											
<p>3 Report Due Dates: Final Expenditure Report: N/A Final Performance Report: N/A</p>	<p>7 Expenditure Period: Beginning date: 7/01/2022 Ending date: 06/30/2023</p>												
<p>4 MDE Program Staff Contact: Name: Carol Skillings MDE Office: Office of Educational Assessment and Accountability Telephone: 517-241-7058 Email: skillingsc@michigan.gov</p>	<p>8 Method of Obtaining Payment: Regular monthly State Aid payment upon approval Payment Contact: State Aid/School Finance: 517-241-2208</p>												
<p>9 Legislative Authority Pertaining to Award: Section 104h of PA 144 of 2022, State School Aid</p>													
<p>10 Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</p> <p align="center"></p> <p align="right">Date: 2/1/2023</p>													

MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

REVISED GRANT AWARD NOTIFICATION

<p>1 Recipient Entity Name and Address: Fruitport Community Schools 3255 Pontaluna Rd Fruitport, MI 49415 District/Recipient Code: 61080</p>	<p>5 Recipient Business Contact: Name: Jason Kennedy Position: Administrator Telephone: 231-865-3154 Email: jkennedy@fruitportschools.net</p>									
<p>2 Award Information Grant Title: Section 31aa Fiscal Year: 2022-2023 Funding Source (check one): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other: _____ Subaward Type (select): Formula Grant Number – Project Number: Grant Code: 249</p>	<p>6 Authorized Funds:</p> <table border="0"> <thead> <tr> <th></th> <th align="right">Date:</th> <th align="right">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Estimated Approved Amount:</td> <td align="right">10/1/2022</td> <td align="right">\$307,435</td> </tr> <tr> <td>Amendments:</td> <td align="right">2/28/2023</td> <td align="right">\$2,765</td> </tr> </tbody> </table> <p>Current Authorized Amount: \$310,200</p>		Date:	Amount:	Original Estimated Approved Amount:	10/1/2022	\$307,435	Amendments:	2/28/2023	\$2,765
	Date:	Amount:								
Original Estimated Approved Amount:	10/1/2022	\$307,435								
Amendments:	2/28/2023	\$2,765								
<p>3 Report Due Dates: Final Expenditure Report: N/A Final Performance Report: N/A</p>	<p>7 Expenditure Period: Beginning date: 10/1/2022 Ending date: 9/30/2023</p>									
<p>4 MDE Program Staff Contact: Name: Scott Hutchins MDE Office: Office of Health & Nutrition Services Telephone: 517-241-7099 Email: HutchinsS1@michigan.gov</p>	<p>8 Method of Obtaining Payment: Regular monthly State Aid payment upon approval Payment Contact: State Aid/School Finance: 517-241-2208</p>									
<p>9 Legislative Authority Pertaining to Award: Section 31aa of P.A. 144 of 2022, State School Aid http://www.legislature.mi.gov/documents/2021-2022/publicact/pdf/2022-PA-0144.pdf</p>										
<p>10 Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</p> <p align="center"></p> <p align="right">Date: 2/24/2023</p>										

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachments # IX-1 through IX-6

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

Background Information:

See attached

Financial Impact:

See attached

Recommended Action:

To approve the Consent Agenda, as presented.

Action Taken:

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



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

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$198,756.63
EARLY CHILDHOOD CENTER	\$68.24
FOOD SERVICE	\$87,418.75
CAPITAL PROJECTS (BOND)2021	\$3,792.59
GRAND TOTAL	<u><u>\$290,036.21</u></u>

Fruitport Community Schools Monthly Financial Report 2/28/2023

Attachment: IX-2		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS							Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2017	Capital Projects 2021	2010	2012 Refund	2017	2021	
Beginning Fund Balance:		4,919,342	956,865	219,790	794,024	1,534,325	1,676,883	5,449,435	171,531	120,946	513,451	144,289	
Revenues:													
Budgeted revenues:		35,984,057	1,421,404	552,500	854,900	-	-	-	-	-	-	-	
Actual revenues:													
	Jul.	884,199	39	142	55,649	1,606	2,945	7,695	4,264	-	16,346	3,908	976,794
	Aug.	206,070	10,500	8,948	68,880	2,394	4,009	10,719	70,824	-	271,525	64,918	718,788
	Sep.	1,320,334	36,708	45,106	75,210	2,566	3,926	9,592	188,407	-	722,318	172,698	2,576,865
	Oct.	3,424,854	46,772	88,106	318,320	731	3,804	3,714	568,234	-	1,680,497	401,787	6,536,818
	Nov.	3,017,362	213,757	69,178	68,572	882	3,740	3,308	20,589	-	78,936	18,872	3,495,198
	Dec.	2,691,618	159,874	2,234	53,519	929	4,197	3,603	270	-	1,034	247	2,917,525
	Jan.	2,922,314	253,084	167,806	85,334	3,446	6,904	9,396	93,327	-	357,797	85,545	3,984,953
	Feb.	3,461,073	4,272	-	-	8,071	3,505	21,586	-	-	-	-	3,498,507
Total Actual Revenues		17,927,826	725,006	381,520	725,483	20,625	33,030	69,614	945,914	-	3,128,453	747,975	24,705,446
Pro Rated budget Variance to date: Rev		6,061,545.80	222,596.54	(13,186.40)	(155,550.06)								
Expenses:													
Budgeted expenditures:		(35,999,653)	(1,978,416)	(428,740)	(928,399)	-	-	-	-	-	-	-	
Actual expenditures: ^													
	Jul.	(787,565)	(33,229)	(42,786)	(83,954)	-	-	-	-	-	-	(500)	(948,034)
	Aug.	(1,212,778)	(30,556)	(8,687)	(66,614)	-	(157,481)	(444,244)	-	-	-	-	(1,920,359)
	Sep.	(3,814,810)	(150,308)	(15,183)	(102,880)	(48,912)	(234,535)	(613,404)	-	-	-	-	(4,980,031)
	Oct.	(2,684,566)	(157,662)	(9,511)	(89,308)	(67,435)	(266,658)	(447,897)	(154,500)	-	(1,121,000)	(118,175)	(5,116,713)
	Nov.	(2,743,437)	(156,474)	(3,917)	(79,912)	-	(82,931)	(45,589)	-	-	-	-	(3,112,260)
	Dec.	(2,725,798)	(188,580)	(28,298)	(97,034)	-	(53,403)	(181,239)	(1,000)	-	-	-	(3,275,354)
	Jan.	(2,827,332)	(106,890)	(7,880)	(69,105)	-	(2,707)	(257,953)	-	-	(500)	-	(3,272,366)
	Feb.	(2,382,900)	(142,727)	(20,665)	(27,089)		(699,322)	623,316	-	-	-	-	(2,649,387)
Total Actual Expenses		(19,179,187)	(966,426)	(136,927)	(615,896)	(116,347)	(1,497,036)	(1,367,010)	(155,500)	-	(1,121,500)	(118,675)	(25,274,504)
Pro Rated budget Variance to date: Exp		(4,820,581.77)	(1,162,469.54)	(148,899.94)	(3,036.27)								
Ending Balance to date:		3,667,981	1,681,871	464,383	903,611	1,438,602	212,877	4,152,040	961,946	120,946	2,520,404		
Projected Ending Balance:		4,903,746	399,853	343,550	720,525	1,534,325	1,676,883	5,449,435	171,531	120,946	513,451		
Revenues over(under) Expenses to date:												(569,058)	

^Fifth Third Bank auto deductions have been included in actual expenditure totals

Project Summary: 2021 Bond Budget Overview

All Work within all buildings

	Treasury App	Schematic Design	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Total Spent	
Athletic Turf	1,548,523.00	2,442,764.00	-	1,339,052.84	1,260,564.11	2,599,616.95	106.42%
Track Replacement	314,353.00	750,000.00	-	-	-	-	0.00%
Middle School Natatorium to Gym	1,215,355.00	1,215,355.00	-	-	-	-	0.00%
Athletic Supplies		34,075.00				-	
Total Athletics	3,078,231.00	4,442,194.00	-	1,339,052.84	1,260,564.11	2,599,616.95	58.52%
Beach Elementary	352,556.00	352,556.00	-	-	-	-	0.00%
Shettler Elementary	576,532.00	576,532.00	-	-	12,311.82	12,311.82	2.14%
Edgewood Elementary	100,000.00	25,000.00	-	-	-	-	0.00%
Middle School	1,387,815.00	1,387,815.00	-	-	29,700.72	29,700.72	2.14%
High School	1,023,954.00	416,099.00	-	924,074.00	42,025.38	966,099.38	232.18%
Total Mechanical/Controls/AC	3,440,857.00	2,758,002.00	-	924,074.00	84,037.92	1,008,111.92	36.55%
Overall Contingency	790,912.00	-29,639.00	-	-	-	-	0.00%
Tower Pinkster Fees	0.00	465,000.00	-	223,547.93	59,442.01	282,989.94	60.86%
Technology	0.00	0.00	-	-	-	-	#DIV/0!
Non HS Furniture/Band	150,000.00	150,000.00	-	-	-	-	0.00%
Transportation	500,000.00	200,000.00	-	-	-	-	0.00%
Cost of Issuance	60,000.00	74,443.00	30,450.00	43,993.60	-	74,443.60	100.00%
Total Bond	8,020,000.00	8,060,000.00	30,450.00	2,530,668.37	1,404,044.04	3,965,162.41	49.20%
Estimated Interest Earned (investment)	-20,000.00	-60,000.00	(2.18)	(12,172.73)	(69,614.44)	(81,789.35)	136.32%
Total Capital Projects Fund	8,000,000.00	8,000,000.00	30,447.82	2,518,495.64	1,334,429.60	3,883,373.06	48.54%
Overage (Surplus)							

Fruitport Community Schools
Student Activity Summary Report - Attachment: IX-3
Month ending February 28, 2023

Student Activity Sub Totals	BEGINNING BALANCE	NET CHANGE	ENDING BALANCE
District Wide Student Activity Accounts	54,116.97	3,510.75	57,627.72
Beach Elementary Student Activity Accounts	30,017.11	(900.00)	29,117.11
Edgewood Elementary Student Activity Accounts	65,016.90	(18,428.23)	46,588.67
High School Class of Student Activity Accounts	7,554.47	-	7,554.47
High School Athletic Student Activity Accounts	81,076.82	14,482.97	95,559.79
High School Student Activity Accounts	218,241.73	(12,349.06)	205,892.67
Middle School Student Activity Accounts	44,316.34	963.95	45,280.29
Shettler Elementary Student Activity Accounts	24,547.86	2,209.25	26,757.11
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	11,439.74	4,046.31	15,486.05
Total Student Activity Fund	\$ 536,928.38	\$ (6,464.06)	\$ 530,464.32

Credit Card and Utilities Detail - Attachment: IX-4
For the month ending February 28, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
Consumers	\$ 643.35	\$ 612.41	\$ 932.65	\$ 238.57	\$ 1,103.11	\$ 474.89	\$ 665.31	\$ 609.35					\$ 5,279.64
Frontier	\$ 45.44	\$ 46.64	\$ 46.80	\$ 46.80	\$ 46.27	\$ 46.27	\$ 46.27	\$ 47.29					\$ 371.78
MISEC	\$ 20,984.57	\$ 22,461.53	\$ 19,381.06	\$ 23,316.47	\$ 2,827.30	50,660.01	\$ 24,935.67	\$ 59,751.99					\$ 224,318.60
Total Utilities	\$ 21,673.36	\$ 23,120.58	\$ 20,360.51	\$ 23,601.84	\$ 3,976.68	\$ 51,181.17	\$ 25,647.25	\$ 60,408.63	\$ -	\$ -	\$ -	\$ -	\$ 229,970.02
Credit Cards:													
General Fund	\$ 66,527.66	\$ 114,824.97	\$ 163,715.45	\$ 113,830.18	\$ 92,257.34	\$ 105,155.52							\$ 656,311.12
Early Childhood	\$ 2,202.70	\$ 3,950.38	\$ 4,280.13	\$ 18,112.31	\$ 4,675.53	\$ 4,768.59							\$ 37,989.64
Food Service	\$ -	\$ -	\$ 5,990.15	\$ -	\$ -								\$ 5,990.15
Tech/Security Millage	\$ 1,444.80	\$ 5,818.73	\$ 7,572.60	\$ 1,889.74	\$ 1,193.92	\$ 25,506.71							\$ 43,426.50
Student Activities	\$ 6,540.48	\$ 25,787.45	\$ 15,275.97	\$ 36,710.54	\$ 40,871.80	\$ 29,738.46							\$ 154,924.70
Total Credit Card Charges	\$ 76,715.64	\$ 150,381.53	\$ 196,834.30	\$ 170,542.77	\$ 138,998.59	\$ 165,169.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898,642.11

***Credit cards are always a month behind

February 2023 Transfers - Attachments: IX-5

Payment Date	Debit Account Desc	Credit Account Desc	Amount
2/1/2023	Checking - General Fnd Inv - USD	Checking - General Account - USD ***MESSA Transfer	\$ 520,000.00
2/2/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***147c Transfer	\$ 264,929.39
2/3/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/3/23 Payroll & ORS Transfer	\$ 840,433.01
2/16/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***2/17/23 Payroll, ORS, & 147c Transfer	\$ 1,131,450.19
		Total Transfers in February	<u>\$ 2,756,812.59</u>

Personnel Report – March 20, 2023

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

Brandi Brown – Instructional Assistant
Julie Huyser – Instructional Assistant
Jacinda Tiemeyer – Transportation / Bus Driver

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

Jackie Sandison - Instructional Assistant (Resignation)
Krista Starr - Instructional Assistant (Leave of Absence per Contract)
Jackie Wierengo - Bus Driver (Resignation)

The following positions are currently posted:

School Psychologist
Instructional Assistants – Multiple Positions
Behavior Services Coordinator
Special Education Teacher – Elementary Resource Room
ELA Teacher – Middle School (2023-2024 school year)
Premier Substitute Teacher
AM School Age Care Program Director – Beach Elementary
AM Multi-Site School Age Care Program Director
Year Round Childcare Assistant
Tennis Coach – Middle School

Brandi Brown

Muskegon, MI 49442

brandidawnbrown5_29u@indeedemail.com

2313272150

Work Experience

Substitute Teacher

Edustaff - Grand Rapids, MI

August 2018 to Present

I have been substitute taught for several years. I have been in the High School MOCI classroom as much as I could be. When I was offered a long term IA position with the High School MOCI class, right before the shutdown for the pandemic. I take IA positions out here at Fruitport when ever I can.

Education

Associate's degree in Exercise Science

Muskegon Community College - Muskegon, MI

August 2002 to June 2009

Skills

- Special Education

Military Service

Branch: United States Army

Service Country: United States

Rank: Specialist

June 2009 to June 2013

Julie Huyser

Full time Substitute teacher for Fruitport Community Schools

Fruitport, MI 49415

juliehuyser5_az4@indeedemail.com

+1 231 557 9224

1. To teach kids at any grade.

Work Experience

Permanent Substitute Teacher

Fruitport Community Schools - Fruitport, MI

October 2020 to Present

I get notified in the morning where to go. I teach any grade from 3 year old up to 12 grade. When a teaching job is not available I will fill in for a teacher aide or do one on ones with students.

Quality Control Inspector

SAC Plastics - Spring Lake, MI

August 2017 to September 2020

- Did Quality Control of parts periodically during the day.
- Assisted with filling orders.

Administered medications to the residents

Resident Life Partner

Dayspring Assisted Living - Muskegon, MI

2016 to 2017

- Assisted Alzheimer's patients with their everyday tasks.
- Assisted with personal care and housekeeping.
- Administered medications to the residents.

Personal Care Worker

Victorian Order of Nurses - Simcoe, ON

2013 to 2015

- Did home health care along with communication to the office and families.
- Provided personal care to individuals in their homes.
- Provided family relief for clients in need of care for both day and overnights.

Claims Support Assistant

State Farm Insurance - Wyoming, MI

1997 to 2010

- Oriented new employees and transferred employees.
- Managed customer service calls both from customers and agent offices.
- Initiated correspondence and communication with medical offices, and claimants.

Administrative Assistant

Adoni Packaging - Grand Rapids, MI
1994 to 1997

- Managed the office including answering multi-line phone, invoicing, data entry, and ordering.
- Directed shipping of 1000 packages weekly to customers worldwide.
- Did piece work for Zondervans and computer software Company.
- Supervised temporary workers on bigger orders.

Education

B.A. in Elementary Education

Dordt College - Sioux Center, IA
1989 to 1994

Skills

- Alzheimer's Care
- Teaching
- Caregiving
- Dementia Care
- Special Education

Assessments

Elementary school classroom management — Highly Proficient

March 2022

Managing behavior in elementary school classrooms

Full results: [Highly Proficient](#)

High school classroom management — Familiar

March 2022

Minimizing classroom disruption and engaging students

Full results: [Familiar](#)

Middle school classroom management — Proficient

March 2022

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

Early childhood development — Proficient

March 2022

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Proficient](#)

Building relationships for childcare providers — Proficient

March 2022

Building positive and productive relationships with families of children ages 0-3

Full results: [Proficient](#)

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

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

From: **Starr, Krista** <kstarr@fruitportschools.net>

Date: Wed, Mar 15, 2023 at 8:29 PM

Subject: LOA.....

To: Laura Gavin <lgavin@fruitportschools.net>

Dear Laura,

I am requesting a leave of absence for childcare until the end of the school year.

Thank you,
Krista Starr

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment # XI-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Approval of the Collaborative Schools of Choice Plan (PA300, Section 105 and 105c) for the 2022-23 school year.

Background Information:

The attached resolution is adopted annually by those districts choosing to participate in the MAISD's Collaborative Schools of Choice Program.

Financial Impact:

Current foundation allotment is \$9,150 per student.

Recommended Action:

Approval of the resolution to participate in the Muskegon Area Intermediate School District Collaborative Schools of Choice Plan for the 2023-24 school year. **Roll Call Vote...**

Action Taken:

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

___ Kelly ___ Meeuwenberg

The Muskegon Area Intermediate School District

COLLABORATIVE SCHOOLS OF CHOICE PLAN

A plan that offers parents and students a choice to attend other public schools in the Muskegon Area Intermediate School District outside of their district of residence

The Muskegon Area Intermediate School District

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

Effective Beginning with the 1998-99 School Year

INTRODUCTION

The Muskegon Area Intermediate School District Collaborative Schools of Choice Plan was developed through a process which included careful study, thoughtful discussion, and continual review. This plan supports the goal of providing quality educational options for students within the Muskegon Area Intermediate School District.

An important feature of the Muskegon Area Intermediate School District Collaborative Schools of Choice Plan is its cooperative development among the constituent public school districts within the MAISD. This spirit of cooperation propelled the idea of choice into a workable plan. The plan was initiated as a one-year pilot during the 1997-98 school year and went into effect with the 1998-99 school year, to be renewed annually.

Any changes to this plan are to be made no later than the March MAPSSA Meeting (to be in place the next academic year).

The Muskegon Area Intermediate School District

COLLABORATIVE SCHOOLS OF CHOICE PLAN

Acceptance of Students

- Each district within the Muskegon Area Intermediate School District may accept students based on district-identified capacity by grade level, class section, and building.
- If the demand for student placement exceeds space available in a grade level, class section, building, or program, a random draw will be used to determine which choice students will be allowed into the district.
- Districts may refuse to accept a choice student who has been suspended by another district in the previous two years, who has ever been expelled by another district, or who has ever been convicted of a felony. A district may not refuse to enroll or refuse to continue to enroll a student for any of these reasons if the District counted the pupil in membership on either the pupil membership count day or the supplemental count day.
- It is agreed that districts will not discriminate when accepting students under this choice plan. [See Appendix A]
- Choice applications will be taken from May 1 to May 30. Notification of acceptance or non-acceptance will be sent to the parent by July 1. Students must enroll in the receiving school district at the beginning of the school year, and are expected to make a one-year commitment to remain in the district.

Decision Process

- If, based upon new enrollment figures, a district still has openings after May 30, the district may fill the openings from applications received by the May deadline. Students within this group of applicants may be accepted as choice students until the end of the first week of the school year.
- A district shall give preference over all other choice students to nonresident school-aged students who live in the same household as a student already enrolled as a choice student.
- A random drawing will be held if demand for placement exceeds availability.
- After the end of the first week of the school year, local district policy prevails regarding student transfers.

Graduation Requirements, Promotion, Curriculum, Credits

- Choice students must meet graduation, promotion, curriculum, and credit requirements of the receiving district.

Attendance

- Once accepted for enrollment, a choice student may remain enrolled in the choice district until the student either disenrolls or graduates. Nothing in this paragraph prohibits a district from suspending or expelling a choice student for a violation of the applicable student code of conduct.
- Districts will only offer choice openings during the spring application period for the start of each school year.

Co-Curricular Activities

- The Schools of Choice Plan is intended to provide students options for academic purposes. Students who wish to participate in interscholastic athletics must follow the rules and regulations of the Michigan High School Athletic Association (MHSAA).
- Choice students may participate in co-curricular activities in the receiving district under the same conditions as all other students.

Special Education

- The receiving district is responsible for special education costs and services. There is an exception: special education costs which exceed the foundation allowance will be the responsibility of the district of residence for students who are placed in a multi-district program or center program only during their first year in the choice district.

Tuition and Foundation Allowance

- No tuition will be charged to choice students.

Transportation

- Transportation outside the receiving district will not be provided (except in the case of a special education student whose IEP determines that special transportation is required). Transportation within the receiving district may be provided if there is bus capacity, and according to district guidelines.

Recruitment

- There will be no direct solicitation to recruit nonresident students through Schools of Choice in Muskegon County. [See Appendix C]

Foreign Exchange Students

- If a foreign exchange student resides in the home of a current choice student, the district shall give enrollment preference to the foreign exchange student over all other nonresident students.

Appendix A

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based on intellectual, academic, artistic, or other ability, talent, or accomplishment, or lack thereof, or based on a mental or physical disability, except that a district may refuse to admit a nonresident applicant if the applicant does not meet the same criteria, other than residence, that an applicant who is a resident of the district must meet to be accepted for enrollment in a grade or a specialized, magnet, or intra-district choice school or program to which the applicant applies.

A nonresident applicant residing within the same intermediate district shall not be granted or refused enrollment based upon disability, religion, race, color, national origin, sex (including sexual orientation or transgender identify), height, weight, or athletic ability, or, generally, in violation of any state or federal law prohibiting discrimination.

Source: Schools of Choice Legislation, Section 105

Appendix B

Waiver For Under Twenty (20) Year Old Pupils Attending Adult Education Programs

School districts have agreed to release the membership for any pupil who is at least 18 and under 20 years of age as of the 1st Friday after Labor Day of the school year to any adult education program within the County of Muskegon for which the pupil is qualified and to which he/she applies for enrollment.

Enrollment procedures and requirements into adult education programs for pupils less than 18 years of age as of the 1st Friday after Labor Day of the school year shall follow normal, approved choice procedures and/or district policies.

Appendix C

Recruitment

No direct solicitation to recruit nonresident students includes no door-to-door campaigns in a school district (other than your own); no letters/newsletters to nonresident parents; no billboards or mass media targeted to nonresidents which include the word "choice," "select," or "make."

The Muskegon Area Intermediate School District

**COLLABORATIVE
SCHOOLS OF CHOICE PLAN**

For Internal Use

TIMELINE

Any changes to this plan are to be made no later than the March MAPSSA Meeting (to be in place the next academic year).

**2nd Monday
in March**

Deadline for local districts to notify the MAISD of grade-level openings for the following school year.

**2nd Monday
in March**

Application materials available from local school district office or MAISD.

May 1

Application deadline for choice students.

May 30

Notification of acceptance or non-acceptance will be sent to parent.

**July 1
(or as soon as
possible for identified
vacancies)**

If, based upon new enrollment figures, a district still has openings, the district may fill the openings with students who applied.

May 30 to the end of the first week of the school year
(MCL 388.1705)

Parents verify attendance in Choice District

By 2nd Monday in **July**
(or as soon as
possible for identified
vacancies)

Local district policy prevails.

After **the end of the first week of
the school year**

Fruitport Community Schools

SCHOOLS OF CHOICE

RESOLUTION

2023-2024

Fruitport Community Schools has chosen to participate in the Muskegon Area Intermediate School District's Schools of Choice Plan for 2023-2024, exercising the option permitted by Section 105 of the State School Aid Act of 1979, as amended by Public Act 300 of 1996.

The District will also participate in the State's Schools of Choice Plan defined under Section 105c, which allows a student to transfer to a school district that is within another contiguous intermediate school district.

Board of Education Secretary

Date

MEMO

To: Local Superintendents

From: Barb Irey, Senior Executive Assistant

Date: February 16, 2023

Subject: **ANNUAL 2023-24 BUDGET REVIEW – THURSDAY, MAY 4, 2023**

Attached is a copy of the memo that was sent to your board secretary regarding our Annual Budget Review, along with a copy of the Budget Review Timeline. Please use [this form](#) to designate one of your board members to represent your district at this review. Please complete this form by **April 3, 2023**.

Following the May 4 budget review, local districts must adopt a resolution of support/disapproval (at your May board meeting) of the MAISD's general fund budget by June 1. Once adopted, a copy of the resolution, along with any specific comments, should be sent to the MAISD Superintendent's Office. Sample resolutions will be included in the budget packet that is mailed to superintendents in April.

MEMO

To: Secretaries of Boards of Education of Constituent School Districts

From: Randy Lindquist, MAISD Superintendent

Copy: Local District Superintendents

Date: February 16, 2023

Subject: **ANNUAL 2023-24 BUDGET REVIEW – THURSDAY, MAY 4, 2023**

According to laws regarding intermediate school district budgets, local school district boards must adopt a resolution on the MAISD's general fund budget between May 1 and June 1 of each year and may submit comments on the budget.

To facilitate this statute, the MAISD board shall submit the budget, for review, to a meeting of one (1) board member named from each constituent district to represent that district.

The Muskegon Area Intermediate School District Board of Education has set **Thursday, May 4, 2023 at 5:30 p.m.** for this review and it will be held in the MAISD Superior Room.

You are requested to advise this office of your delegate selection by **April 3, 2023**. Please be reminded that only **one board member** may officially represent your district at this review.

Thank you.

Budget Review Timeline

Date/Deadline	ISD Budget Review
January 17, 2023	Set date for budget hearing (May 4, 2023).
February 20, 2023	Superintendent sends letter to LEA Board Secretaries to designate Board representative.
March 23, 2023	County School Boards Dinner
April 3, 2023	LEA Boards notify MAISD of designated Board representative.
April 10, 2023	Presentation of budget to superintendents at MAPSSA meeting.
April 11, 2023	Send resolution and budget to local superintendents, if not received at MAPSSA meeting.
April 17, 2023	Presentation of budget to MAISD Board at MAISD Board meeting.
April 18, 2023	MAISD distributes budget packet to designated Board representatives and superintendents (preferably 7 to 10 days before meeting but after April MAISD board meeting)
May 4, 2023	Annual budget review presentation to LEA Boards.
May 30, 2023	Deadline for local district response to MAISD general fund budget. Local districts must pass a resolution of support/disapproval and any specific objections. (May 29 is Memorial Day)
June 19, 2023	MAISD considers local district input/adopts general fund budget.

Local District Responsibility	MAISD Responsibility
-------------------------------	----------------------

Business and Finance Committee

Monday March 13, 2023

6:13 p.m., Board Room

Meeting Minutes

Attendance: Kris Cole, Dave Hazekamp, Jason Kennedy, Elroy Buckner, Jessica Wiseman, and Mark Mesbergen

1. Fruitport Education Association Contract Discussion
Jason talked about the FEA contract discussion. The committee talked through options and the budget impact of those options. There should be a recommendation at the next board meeting.
2. Supplemental Pupil Membership Count Update
Jason gave an update about the Spring Count. The district will decrease from Fall. However, the decrease of enrollment should be less than previous years.
3. Summer Taxes
Mark presented a board resolution that allows Fruitport to levy summer taxes this summer and next summer. The cost of the levy is around \$27,500 per year. This allows the district to either not borrow or borrow a lot less.
4. Chartwells Renewal
Mark presented the MDE approval letter and renewal documents for Chartwells. Their fees will increase by 4% which is based on the contract that was approved during the most recent RFP.
5. Other - Vehicles
Mark presented a recommendation that will allow the district purchase two used SUVs for the transportation fleet. The district normally purchases new vans through the MiDeal consortium but in recent years this is not an option due to the cost and the number allowed for the entire State. Mark has worked with the auditors to ensure we have a process to purchase used vehicles since that may be the only option we have. We currently have 4 vans; however, 2 of our vans are currently being used for our homeless runs every day.

Meeting adjourned at 7:04 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Summer Tax Collection for 2023 and 2024.

Background Information:

In 2014, Fruitport started to collect summer taxes only for Fruitport and Spring Lake Townships. The tax revenues provide cash flow early in the fiscal year to help offset the cost of needing to borrow more money and provide some interest earnings. The MAISD also pays a portion of this cost to collect summer tax. An annual resolution to collect summer tax is required to be passed each year.

Financial Impact:

The General Fund levies just over \$2.8 million in summer tax collections. The townships charge the district about \$27,500 to collect in the summer. The MAISD reimburses FCS \$4,000 of this fee.

Recommended Action:

Recommend the approval of the annual resolution to allow Fruitport Community Schools to collect summer taxes for both 2023 and 2024 years. **Roll call...**

Action Taken:

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

Annual Summer Tax Resolution

Fruitport Community Schools, Counties of Muskegon and Ottawa, State of Michigan (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the ____ day of _____, 2023, at ___ o'clock in the __.m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, this Board previously adopted a resolution to authorize and impose a summer tax levy to collect **100%** of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for **2023 and 2024** its previously-adopted ongoing resolution imposing a summer tax levy of **100%** of annual school property taxes, including debt service, upon property located within the District with respect to the **townships of Fruitport and Spring Lake (each a "Township")**, and continuing from year-to-year until specifically revoked by the Board, and requests that **each Township** collect those summer taxes.

2. The Superintendent, **Director of Business Services**, or a designee thereof, is authorized and directed to forward to the governing body of **each Township** a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that **each Township** agree to collect the summer tax levy for **2023 and 2024** in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are promptly received by **each Township's** governing body.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent, **Director of Business Services**, or a designee thereof is authorized and directed to negotiate on behalf of the District with **each Township's** governing body for the reasonable expenses for collection of the District's summer tax levy that **each Township** may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fruitport Community Schools, Counties of Muskegon and Ottawa, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #XI-3

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

2023-24 Food Service Management Company (FSMC) Contract Renewal - Chartwells

Background Information:

Per contract, what we pay Chartwells for management fees are adjusted annually in accordance with the cpi. This year the fees increased by 4.0% which would be an increase to their contract of approximately \$10,000. MDE is requiring an addendum for districts that run a summer food program since it was not in the original contract with Chartwells. The addendum is included.

Financial Impact:

The contract renewal will be an increase of \$10,000, which is paid out of the Food Service Fund.

Recommended Action:

The 2023-24 Chartwells contract for management services be approved as presented including the addendum for having a summer food program.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

Fruitport Community Schools

School District Name _____

61080

School District Code _____

7/1/2022

Year of Original Contract _____

1

Renewal Year (1, 2, 3, or 4) _____

FSMC Cost Reimbursable - Contract Renewal Agreement

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning **July 1, 2023**, and ending **June 30, 2024**. The terms and conditions of the original contract are applicable to the contract renewal.

The company shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

Rates for 2022-2023 must match what was approved by MDE. The Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region for December 2022 is 8.8% as released by the U.S. Bureau of Labor Statistics. SFAs may negotiate renewal rate increases in any amount up to and including the current CPI rate of 8.8%.

RATES MUST NOT BE ROUNDED UP.

	<u>Flat % Increase per Original Contract</u>	<u>2022-2023 Rate</u>	<u>Negotiated % Increase (must not exceed 8.8%)</u>	<u>New 2023-2024 Rate</u>
1. Management Fee per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4%	9.00 cents	4%	9.36 cents
2. Administrative Fee per Meal or Month	4%	11.00 cents	4%	11.44 cents
3. Reimbursable Breakfasts				
4. Reimbursable Lunches				
5. A la Carte Meal Equivalents				
6. After School Snacks				
7. At Risk Suppers				
8. Special Milk				
9. Equivalent Meal Factor	-	\$3.9900	-	\$4.7100
10. Amount of Advance Payment for the 23-24 school year, if any				\$120,000
11. Amount of Guaranteed Return for the 23-24 school year, if any				NA
12. Amount of Planned Client Investment for the 23-24 school year, if any				NA

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with applicable program laws and regulations. This agreement shall not exceed one year.

Signed:  2/27/2023
 Food Service Management Company Representative Date
Amy Shaffer, CEO, Chartwells K12
 Printed Name/Title

Acceptance of Contract Renewal Agreement

Signed: _____ Date _____
 School Food Authority Representative

 Printed Name/Title

AGREEMENT PAGE – FSMC Contract Renewal

This bidder has certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the Request for Proposal (RFP) of the successful bidder, with addenda, if any, constitute the entire agreement between the School Food Authority (SFA) and Food Service Management Company (FSMC). The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year from July 1, 2023, to June 30, 2024.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

Year of Original Contract: July 1, 2022 **Contract Renewal Year:** 1 2 3 4

ATTEST:

Signature of Witness for SFA

Name of School Food Authority

Signature of SFA Representative

Name

Title

Date

ATTEST:


Signature of Witness for FSMC

Compass Group USA, Inc.,
by and through its Chartwells Division

Name of Food Service Management Company



Signature of FSMC Representative

Amy Shaffer

Name

CEO, Chartwells K12

Title

Date

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment # XI-4

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval to purchase two vehicles for transportation

Background Information:

Our current transportation van fleet consists of two 2011 and two 2019 vans. Due to our current homeless runs, two vans are used each day to transport students home; therefore, only two vans can be used for clubs and/or athletics. The previous solution would be to purchase new vans through the MiDeal consortium. This option is not viable as the State consortium does not receive many vans and the price of the new vans are higher than what the district wants to pay. Mark has worked with the district's auditors to ensure that we have a process to purchase used SUVs if the district finds them in the near future. Due to the nature of buying used vehicles, the recommendation would be to have the board approve the future purchase of two vehicles not to exceed a total \$80,000. The transportation department will work with Mark to ensure the process of getting quotes and documentation showing "shopping around" which is required for our annual audit.

Financial Impact:

Up to \$80,000 paid out of the Building and Site Funds.

Recommended Action:

Recommend to approve the future purchase of two transportation SUVs for a not to exceed amount of \$80,000 (total for two).

Action Taken:

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



Personnel Committee
Monday, March 13, 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. and Dave Hazekamp, JB Meeuwenberg, and Jason Kennedy were present.

1. March 2023 Personnel Report

The Committee reviewed the Personnel Report for March 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. Behavior Support Systems Plan

The Committee discussed a plan to support behavior services in the District with the addition of a Behavior Services Coordinator position to support behavior teams across the District.

3. Special Education Caseloads and Intensive Resource Room Teacher

The Committee discussed the need to increase special education intensive resource room support due to rising caseloads at Edgewood Elementary School. Caseload numbers were reviewed to support the increased need.

4. Arbor Circle and Hackley Community Care

These programs were discussed with the Committee, along with a plan to improve support for students and families.

5. Fruitport Education Association (FEA) Contract Discussion

The Committee reviewed the development of a Letter of Agreement between the Board and the FEA, and discussed options and the impact to the budget. Additional details will be provided to the Board in the Letter of Agreement once it is finalized.

6. Other:

- a. The Committee reviewed items from the other Board Committee meetings that will be discussed at the Regular Board Meeting on Monday, March 20, 2023.

7. Public Comment: None

8. Adjournment: The meeting was adjourned at 5:38 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #: XII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Letter of Agreement – Fruitport Education Association: Compensation

Background Information:

The District and Association have negotiated a Letter of Agreement (LOA) to address compensation for those covered by the Association’s Contract. The LOA will assist the District in maintaining a competitive starting salary, while improving compensation for professional positions covered by the Agreement. The LOA will modify schedule A for the remaining term of the contract, and will be effective March 1, 2023. Schedule B will not be impacted by the change for the current year. The new Schedule A is included in the Board packet.

Financial Impact:

FY 2023: \$128,000 (paid by the general fund and grants)

FY 2024: \$344,651 (paid by the general fund and grants)

Recommended Action:

To approve the Letter of Agreement between the Board of Education and the Fruitport Education Association, as discussed and presented.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

**LETTER OF AGREEMENT
FRUITPORT EDUCATION ASSOCIATION,**

and the

FRUITPORT COMMUNITY SCHOOLS

RE:

1. This Letter of Agreement shall apply for the life of the current collective bargaining agreement.
2. The parties agree to modify Appendix A for the 2022-23 school year in accordance with the attached Schedule. The revised Appendix A shall be effective March 1, 2023.
3. The parties agree to modify Appendix A for the 2023-24 school year in accordance with the attached schedule, effective March 1, 2023.
4. The base salary for Appendix B and for any supplemental income for the 2022-23 school year shall remain unchanged and shall not be based on the new Appendix A as reflected in Paragraph 2.
5. The base salary for Appendix B and for any supplemental income for the 2023-24 school year shall be based on the new Appendix A as reflected in Paragraph 3.
6. This letter of agreement shall not constitute precedent and shall not constitute a waiver of the Association's rights under the law and the collective bargaining agreement.
7. All other provisions of the collective bargaining agreement shall remain in full force and effect until a successor agreement is reached.

For the District

Dated: _____

For the Association

Dated: _____

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #: XII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Letter of Agreement – Fruitport Education Association: Licensure

Background Information:

The District and Association have negotiated a Letter of Agreement (LOA) to clarify language in the Collective Bargaining Agreement. The LOA clarifies that bargaining unit members, and not just teachers, covered by the Agreement are to be reimbursed for the cost of the renewal fee of their required certification and/or licenses for the position he/she has with the District. This clarification covers positions such as social workers, psychologists, etc.

Financial Impact:

Approximately \$2,000 from the General Fund

Recommended Action:

To approve the Letter of Agreement between the Board of Education and the Fruitport Education Association, as discussed and presented.

Action Taken:

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

**LETTER OF AGREEMENT
FRUITPORT EDUCATION ASSOCIATION,**

and the

FRUITPORT COMMUNITY SCHOOLS

RE: Certification Reimbursement

1. This Letter of Agreement shall apply for the life of the current collective bargaining agreement.
2. The parties hereby agree to change Article 4, Section O of the parties' agreement to the following:

The Board shall reimburse bargaining unit members for the cost of the renewal fee of their required certification and/or licenses for the position he/she has with the District.

3. This letter of agreement shall not constitute precedent and shall not constitute a waiver of the Association's rights under the law and the collective bargaining agreement.
4. All other provisions of the collective bargaining agreement shall remain in full force and effect until a successor agreement is reached.

For the District

Dated: _____

For the Association

Dated: _____



Student Affairs Committee
Monday, March 13, 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 5:39 p.m. with Susan Franklin, Dave Hazekamp, and Jason Kennedy present.

1. Sex Education Advisory Board (SEAB) 4th Grade Recommendations

The Committee reviewed the process that was used by the SEAB to review and recommend the 4th grade Sex Education Advisory Board instructional materials for a second time. Several modifications were made to the recommended instructional materials based upon the input and feedback from the SEAB over the last several months. The first reading and review of the materials took place at the Board meeting on Monday, February 20, 2023, and the second reading and review of the materials will be completed at the Board meeting on March 20, 2023. The Board will now be asked to approve the materials for use at 4th grade.

2. Overnight Trip Requests: High School Robotics Team

The Committee reviewed two requests from the high school robotics team. The first request to attend the FIRST State Championship Robotics Competition at Saginaw Valley State University on April 4-8, 2023, and the second to attend the FIRST World Championship Competition in Houston, TX on April 18-24, 2023. All expenses to be covered by the team. Each event requires qualification before being able to attend.

3. Schools of Choice Resolution

The Committee reviewed a resolution that will need to be considered for approval by the Board of Education in order for the District to participate in the Muskegon Area Intermediate School District's Collaborative Schools of Choice Plan for the 2023-2024 school year.

4. Draft Plan For Summer School 2023

The Committee reviewed a draft plan for summer school programming for grades K-8, as well as for credit recovery options for students in grades 9-12 during the summer of 2023.

5. Professional Development Agenda - March 10, 2023

The Committee was provided an overview of the professional development that took place with staff on Friday, March 10, 2023, and was provided an opportunity to review the agenda for the events of that day.

6. Thrun Law Policy Update

The Committee reviewed policy updates from Thrun Law Firm. The update includes revisions made to Policy 3116 - District Technology and Acceptable Use, regarding the use of electronic devices by students and staff during state assessments. A first reading will take place at the Board meeting on March 20, 2023.

7. Fruitport Education Association (FEA) Contract Discussion

The Committee reviewed the development of a Letter of Agreement between the Board and the FEA, and discussed options and the impact to the budget. Additional details will be provided to the Board in the Letter of Agreement once it is finalized.

8. Other

- a. The Committee reviewed items from the other Board Committee meetings that will be discussed at the Regular Board Meeting on Monday, March 20, 2023.

9. Public Comment: None

10. Adjournment: The meeting was adjourned at 6:12 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #: XIII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Sex Education Advisory Board 4th Grade Recommendations: Second Reading

Background Information:

The Sex Education Advisory Board (SEAB) has completed a review and recommendation of sex education materials for the 4th grade. The SEAB has met all statutory and Board policy requirements in making this recommendation, and has worked closely with parents and stakeholders in its recommendation to the Board. The materials were available to the public at the February 20, 2023 and March 20, 2023 meetings of the Board of Education.

Financial Impact:

No additional financial impact

Recommended Action:

To approve the 4th grade sex education materials, as discussed and presented.

Action Taken:

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

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #: XIII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Robotics Team State Championship Competition – Saginaw Valley State University

Background Information:

If the high school robotics team qualifies for the First Michigan State Championships, the competition will be held at Saginaw Valley State University (Ryder Center, 7400 Bay Rd, University Center, MI 48604) on April 5 – 8, 2023. This will be a four (4) day, three (3) night trip with costs being covered by the high school robotics team internal activity account, and is being requested by high school robotics coach Joe Hebert.

Financial Impact:

None to the District. Costs will be covered by funds in the high school robotics team internal activity account.

Recommended Action:

To approve the high school robotics team’s overnight trip request to attend the Michigan State First Robotics Championships held at Saginaw Valley State University on April 5-8, 2023, as discussed.

Action Taken:

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



**Fruitport Community Schools
Overnight Field Trip Request**

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: High School Robotics Team

Staff Person(s) in Charge: Joe Hebert

Start of Trip Date 4/5/2023

End of Trip Date 4/8/2023

Funding Sources: HS Robotics internal account

Are all students Participating? Yes

Chaperone/Student Ratio: 1:2.3

Destination Information

Destination: Saginaw Valley State University

Destination Information: 7400 Bay Rd, University Center, MI 49085

Purpose of Trip: For competing at the Michigan State Championships if advanced through districts.

Lodging Information

Lodging Accommodations: Bay Valley Resort & Conference Center

Lodging information: 2470 Old Bridge Rd, Bay City, MI, 48706

989-686-3500

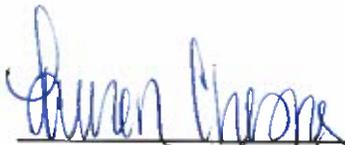
Transportation Arrangements: Attached

Emergency Information

Emergency Contact: Joe Hebert, 616-638-0382

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes



Principal/Supervisor Signature



Date

BOARD ACTION REQUEST FORM

Meeting Date: March 20, 2023

To: Board of Education

Attachment #: XIII-4

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Robotics Team FIRST World Championship Competition – George R. Brown Convention Center, Houston, TX

Background Information:

If the high school robotics team qualifies for the First World Championships, the competition will be held at the George R. Brown Convention center in Houston, TX on April 18 – 24, 2023. This will be a seven (7) day, six (6) night trip with costs being covered by the high school robotics team internal activity account, and is being requested by high school robotics coach Joe Hebert.

Financial Impact:

Costs will be covered by funds in the high school robotics team internal activity account; however, if the team qualifies, it is the superintendent’s recommendation to provide a stipend, in an amount to be determined, to help offset travel costs associated with participation in a world championship tournament such as this.

Recommended Action:

To approve the high school robotics team’s overnight trip request to attend the FIRST World Championship Competition on April 18-24, 2023, as discussed.

Action Taken:

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



**Fruitport Community Schools
Overnight Field Trip Request**

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: High School Robotics Team

Staff Person(s) in Charge: Joe Hebert

Start of Trip Date 4/18/2023

End of Trip Date 4/24/2023

Funding Sources: HS Robotics internal account

Are all students Participating? Yes

Chaperone/Student Ratio: 1:2.3

Destination Information

Destination: George R. Brown Convention Center

Destination Information: 1001 Avenida De Las Americas

Houston, TX 77010

Purpose of Trip: For competing at the FIRST World Championships if advanced through States

Lodging Information

Lodging Accommodations: TBA

Lodging information: TBA

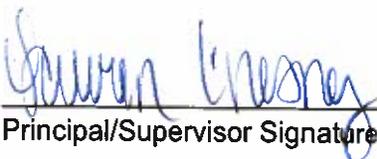
Transportation Arrangements: Attached

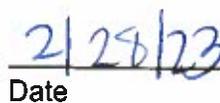
Emergency Information

Emergency Contact: Joe Hebert, 616-638-0382

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes


Principal/Supervisor Signature


Date

The Fruitport High School Robotics team will be attending the following events for the 2023 season

Team Contact Information:

Call or text coaches directly in the event of an emergency. Email and Facebook messenger communication is not preferred while at competitions because of limited or unreliable WiFi.

Coach Joe Hebert	(616) 638-0382	email: jhebert@fruitportschools.net
Coach Jeremy Martinez	(269) 929-1342	email: jeremy_m1580@yahoo.com
Ms. Steudle-Schwander	(231) 206-0222	email: ksteudle@fruitportschools.net

Our first district competition will be **March 16-18 at Orchard View High School** (this is not an overnight event) *see attached details to join us at this nearby family friendly and free event!*

Our second district competition will be **March 30 - April 1st at East Kentwood High School** (this is not overnight event) *See attached for more details*

Pending – If the team qualifies for the **Michigan State Championships**, it will be at **Saginaw Valley State University Ryder Center**, 7400 Bay Rd, University Center, MI 48604, on **April 5-8th**. (This is a 4 day, 3 night trip) *See attached for more details*

Pending – If the team qualifies for the **FIRST World Championships**, it will be at **George R. Brown Convention Center**, 1001 Avenida De Las Americas, Houston, TX 77010, on **April 18-24** (This is a 7 day, 6 night trip). *See attached for more details*

Muskegon District Event

Orchard View High School
16 N Quarterline Rd
Muskegon, MI 49442

Transportation not provided – Carpool needed

March 16, 2023, THURSDAY
Volunteer for early field setup!

Arrive by 5:00 PM

Pits open* 5:00 PM

Pits close 10:00 PM

March 17, 2023, FRIDAY

Arrive at 8:00am

Pits open 8:00 AM

Opening ceremonies 10:30 AM

Matches begin 11:00 AM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends Matches resume 2:00 PM

Matches end 7:00 PM

Pits close ** 8:00 PM

March 18, 2023, SATURDAY

Arrive at 8:00am

Pits open 8:00 AM

Matches begin 9:30 AM

Alliance Selections 12:30 PM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends/Elimination rounds begin 2:00 PM

Elimination rounds end 5:00 PM

Awards 5:00 PM

Pits close ** 6:30 PM

Volunteer to help with field tear-down!

Kentwood District Event

East Kentwood High School
6230 Kalamazoo Ave. SE
Kentwood, Michigan

Transportation provided by team

March 31, 2023, THURSDAY

Leave from FHS at 4:00 pm

Bring Money for Dinner.

Pits open* 5:00 PM

Pits close 10:00 PM

April 1, 2023, FRIDAY

Leave from Fruitport High School at 7:30 am

Pits open 8:00 AM

Opening ceremonies 10:30 AM

Matches begin 11:00 AM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends Matches resume 2:00 PM

Matches end 7:00 PM

Pits close ** 8:00 PM

April 2, 2023, SATURDAY

Leave from Fruitport High School at 7:30 am

Pits open 8:00 AM

Matches begin 9:30 AM

Alliance Selections 12:30 PM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends/Elimination rounds begin 2:00 PM

Elimination rounds end 5:00 PM

Awards 5:00 PM

Pits close ** 6:30 PM

Return to Fruitport High School around 8:00 pm

PENDING

Michigan State Championships

Saginaw Valley State University
7400 Bay Rd,
University Center, MI 49085
Transportation Provided by Team

Hotel: Bay Valley Resort & Conf Center
2470 Old Bridge Rd
Bay City, MI, 48706
989-686-3500

April 5, 2023, Wednesday

Leave from Fruitport High School at 1:00 pm; travel time to Saginaw Valley State is approx. 2.5 hours
Bring Money for Dinner. We will check in at hotel, eat, and then go to SVSU for setup.

Pits open* 5:00 PM

Pits close 10:00 PM

April 6, 2023, Thursday

Continental breakfast at Hotel at 7:00; Leave Hotel at 7:45 am

Pits open 8:00 AM

Opening ceremonies 10:30 AM

Matches begin 11:00 AM

Lunch begins 1:00 PM (lunch provided by team)

Lunch ends Matches resume 2:00 PM

Matches end 7:00 PM

Pits close ** 8:00 PM

Dinner provided by Team

April 7, 2023, Friday

Continental breakfast at hotel at 7:00

Leave Hotel at 7:45 am

Pits open 8:00 AM

Opening ceremonies 10:30 AM

Matches begin 11:00 AM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends Matches resume 2:00 PM

Matches end 7:00 PM

Pits close ** 8:00 PM

Dinner provided by Team

April 8, 2023, Saturday

Continental breakfast at hotel at 7:00

Checkout & leave Hotel at 7:45 am

Pits open 8:00 AM

Opening ceremonies 9:00 AM

Matches begin 9:30 AM

Alliance Selections 12:30 PM

Lunch begins 1:00 PM (lunch will be provided by team)

Lunch ends/Elimination rounds begin 2:00 PM

Elimination rounds end 5:00 PM

Awards 5:00 PM

Pits close ** 6:30 PM

Bring Money for Dinner: fast food on the way home

Return to Fruitport High School by 11:00 pm

2023 World Championships

PENDING

George R. Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

Hotel: TBA

April 18, 2023, TUESDAY

Leave from Fruitport High School at 8:00 am
Lunch in route (bring money for fast food)
Check in to hotel (11 hrs to Arkansas)

April 19, 2023, WEDNESDAY

Depart hotel @ 7:00am
Lunch in route (bring money for fast food)
Check in to hotel in Houston (8 hrs to Houston)
Pits open/Load in @ 2:00-7:30pm
Dinner (Provided by team)
Return to hotel @ 9:00pm

April 20, 2023, THURSDAY

Continental breakfast at hotel @ 6:00 AM
Leave hotel at 6:30 AM, Pits open 7:00 AM
Qualification matches 8:30 AM – 6:00pm
Lunch begins 11:00 AM (provided by team)
Dinner out @ 7:30 PM (Provided by team)
Return to hotel @ 9:00pm

April 21, 2023, FRIDAY

Continental breakfast at Hotel at 6:00 AM
Leave hotel at 6:30 AM, Pits open 7:00 AM
Qualification matches 8:30 AM – 5:00pm
Lunch begins 11:00 AM (provided by team)
Dinner out @ 7:00pm (provided by team)
Return to hotel @ 10:00pm

April 22, 2023, Saturday

Continental breakfast at hotel at 6:00 AM
Leave hotel @ 6:30 AM
Alliance selections @ 7:00 AM
Divisional Playoffs 8:30-11:30am
Lunch @ 12:00pm (provided by team)
Championship matches and awards @ 2:15-5:30 PM (Minute Maid Field)
Closing ceremonies @ 6:30-10:00pm
Return to hotel @ 10:00pm

April 23, 2023, Sunday

Depart hotel @ 7:00am
Lunch in route
Check-in hotel enroute. (11 hrs)

April 24, 2023, Monday

Depart hotel @ 8:00am
Lunch in route
Arrive at FHS around 4:00pm. (~8 hrs)

POLICY UPDATE SUMMARY

BOARD POLICY MANUAL

February 2023

Policy	Revision(s) Made
3000 Series	
3116 District Technology and Acceptable Use	In accordance with the Office of Educational Assessment and Accountability's 2022-23 updated Electronic Device Policy, Policy 3116 was updated to include provisions regarding the use of electronic devices by students and staff during state assessments. This policy must be communicated to staff, students, and families.
3120 Head Start COVID-19 Mitigation	Based on a January 6, 2023 U.S. Department of Health and Human Services final rule, Policy 3120 was updated to remove its masking requirement and to add sample COVID-19 mitigation provisions.

Series 3000: Operations, Finance, and Property

3100 General Operations

3116 *District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include [the following is suggested language but the Board has discretion to define "inappropriate for minors": obscene depictions, child pornography, and any other material harmful to minors].
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
 - a. use of District technology resources is a privilege that may be revoked at any time;
 - b. a user has no expectation of privacy when using District technology resources;
 - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
 - d. District technology resources may not be used to bully, harass, or intimidate others;
 - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

- a. Students shall leave all electronic devices outside of the testing room [Optional: or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session].
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
 - i. Ensure that all background applications and alternative websites are disabled on testing devices.
 - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
 - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. [Option 1: Test administrators are prohibited from wearing or accessing a wearable electronic device (e.g., smart watch or Fitbit). Option 2: Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.]
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g.,

invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted:

Date revised: