



*Regular  
Board Meeting*

*Board Room*

*April 15, 2024*



**Fruitport Community Schools  
BOARD OF EDUCATION MEETING  
Board Room  
3255 E. Pontaluna Rd, Fruitport 49415  
Monday, April 15, 2024 - 7:00 p.m.**

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
- VI. COMMUNICATIONS**
  - a. Reminder: Muskegon County Public School Board Alliance Spring Dinner Meeting (Wednesday, April 17, 2024 at Lake Bluff Grille)
  - b. Reminder: MAISD Budget Review Meeting: April 25, 2024 at 5:30 p.m. (MAISD Superior Room – 630 Harvey St., Muskegon, MI 49442) – Delegate: Steve Kelly; Alternate: Dave Hazekamp
  - c. Reminder: Excellence in Education: Sunday, April 28, 2024 at 1:00 p.m. (Performing Arts Center)
  - d. Reminder: Fruitport Community Schools Staff Retirement Celebration – May 28, 2024 at 4:30 p.m.
  - e. Reminder: High School Graduation Ceremony: Thursday, May 30, 2024 – Arrive at 6:30 p.m. for 7:00 p.m. ceremony at Trinity Health Arena.
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
  - a. School Safety Updates
  - b. 800 MHz Public Safety Coverage Maps and Measurement Survey
  - c. State Testing Update
  - d. Approved MAISD Common Calendar (2024-2029)
  - e. School Drinking Water Program
- VIII. REMARKS FROM THE PUBLIC\***
- IX. CONSENT AGENDA**
  - 1. Approval of Bill Listing (attachment IX-1)

<u>Fund</u>	<u>Amount</u>
<b>General Fund:</b>	\$516,632.91
<b>Other Funds:</b>	
Food Service	\$113,296.87
Cooperative Education (ISD) – Tech Millage	\$8,998.32
Debt Retirement (2017)	\$500.00
<b>Total Bill List:</b>	<b>\$639,428.10</b>
  - 2. Acceptance of Monthly Financial Report (attachment IX-2)
  - 3. Acceptance of Student Activity Summary Report (attachment IX-3)
  - 4. Acceptance of Credit Card and Utilities Report (attachment IX-4)

5. Approval of Transfers and ACH Transactions Report (attachment IX-5)
6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-6)
7. Approval of Special Meeting Minutes of March 27, 2024 (attachment IX-7)

**X. GENERAL BOARD BUSINESS**

1. MAISD FY2025 Original Budget and MAISD Overview; No action
2. Update Regarding Hard Cap Adjustment – PA 152; No action

**XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**

**Elroy Buckner, Chairperson**

1. Report of Committee Meeting held April 9, 2024 (attachment XI-1)

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held April 8, 2024 (attachment XII-1)

**XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS**

**Susan Franklin, Chairperson**

1. Report of Committee Meeting held April 8, 2024 (attachment XIII-1)
2. Second Reading: Field Trips – Policy 5506 (attachment XIII-2)

**XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

**XV. AGENDA ITEMS FOR FUTURE MEETINGS**

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

1. Business & Finance Committee Meeting: Tuesday, May 14, 2024 at 5:00 p.m.
2. Personnel Committee Meeting: Monday, May 13, 2024 at 5:00 p.m.
3. Student Affairs Committee Meeting: Monday, May 13, 2024 at 5:30 p.m.
4. Board of Education Meeting: Monday, May 20, 2024 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.

**TO:** Local Superintendents  
MCC President

**FROM:** Mary Schaab, President, Muskegon County Public School Boards Alliance  
Randy Lindquist, MAISD Superintendent

**DATE:** February 19, 2024

**SUBJECT:** Spring Dinner Meeting – Wednesday, April 17, 2024

The following arrangements have been completed for the spring meeting. The meeting is for board members and central office administrators. Spouses and/or guests **ARE** included in this activity.

**DATE:** **Wednesday, April 17, 2024**

**TIME:** **5:30 p.m.** Social Time

**6:00 p.m.** Dinner

**6:45 p.m.** Business Meeting – Treasurer’s Report

**Program:** Impact of Artificial Intelligence (AI) on Schools  
- Andy Mann, MAISD Educational Technology Consultant

**8:00 p.m.** Adjourn

**PLACE:** **Lake Bluff Grille**  
**2801 Lakeshore Drive, Muskegon**

**COST:** **\$30.00 per person**

A reservation form is enclosed for your district. Your board members have received the invitation and have been asked to call your office with their reservations by Monday, April 1, 2024.

Please return the reservation form to Barb Irey no later than **Monday, April 8, 2024** (with check to follow). Please make checks payable to the MAISD.

Thank you.

## MEMO

To: Local Superintendents

From: Barb Irey, Senior Executive Assistant

Date: February 12, 2024

Subject: **ANNUAL 2024-25 BUDGET REVIEW – THURSDAY, APRIL 25, 2024**

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 **March 29, 2024**.

Following the April 25, 2024 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 12, 2024

Subject: **ANNUAL 2024-2025 BUDGET REVIEW – THURSDAY, APRIL 25, 2024**

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, April 25, 2024 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 **March 29, 2024**. 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 16, 2024	Set date for budget review (April 25, 2024).
February 12, 2024	Superintendent sends letter to LEA Board Secretaries to designate Board representative.
March 29, 2024	LEA Boards notify MAISD of designated Board representative.
April 8, 2024	Presentation of budget to superintendents at MAPSSA meeting.
April 9, 2024	Send resolution and budget to local superintendents, if not received at MAPSSA meeting.
April 15, 2024	Presentation of budget to MAISD Board at MAISD Board meeting.
April 16, 2024	MAISD distributes budget packet to designated Board representatives and superintendents (preferably 7 to 10 days before meeting but after April MAISD board meeting)
April 25, 2024	Annual budget review presentation to LEA Boards.
May 24, 2024	Deadline for local district response to MAISD general fund budget. Local districts must pass a resolution of support/disapproval and any specific objections.
June 17, 2024	MAISD considers local district input/adopts general fund budget.

Local District Responsibility	MAISD Responsibility
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FRUITPORT HIGH SCHOOL  
*cordially invites you to the*

*2024*

*Excellence in Education  
Ceremony*

*Sunday, April 28, 2024*

*1:00PM*

*FHS Cafeteria*

Please RSVP by April 19 to  
Tanya Fehler 865-3101 ext 6004  
[tfehler@fruitportschools.net](mailto:tfehler@fruitportschools.net)



Kennedy, Jason <jkennedy@fruitportschools.net>

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## Board Meeting Addition

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**VanderMeulen, Danielle** <dvandermeulen@fruitportschools.net>  
To: Jason Kennedy <jkennedy@fruitportschools.net>

Tue, Apr 9, 2024 at 10:21 AM

Jason,

The Retirement Celebration will be on Tuesday, May 28th at the high school cafeteria from 4:30-6:00pm  
This year we have 10 retirees with 287 years of service to Fruitport Community Schools. More information and an Invite will come in May.

Thanks,  
Danielle

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**Danielle VanderMeulen**

Administrative Assistant  
Fruitport Community Schools

**FRUITPORT HIGH SCHOOL  
SENIOR ACTIVITIES SCHEDULE  
CLASS OF 2024**

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<b>Wednesday, April 17</b>	<b>Senior Meeting</b> Mandatory meeting for all seniors (including virtual) H.S. Performing Arts Center	<b>9:05 a.m.</b>
<b>Wednesday, April 17</b>	<b>Jostens Delivery Date</b> Cap/Gown/Announcements will be delivered Must be paid in full before pick up date	<b>9:50 a.m.</b>
<b>Sunday, April 28</b>	<b>Excellence in Education Luncheon</b> <i>Invitation Only</i> - High School Cafeteria/PAC	<b>1:00 p.m.</b>
<b>Monday, April 29</b>	<b>Scholarship Information Due - Senior Google Form completed</b>	
<b>Sunday, May 5</b>	<b>Senior Recognition Assembly</b> <i>Invitation Only</i> - H.S. Performing Arts Center Seniors Arrive - Report to the Cafeteria Caps and Gowns must be worn	<b>1:00 p.m.</b>  <b>12:40 p.m.</b>
<b>Saturday, May 11</b>	<b>Junior/Senior Prom</b> Trillium Event Center 17246 Van Wagoner Rd, Spring Lake (No freshmen are allowed to attend as guests)  Tickets will be sold May 1, 2 and 3rd. Cost of the ticket is \$35.00 per person. <i>Late tickets will cost \$40 per person.</i>	<b>7:00 - 10:00 p.m.</b>
<b>Monday, May 20</b>	<b>Senior Dues - Deadline to be paid</b> \$15 due to the guidance office (dues are paid to cover senior luncheon and color pictures in the yearbook)	
<b>Monday, May 20</b>	<b>Final Transcript Request Due</b> Final transcript request has been submitted through Parchment according to instructions sent out to seniors.	
<b>Tuesday, May 21</b>	<b>Regular Attendance Day</b> 5th and 6th Hour exams (Start exams)	
<b>Wednesday, May 22</b>	<b>Regular Attendance Day</b> Delayed Start Exams - Start 3rd and 4th hour exams, Finish 5th and 6th Hour exams	

**Thursday, May 23**

**Regular Attendance Day**

Exams - Start 1st and 2nd hour exams, Finish 3rd and 4th hour exams

Turn in Chromebooks 10:30 - 12:00 p.m. @ Media Center C.B. Window

Last Day for CTC to attend in person

**Friday, May 24**

**Senior Last Day - Dismissed after 2nd hour exam**

Exams - Finish 1st and 2nd hour exams **7:35 - 9:40 a.m.**

Paper Toss - Locker Commons **9:45 a.m.**

Lockers Cleaned out/Chromebooks turned into Media Center C.B. Window **8:30 - 10:00 a.m.**

**District Send off/Parade** **10:10 - 11:30 a.m.**

Report to the bus loop in caps and gowns

Bus will leave promptly at 10:10 a.m.

**HS Walk Through Parade** **11:35 a.m.**

**Senior Video/Celebration/Reminders** **11:50 a.m.**

H.S. Performing Arts Center

Please note: only seniors attend

**Senior Luncheon (Catered)** **12:30 p.m.**

High School

Must have paid the senior dues to attend

**Thursday, May 30**

**Graduation Rehearsal** **9:00 - 10:30 a.m.**

Trinity Health Arena (LC Walker Arena)

470 W. Western, Muskegon 49440

**Attendance for all seniors is required**

**Do Not** wear caps and gowns

**Graduation Ceremony** **7:00 p.m.**

Trinity Health Arena

Seniors arrive in Cap and Gown **6:00 p.m.**

Diplomas picked up after ceremony

\*Students needing to be excused from any required activities must see Mrs. Chesney prior to the event. If attending any event is a financial hardship, please email Mrs. Chesney for assistance.



# Common Calendar 2024 – 2025 FINAL

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# Common Calendar 2025 – 2026 FINAL

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# Common Calendar 2027 – 2028 FINAL

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# Common Calendar 2028–2029 FINAL

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

August 2028						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2028						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2028						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2028						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2028						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

January 2029						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2029						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2029						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2029						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2029						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2029						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



**BOARD ACTION REQUEST FORM**

**Meeting Date:** April 15, 2024

To: Board of Education

Attachments # IX-1 through IX-7

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
- Approval of Special Meeting Minutes of March 27, 2024

**Background Information:**

See attached

**Financial Impact:**

**Recommended Action:**

Approval of the Consent Agenda, as presented.

**Action Taken:**

**Vote:** \_\_\_ Buckner      \_\_\_ Burgess      \_\_\_ Cole      \_\_\_ Franklin      \_\_\_ Hazekamp  
         \_\_\_ Kelly      \_\_\_ Meeuwenberg



**FRUITPORT COMMUNITY SCHOOLS  
BILL LIST  
Month of March 2024**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$516,632.91
FOOD SERVICE	\$113,296.87
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$8,998.32
2017 DEBT RETIREMENT	\$500.00
<b>GRAND TOTAL</b>	<b><u><u>\$639,428.10</u></u></b>

Fruitport Community Schools Monthly Financial Report 03/31/2024

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS			Totals		
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2021	2010	2017	2021	
<b>Beginning Fund Balance:</b>		5,368,312	721,510	486,637	831,050	1,534,325	5,449,435	142,624	639,207	117,048	
<b>Revenues:</b>											
Budgeted revenues:		40,140,528	2,012,821	592,500	914,000	-	-	-	-	-	
Actual revenues:											
	Jul.	2,242,646	-	-	80,122	18,309	17,109	5,047	15,862	3,965	2,383,060
	Aug.	355,419	7,797	8,174	73,356	4,926	16,998	90,278	283,738	70,923	911,609
	Sep.	1,091,368	27,999	45,940	79,142	5,354	16,057	213,400	670,702	167,649	2,317,610
	Oct.	2,494,653	213,375	20	86,929	5,575	15,570	5,834	18,337	4,583	2,844,878
	Nov.	5,130,856	95,614	180,396	73,732	5,444	14,527	717,804	1,926,061	481,440	8,625,874
	Dec.	2,821,223	236,903	851	55,202	5,649	14,612	4,126	12,968	3,242	3,154,775
	Jan.	3,219,991	183,488	23,967	90,088	5,614	14,321	119,512	375,619	93,890	4,126,490
	Feb.	4,270,141	276,997	153,262	74,105	5,207	13,153	122,680	58,966	14,739	4,989,250
	Mar.	3,192,150	5,574	-	-	1,391	7,469	2,918	9,172	2,293	3,220,968
Total Actual Revenues		24,818,448	1,047,746	412,609	612,675	57,469	129,817	1,281,601	3,371,424	842,724	32,574,514
Pro Rated budget Variance to date: Rev		5,286,948.08	461,869.31	31,765.69	72,824.56						
<b>Expenses:</b>											
Budgeted expenditures:		(39,953,897)	(2,029,146)	(373,898)	(1,084,631)	-	-	-	-	-	
Actual expenditures:^											
	Jul.	(826,855)	(23,297)	(17,657)	(46,562)	(5,000)	46,657	-	-	-	(872,713)
	Aug.	(995,066)	(121,773)	(63,511)	(75,482)	(520,000)	(171,655)	-	-	-	(1,947,485)
	Sep.	(3,763,062)	(145,776)	(10,470)	(110,327)	-	(9,228)	-	-	-	(4,038,865)
	Oct.	(3,010,751)	(303,582)	(12,096)	(80,945)	-	(338,819)	(124,500)	(1,099,400)	(105,875)	(5,075,968)
	Nov.	(3,071,110)	(75,431)	(21,878)	(85,625)	-	(137,442)	-	-	-	(3,391,486)
	Dec.	(2,907,564)	(252,085)	(14,687)	(108,123)	-	(21,306)	(1,000)	-	-	(3,304,765)
	Jan.	(3,114,510)	(230,336)	(15,003)	(80,063)	-	(60,184)	-	(500)	-	(3,500,596)
	Feb.	(2,903,641)	(218,674)	(6,696)	(82,333)	-	(93)	-	-	-	(3,211,437)
	Mar.	(4,160,265)	(207,676)	(13,346)	(33,138)				(500)		
Total Actual Expenses		(24,752,823)	(1,578,629)	(175,345)	(702,599)	(525,000)	(692,069)	(125,500)	(1,100,400)	(105,875)	(25,343,315)
Pro Rated budget Variance to date: Exp		(5,212,599.49)	56,769.93	(105,078.39)	(110,874.28)						
<b>Ending Balance to date:</b>		5,433,937	190,627	723,901	741,126	1,066,793	4,887,183	1,298,724	2,910,231		
<b>Projected Ending Balance:</b>		5,554,943	705,185	705,239	660,419	1,534,325	5,449,435	142,624	639,207		

Revenues over(under) Expenses to date:

7,231,198

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

Fruitport Community Schools  
Student Activity Summary Report  
Month ending March 31, 2024

<b>Student Activity Sub Totals</b>	<b>BEGINNING BALANCE</b>	<b>NET CHANGE</b>	<b>ENDING BALANCE</b>
District Wide Student Activity Accounts	84,379.95	(1,272.40)	83,107.55
Beach Elementary Student Activity Accounts	3,372.12	(161.81)	3,210.31
Edgewood Elementary Student Activity Accounts	62,061.36	(4,475.40)	57,585.96
High School Class of Student Activity Accounts	7,966.47	-	7,966.47
High School Athletic Student Activity Accounts	126,616.27	(16,062.39)	110,553.88
High School Student Activity Accounts	254,249.58	(10,357.35)	243,892.23
Middle School Student Activity Accounts	47,516.97	-	47,516.97
Shettler Elementary Student Activity Accounts	37,248.51	-	37,248.51
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	22,977.80	(2,452.86)	20,524.94
<b>Total Student Activity Fund</b>	<b>\$ 646,989.47</b>	<b>\$ (34,782.21)</b>	<b>\$ 612,207.26</b>

Credit Card and Utilities Detail  
For the month ending March 31, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
<b>Consumers</b>	\$ 576.76	\$ 769.55	\$ 815.10	\$ 274.08	\$ 1,199.23	\$ 987.39	\$ 1,019.21	\$ 809.18	\$ 691.36				\$ 7,141.86
<b>Frontier</b>	\$ 46.82	\$ 46.89	\$ 46.94	\$ 46.94	\$ 47.62	\$ 47.62	\$ 47.62	\$ 47.63	\$ 47.63				\$ 425.71
<b>MISEC</b>	\$ 28,332.91	\$ 27,808.37	\$ 26,951.62	\$ 30,850.42	\$ 1,773.41	60,473.76	\$ 34,305.45	\$ 46,127.07	\$ 49,666.06				\$ 306,289.07
<b>Total Utilities</b>	\$ 28,956.49	\$ 28,624.81	\$ 27,813.66	\$ 31,171.44	\$ 3,020.26	\$ 61,508.77	\$ 35,372.28	\$ 46,983.88	\$ 50,405.05	\$ -	\$ -	\$ -	\$ 313,856.64
Credit Cards:													
<b>General Fund</b>	\$ 62,280.88	\$ 99,693.24	\$106,624.86	\$ 75,459.39	\$ 71,246.99	\$106,697.79	\$ 59,706.91						\$ 581,710.06
<b>Early Childhood</b>	\$ 2,173.76	\$ 4,845.71	\$ 2,832.47	\$ 4,455.62	\$ 3,354.02	\$ 1,414.02	\$ 1,671.01						\$ 20,746.61
<b>Tech/Security Millage</b>	\$ 1,795.63	\$ 5,005.08	\$ 1,441.43	\$ 2,734.34	\$ 1,892.40	\$ 1,493.40	\$ 3,499.71						\$ 17,861.99
<b>Student Activities</b>	\$ 2,802.76	\$ 15,785.19	\$ 25,227.62	\$ 39,781.54	\$ 35,535.93	\$ 24,084.01	\$ 21,896.99						\$ 165,114.04
<b>Total Credit Card Charges</b>	\$ 69,053.03	\$125,329.22	\$136,126.38	\$122,430.89	\$112,029.34	\$133,689.22	\$ 86,774.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,432.70

\*\*\*Credit cards are always a month behind

Payment Date	Debit Account Desc	March 2024 Transfers Credit Account Desc	Amount
3/11/2024	Checking - Trust and Agency - USD	Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund	\$ 23,471.22
3/15/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***Payroll & ORS Transfer 3/15/24	\$ 957,456.38
3/29/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***Payroll & ORS Transfer 3/29/24	\$ 500,000.00
3/29/2024	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***Payroll & ORS Transfer 3/29/24	\$ 766,460.22
		Total Transfers in March	<u>\$ 2,247,387.82</u>

## Personnel Report – April 15, 2024

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

Kristi Brown – Transportation – Bus Aide  
Anika Pitcher – Instructional Assistant (Beach)  
Katriel Schmidt – Middle School Special Education (Fall 2024)  
Joshua VanVeelen – Building Maintenance and Operations

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

Kari Cadwell – Middle School Social Studies Teacher (Fall 2024); Transferred from Middle School ELA to this position.

Amy Carlson – Middle School Science Teacher (Fall 2024); Transferred from Beach 5<sup>th</sup> Grade to this position.

Adam Hernandez – Board approved hiring pending criminal history background check in March. Offer of employment was rescinded on March 22, 2024.

The following positions are currently posted:

Behavior Services Coordinator  
Bus Aide  
Bus Driver  
ELA Teacher – Middle School (Fall 2024)  
Instructional Assistant – Multiple Positions  
JV Volleyball Coach  
School Psychologist  
School Psychology Apprentice/Intern (Year 3)  
STEM Teacher: Middle School (Fall 2024)  
Spanish Teacher and ELL Coordinator  
Special Education Teacher – Middle School (Fall 2024)  
Upper Elementary Teacher (Fall 2024)  
Year Round Child Care Assistant

# Memo

**To:** FCS Board of Education  
**From:** Allison Camp, Curriculum Director  
**Date:** April 8, 2024  
**Re:** Recommendation for Hire

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On March 4, Monte Kelly, Jamie Venema, and I held first round interviews with 2 qualified candidates for the open Resource Room teacher position at Fruitport Middle School. After that first interview, we offered both candidates another interview with more colleagues from the middle school sitting on the committee. After those conversations, we decided to offer Katriel Schmidt the position.

Katriel (who goes by Kate) did her student teaching in Fruitport with Rebecca Robison and with Lisa Winger. She is a Grand Valley State University grad and is working on adding a Master's Degree in Autism Spectrum Disorder.

I am very excited to recommend that Katriel be hired to join the FCS team!

# Katriel Schmidt

 616-848-9854

 katriel.schmidt@gmail.com

 15103 Coleman Ave, Grand Haven MI, 49417

## Education

**2019-Present**

**Grand Valley State University  
Allendale, Michigan**

Bachelor of Science

Major: Comprehensive Science &  
Arts for Teaching

Major: Special Education

Endorsements: Cognitive Impairment  
and Autism Spectrum Disorder

**2016-2019**

**Muskegon Community College  
Muskegon, Michigan**

Associates in Science & Arts

**2014-2018**

**Grand Haven High School  
Grand Haven, Michigan**

## Certifications

Elementary Education – Grades K  
through 5

Cognitive Impairment – Grade K  
through age 26

Autism Spectrum Disorder (Masters)  
– Expected Summer 2024

## Objective

To obtain a teaching position in a cognitive impairment or Autism Spectrum disorder special education classroom.

## Related Work Experience

**ASD Teacher | August 2023 – Present**

**White Pines Intermediate, Grand Haven Area Public Schools – Grand Haven, MI**

- Lead Teacher in a fifth and sixth grade classroom for students with Autism Spectrum Disorder
- Lead and implement whole group, small group, and individual lessons
- Use curriculum to create daily lesson plans and guide daily classroom schedule
- Collaborate with a variety of staff including general education teachers, itinerate staff, and paraprofessionals
- Implement behavior intervention plans and provide feedback in PBSP meetings
- Collect progress monitoring data on IEP goals
- Manage individual student breaks and accommodation needs in and outside the general education classroom
- CPI Certified
- Complete IEP's and lead IEP meetings

**Supporting Teacher | January 2023 – June 2023**

**Baldwin Street Middle School, Hudsonville Public Schools – Hudsonville, MI**

- Supporting Teacher in a sixth through eighth grade classroom for students with Autism Spectrum Disorder
- Lead and implement small group and individual lessons
- Implement behavior intervention plans and provide feedback in PBSP meetings
- Collect progress monitoring data on IEP goals
- Manage individual student breaks and accommodation needs in and outside the general education classroom
- CPI Certified
- Participate in IEP meetings

**Student Teacher | September 2022 – December 2022**

**Edgewood Elementary School, Fruitport Public Schools – Fruitport, MI**

- Student teacher in a first grade classroom
- Created and taught daily lesson plans

## Interests

- Camping
- Crafting
- Outdoor activities such as hiking and sports
- Harry Potter
- Building Lego sets
- Playing games with family & friends

## References

### Noelle Knowles

University Clinical Instructor  
Grand Valley State University  
616-848-1032  
knowlesn@gvsu.edu

### Carissa Lawton

MoCI Special Education  
Teacher  
Lakewood Elementary  
616-460-2997  
lawtonc@westottawa.net

### Lisa Winger

MoCI Special Education  
Teacher  
Fruitport Middle School  
231-557-8711  
lwinger@fruitportschools.net

### Rebecca Robison

1<sup>st</sup> Grade Teacher  
Edgewood Elementary  
231-865-3171  
rrobison@fruitportschools.net

- Provided whole and small-group instruction
- Provided accommodations and modifications for students.
- Implemented behavior management plans as well as managed classroom behavior
- Encouraged a positive learning environment
- Provided positive social interactions
- Assisted in daily classroom tasks

### Paraprofessional | June 2022 – July 2022

#### Griffin Elementary, Grand Haven Area Public Schools. – Grand Haven, MI

- Assist in a kindergarten through fifth grade summer school program for students with cognitive impairments.
- Assist in daily classroom activities.
- Provide social and behavioral support.

### Camp Counselor | June 2022 - Present

#### Camp Sunshine Inc. – Holland, MI

- Provided one-to-one support for an adult with special needs during a two night overnight camp
- Provided support in daily living tasks, camp tasks, and more.

### Student Teacher | January 2022 – June 2022

#### Fruitport Middle School, Fruitport Public Schools – Fruitport, MI

- Student teacher in a sixth through eighth grade self-contained classroom for students with cognitive impairments
- Created and taught daily lesson plans for both small group and whole class
- Planned Community Based Instruction (CBI)
- Provided differentiated support to students
- Implemented behavior management plans as well as managed classroom behavior
- Complete IEPs and lead IEP meetings
- Encouraged a positive learning environment
- Provided positive social interactions
- Assisted in daily classroom tasks

### Teacher Apprentice | September 2021 – December 2021

#### Lakewood Elementary, West Ottawa Public Schools - Holland, MI

- Assistant taught in kindergarten through fifth grade self-contained classroom for students with cognitive impairments
- Created and taught daily lesson plans
- Provided differentiated support to students
- Implemented behavior management plans as well as managed classroom behavior
- Encouraged a positive learning environment
- Provided positive social interactions
- Assisted in daily classroom tasks



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Katie Houseman

Date: 4/11/2024

CC: Danielle VanderMeulen, Katie Shawl, Jenny Ferels, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire

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It is with pleasure that I recommend the hiring of Anika Pitcher for the position of Instructional Assistant at Beach Elementary. Anika impressed the interview team consisting of Kathrine Houseman-Parker, Nicole Mitchelson, and Kathryn Forbes.. Her hourly pay will be \$14 per hour at Step 1.

She will begin her new position approximately on April 29th pending background check and the hiring process.

# Anika Pitcher

616-502-5466 | anikapitcher@gmail.com | Fruitport, MI 49415

## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Appointment Scheduling
- Calendar Management
- Database Management
- Clerical Support
- Workflow Optimization
- Data Entry
- Typing proficiency
- Volunteer Management
- Social media proficiency
- Interpersonal Relationships
- Crisis Management
- Teamwork and Collaboration
- Attention to Detail
- Reliability
- Active Listening
- Task Prioritization
- Multitasking

## EXPERIENCE

Administrative Assistant, Port City Church, February 2021-Current  
Muskegon, MI

- Provided administrative support to the executive team, including scheduling meetings and managing calendars.
- Organized and maintained filing systems for physical and electronic documents, ensuring accuracy and confidentiality of records.
- Greeted visitors in a warm and friendly manner, responding to inquiries and directing them to appropriate personnel.
- Managed incoming calls while providing information or transferring callers to appropriate personnel.
- Maintained office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.
- Entered data into spreadsheets using Microsoft Excel or other similar programs.
- Managed database systems containing customer contact information.
- Collaborated with other faith leaders to promote peace and understanding among diverse groups.
- Led worship services and organized music ministries for various congregational gatherings.
- Encouraged members of the congregation to serve their communities through volunteer work.
- Referred families and individuals to community support services, psychologists or doctors for

necessary care.

#### Customer Service Representative, Speedway Gas Station, July 2019-August 2021

##### Fruitport, MI

- Answered customer inquiries and provided accurate information regarding products and services.
- Provided excellent customer service to resolve customer complaints in a timely manner.
- Gathered customer feedback through surveys and used the data to improve customer service.
- Performed administrative tasks such as filing paperwork, updating databases and generating reports.
- Resolved complex problems by working with other departments to provide solutions that meet customer needs.
- Developed strong relationships with customers by providing personalized assistance and support.
- Cleaned kitchen areas, equipment and utensils.
- Stocked supplies such as food, dishes, utensils, and cleaning materials.
- Maintained cleanliness standards for all service areas including dining room, kitchen and storage areas.
- Checked temperatures of freezers, refrigerators and heating equipment to ensure proper functioning.

#### Office Assistant, Rogers & Hollands Jewelers, November 2017-October 2018

##### Grandville, MI

- Greeted visitors, determined their needs and directed them to the appropriate personnel.
- Provided administrative support to staff members, including copying and scanning documents, filing paperwork, and ordering supplies.
- Organized office operations and procedures, such as managing calendars, scheduling appointments, preparing reports and maintaining records.
- Answered incoming calls in a professional manner and directed callers to the appropriate personnel.
- Managed office supply inventory by tracking orders and ensuring adequate stock levels are maintained at all times.
- Performed data entry tasks into various computer systems accurately and efficiently.
- Maintained an organized filing system of paper documents and electronic files.
- Collected payments, issued receipts and updated accounts to reflect new balances.
- Assisted customers with product selection, sizing and styling.
- Provided accurate information about products, prices and services.
- Processed transactions using a point-of-sale system.
- Maintained up-to-date knowledge of store merchandise and policies.
- Upsold additional items based on customer interests and needs.
- Maintained cleanliness of store environment including floors, windows, displays.

## **EDUCATION AND TRAINING**

High School Diploma

Grand Haven High School, Grand Haven MI May 2016

Some College (No Degree)

Psychology, Central Michigan University, Mount Pleasant MI



Fruitport Community Schools  
**SPECIAL BOARD MEETING**  
Wednesday, March 27, 2024 – 5:30 p.m.

**Location:**

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

**MINUTES**

**I. CALL to ORDER**

The Special Meeting of the Board of Education was called to order at 5:30 p.m. by Board Vice President, Kris Cole.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

Item 24-55. MOTION by Buckner, SECOND by Franklin to approve the agenda, as presented.

MOTION CARRIED: 6-0; 1 absent.

**IV. REMARKS FROM THE PUBLIC: None**

**V. GENERAL BOARD BUSINESS**

**A. Approval of Regular Board Meeting Minutes of March 18, 2024**

Item 24-56. MOTION by Franklin, SECOND by Burgess to approve the Regular Board Meeting Minutes of March 18, 2024, as presented.

MOTION CARRIED: 6-0; 1 absent.

**B. Overnight Trip Request: High School Robotics Team Competition at Central Michigan University**

The high school robotics team will be competing in a First Robotics District Competition at Central Michigan University on March 28, 2024 through March 30, 2024. The competition will be held at the McGuirk Arena at CMU (Address: 360 East Broomfield St., Mt. Pleasant, MI). The team is requesting to stay the night in Mt. Pleasant so that they do not have to drive back and forth early in the morning each day to the competition.

Item 24-57. MOTION by Franklin, SECOND by Buckner to approve the high school robotics team's overnight trip request to attend the District First Robotics Competition held at Central Michigan University on March 28-30, 2024, as discussed.

MOTION CARRIED: 6-0; 1 absent.

**C. Other: None**

**VI. ADJOURNMENT**

Item 24-58. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 6-0; 1 absent. The meeting adjourned at 5:34 p.m.

Respectfully submitted,

Susan Franklin, Board Secretary

Jason Kennedy, Acting Recording Board Secretary

MAISD BOARD OF EDUCATION

# 2024-2025 General Fund Budget

Fiscal Year Ending  
June 30, 2025

*APRIL 15, 2024*

MAISD



Muskegon Area  
Intermediate  
School District

April 16, 2024

Dear Budget Review Representative:

I am pleased that your board has designated you to be its representative at the MAISD Budget Review for constituent districts. The budget has been prepared in a “function and program” format that should be helpful to you in reviewing the programs and services being offered by the MAISD.

The major assumptions we made in preparing the 2024-25 General Fund Budget are found on the pages immediately following this letter.

The MAISD coordinates over 100 different programs in the general education field. Our organization also oversees approximately \$46 million in special education funding. Our ISD also oversees the Head Start Program for Muskegon and Oceana Counties, as well as the Great Start Readiness Program for our constituent school districts as part of the Early Childhood Program. Additionally, the Technical Education funding for the county high schools and Career Tech Center flow through the MAISD. All of the programs see an ebb and flow of funding applications, oversight responsibility, and mandated reporting cycles handled by MAISD staff, thereby removing some of the burden of work from local schools and districts.

The funding of public education in Michigan presents us with even more challenges. We are able to accomplish a great deal when working together as a region. We have developed an economy of scale to increase productivity at all levels.

Our mission is to provide leadership, programs, and services that enhance the success of everyone it serves. As an example of this, the MAISD offers business services with four districts taking advantage of that service at this time, and also assist in coordinating collaborations in literacy coaching, school safety, operations, and technology services.

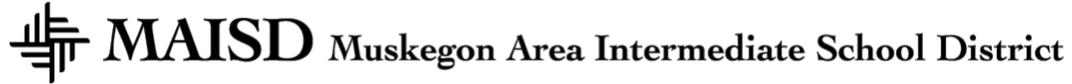
The MAISD appreciates your presence at this important meeting. As a reminder, the Budget Review meeting will take place on Thursday, April 25 2024, at 5:30 p.m. We will limit the length to one hour and include a brief update on the MAISD’s use of its general fund to help sustain local school district priorities.

If you have any questions that cannot be answered by your local district, please contact Mike Schluentz, Associate Superintendent for Administrative Services, 767-7207, or me at 767-7201.

Sincerely,



Randy Lindquist  
Superintendent



## 2024-25 General Fund Budget

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## 2024-25 MAISD Budget

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### *Major Assumptions for Preparation of the Budget*

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#### **Revenues**

1. Property Taxes/Millage
  - A 5.0 % increase in property tax collections
  - Last year's increase was 7.98%
2. State Aid
  - Section 81 increase of 2.5% per Governor's budget proposal.
  - Section 56 increase of \$5.5 million per Governor's budget proposal.
  - Section 147c reduction of 37.0% per Governor's budget proposal.
  - All other State Aid calculations are based on no increase over FY2024.

#### **Expenditures**

1. Adjustments for all salary and wage schedules as follows:
  - Wesley Teachers and Paraprofessionals – 3.0% COLA plus steps.
  - CTC Teachers – 3.0% COLA plus steps.
  - All other staff are budgeted with a 3.0% COLA increase plus steps.
2. Employee health insurance costs are based on no increase to the state mandated cap. Dental and vision rates were also increased by 0%.
3. It is assumed that the Michigan School Employees Retirement System blended contribution rate will range from 31.54% to 41.94%, depending on the employee's retirement plan (Prior year rate ranged from 37.85% to 48.23%)  
Proposed UAAL dropped from 16.89% down to 10.58%

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund Budget**  
**For Fiscal Year Ending June 30, 2025**  
**April 15, 2024**

<b>Category</b>	2022-23	2023-24	2024-25
	Actual	Amended	Proposed
	2022-23	1/16/2024	4/15/2024
Local Sources	12,504,314	14,160,695	13,907,658
State Sources	15,520,133	16,819,286	15,727,704
Federal Sources	12,065,422	13,143,374	11,788,279
Other Financing Sources	3,902,332	2,716,419	2,958,924
<b>Total Revenues</b>	<b>43,992,201</b>	<b>46,839,774</b>	<b>44,382,565</b>
Basic Programs	2,692,939	2,802,587	2,775,990
Added Needs	32,374	0	15,000
Adult and Continuing	86,074	77,694	116,100
Pupil	1,256,307	1,195,061	1,369,246
Instructional	6,618,158	7,610,034	6,949,895
General Administration	714,191	574,085	578,157
School Administration	404,280	425,688	438,272
Business	1,755,873	1,734,779	1,788,400
Operation & Maintenance	1,279,232	1,406,320	1,554,652
Pupil Transportation	822,124	1,002,736	692,718
Central Services	5,205,057	4,766,489	3,949,339
Other	0	0	0
Community Services	6,298,178	6,341,998	6,745,906
Other Financing Uses (LEA Distributions)	16,644,310	19,121,030	17,525,760
<b>Total Expenditures</b>	<b>43,809,097</b>	<b>47,058,501</b>	<b>44,499,435</b>
Excess Revenues (Expenditures)	183,104	-218,727	-116,870
Fund Balance, July 1	6,426,095	6,609,199	6,390,472
Fund Balance, June 30	6,609,199	6,390,472	6,273,602

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund Budget (Programs)**  
**For Fiscal Year Ending June 30, 2025**  
**April 15, 2024**

<b>Category</b>	Actual	2023-24	2024-25
	2022-23	Amended 1/16/2024	Proposed 4/15/2024
Local	12,504,314	14,160,695	13,907,658
State	15,520,133	16,819,286	15,727,704
Federal	12,065,422	13,143,374	11,788,279
Other Financing Sources	3,902,332	2,716,419	2,958,924
<b>Total Revenues</b>	<b>43,992,201</b>	<b>46,839,774</b>	<b>44,382,565</b>
Instructional Services	9,302,475	11,356,143	11,264,769
Early Childhood Education	18,233,904	20,554,241	18,269,910
Non-Traditional Education	664	0	0
Technology Services	1,915,163	2,063,293	2,149,988
Administration	3,150,568	3,793,336	3,728,855
Administrative Services - Finance and Operations	5,732,481	3,436,481	2,947,906
Enhancement Millage Distributions	5,473,842	5,855,007	6,138,007
<b>Total Expenditures</b>	<b>43,809,097</b>	<b>47,058,501</b>	<b>44,499,435</b>
Excess Revenues (Expenditures)	183,104	-218,727	-116,870
Fund Balance, July 1	6,426,095	6,609,199	6,390,472
Fund Balance, June 30	<u>6,609,199</u>	<u>6,390,472</u>	<u>6,273,602</u>

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**Special Education Fund Budget**  
**For Fiscal Year Ending June 30, 2025**  
**April 15, 2024**

<b>Category</b>	2023-24	2024-25	
	Actual 2022-23	Amended 1/16/2024	Proposed 4/15/2024
Local Sources	17,921,899	21,263,308	21,404,513
State Sources	10,727,257	11,093,783	16,284,078
Federal Sources	9,602,125	9,566,091	9,135,431
Other Financing Sources	40,373	0	0
<b>Total Revenues</b>	<b>38,291,654</b>	<b>41,923,182</b>	<b>46,824,022</b>
Basic Programs	0	0	0
Added Needs	7,540,773	7,569,575	8,274,606
Adult and Continuing	0	0	0
Pupil	6,365,840	7,396,576	7,390,203
Instructional Staff	2,779,094	3,326,693	3,252,584
General Administration	36,607	48,610	49,070
School Administration	985,256	1,072,366	1,085,967
Business	1,282	5,500	5,500
Operation & Maintenance	674,779	703,069	709,139
Pupil Transportation	94,347	75,590	77,590
Central Services	908,732	965,736	1,026,876
Other	2,000	2,000	2,000
Community Services	1,258	1,800	1,900
Other Financing Uses (LEA Distributions)	19,138,820	20,755,667	24,948,587
<b>Total Expenditures</b>	<b>38,528,788</b>	<b>41,923,182</b>	<b>46,824,022</b>
Excess Revenues (Expenditures)	-237,134	0	0
Fund Balance, July 1	1,120,542	883,408	883,408
Fund Balance, June 30	883,408	883,408	883,408

Budgets for intermediate school districts must be separated by funds. ISDs levy a Special Education millage which must be accounted for separate from the General Education tax.

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT**  
**General Fund & Special Education Fund (Combined)**  
**For Fiscal Year Ending June 30, 2025**  
**April 15, 2024**

<b>Category</b>	Actual	2023-24	2024-25
	2022-23	Amended 1/16/2024	Proposed 4/15/2024
Local Sources	30,426,213	35,424,003	35,312,171
State Sources	26,247,390	27,913,069	32,011,782
Federal Sources	21,667,547	22,709,465	20,923,710
Other Financing Sources	3,942,705	2,716,419	2,958,924
<b>Total Revenues</b>	<b>82,283,855</b>	<b>88,762,956</b>	<b>91,206,587</b>
Basic Programs	2,692,939	2,802,587	2,775,990
Added Needs	7,573,147	7,569,575	8,289,606
Adult and Continuing	86,074	77,694	116,100
Pupil	7,622,147	8,591,637	8,759,449
Instructional	9,397,252	10,936,727	10,202,479
General Administration	750,798	622,695	627,227
School Administration	1,389,536	1,498,054	1,524,239
Business	1,757,155	1,740,279	1,793,900
Operation & Maintenance	1,954,011	2,109,389	2,263,791
Pupil Transportation	916,471	1,078,326	770,308
Central Services	6,113,789	5,732,225	4,976,215
Other	2,000	2,000	2,000
Community Services	6,299,436	6,343,798	6,747,806
Other Financing Uses (LEA Distributions)	35,783,130	39,876,697	42,474,347
<b>Total Expenditures</b>	<b>82,337,885</b>	<b>88,981,683</b>	<b>91,323,457</b>
Excess Revenues (Expenditures)	-54,030	-218,727	-116,870
Fund Balance, July 1	7,546,637	7,492,607	7,273,880
Fund Balance, June 30	<u>7,492,607</u>	<u>7,273,880</u>	<u>7,157,010</u>
Fund Balance as a percentage of total expenditures	9.10%	8.17%	7.84%

This budget displays the General Education and Special Education Funds combined. This financial statement is presented as if it were a K-12 district combining General and Special Education funds.

# Instructional Services

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MAISD Instructional Services department provides services and activities to the local districts around the following categories that focus on the need to assist and enable districts with instructional improvement for increased student learning and achievement:

- Arts Education Support
  - Complementary Student Programs and Models
  - Continuous Improvement
  - Curriculum and Assessment Development
  - Development of Effective Learning Environments and Positive Behavior Support Systems
  - Enhanced Content Area Awareness
  - Health and Wellness for Students and Staff
  - Multi-Tiered Systems of Support (MTSS)
  - Priority & Focus Schools
  - System Support
  - Title Programs
- 

## **Adolescent and School Health**

- Grant to support and advance comprehensive school health through expert consultation, collaboration with local schools and community groups, and coordination of community resources, thereby enabling students to learn positive health behaviors, reduce risk behaviors, and prevent disease
- Provides training and implementation of the Michigan Model for Health and supporting comprehensive school health education curricula
- State funding through the State of Michigan Health and Wellness Initiatives
- Serves Muskegon, Newaygo, and Oceana counties

## **Aesthetic Education**

- Provides training for classroom teachers and teaching artists to be able to participate in the Aesthetic Education program
- Classroom teachers are provided two authentic arts experiences annually - typically one in the performing arts and one in the visual arts
- Coordinates classroom teachers' experience selections and pairs them with teaching artists for in-classroom lessons
- Additional workshops are held to help participants plan for each new experience
- Collaboratively supported by the MAISD, Muskegon Museum of Art, and the West Michigan Symphony

## **Aviation Camp**

- Provides registration support for Aviation Camp in partnership with Orchard View and Montague
- Allows middle school students to engage in high-quality learning about Aviation Careers

## **Balanced Formative Assessment**

- Provides professional learning for teachers and administrators around the elements of a balanced assessment system and focused support to districts for M-STEP, PSAT, and SAT

# Instructional Services

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## **Critical Incident Stress Management**

- Provide a coordinated and consistent crisis response to support districts stress management after traumatic events
- Trains teams of school staff in how to manage a crisis
- Creates a network of teams across the county to call upon in the event of an acute traumatic incident

## **Diversity, Equity, and Inclusion**

- Coordinates and provides professional development related to culturally responsive teaching
- Provides districts, teachers, students, and families with resources related to equitable instruction and school climate
- Provides staff and students with opportunities to build relationships across differences
- Assists local districts with the creation and implementation of a plan for addressing equity issues
- Creates opportunities for educator learning and growth around issues of race, class, gender, sexual orientation, culture, and diversity

## **Early Literacy Teacher Coaches**

- Provides literacy coaching to support K-3rd grade teachers in using research-supported instructional and assessment practices
- Provides goal-driven coaching cycles across the school year
- Develops building-level literacy leaders who support grade-level professional learning
- Develops a countywide professional learning network focused on research-supported practices for all students

## **Gerber Grant**

- Expand project-based learning to all 3rd-grade teachers and classrooms in Reeths-Puffer, Orchard View, and Three Oaks Public Academy
- Provide financial support for teachers for attending three-day summer institute to learn how to incorporate project-based learning into their curriculum
- Provide resources through follow-up training, coaching, and supports for classrooms and teachers
- Help support County Wide Youth Exhibition of Learning
- Help support four Dinner and Dialogue evening learning sessions for county-wide 3P Learning

## **Hackley Community Care**

- Supports partnership with Hackley Community Care (HCC)
- Collects various health-related data to identify district needs in the areas of physical, mental, and oral health of students
- Provides data reports to HCC, school districts, and other health-related agencies to determine health needs of students and the community
- Helps districts develop needs-based, individualized school health plans and align districts with available community services and resources

## **Health Professional Development**

- Provides professional development training for health education-related workshops

# Instructional Services

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## Instructional Services

- Provides direct support to constituent groups including superintendents, curriculum specialists, high school principals, middle school principals, elementary school principals, and PreK-12 teachers
- Overall liaison responsibilities to Michigan Department of Education and the General Education Leadership Network for school districts with regard to general education grants and legislative requirements
- Collects data on local district needs and performance as well as collects data on MAISD Instructional Services to engage districts in a coordinated and collaborative planning process resulting in equitable and efficient service delivery plans

## Library Enhancement Grant (Early Literacy)

- Grant funding through MAISA to develop resources and processes for Classroom Library Enhancements
- Provides goal-driven text selection, literacy environment, and implementation of best practices
- Develops building grade-level literacy leaders engaged in adult learning principles centered on best practices in abundant reading materials

## Literacy

- Coordinates, facilitates information, and provides professional development related to Pre-K to 12 English Language Arts and Literacy
- Liaison with Michigan Department of Education, Michigan Association of Intermediate School Administrators (MAISA), and grant agencies for local districts regarding English Language Arts and Literacy
- On-site support and consultation related to Pre-K- 12 English Language Arts and Literacy Development
- Coordinates information related to research-supported practices and innovative models for Pre-K-12 English Language Arts and Literacy instruction
- Coordinates and participates in local and state efforts to improve and enhance English Language Arts education, including MAISA Early Literacy task force and secondary disciplinary literacy initiatives; Early Literacy coaching grant
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan English Language Arts, PreK-12 Standards
- Focuses professional development and support in Literacy for grades PreK-12 countywide with differentiated reading and writing instruction

## Math

- Coordinates and facilitates information and provides professional development related to PreK-12 mathematics education
- On-site support, consultation, and coaching related to mathematics education and school improvement
- Provides technical assistance relating to state and federal accountability requirements

# Instructional Services

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- Coordinates and participates in local and state efforts to improve and enhance mathematics education including MAISA Early Math Task Force initiatives, MiSTEM Network grant activities, and Math Recovery
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan Mathematics K-12 Standards

## **Michigan Health Endowment Fund**

- Working with selected districts to empower Food Service Directors to drive student nutrition initiatives such as breakfast after the bell, student wellness teams, student gardens, local food production, etc.

## **MiSTEAM 3P Learning**

- Provide financial support for teachers to attend a three-day summer institute to learn how to incorporate project-based learning into curriculum
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Help train and support 14 third-grade teachers in Salmon in the Classroom project
- Increase student career awareness for natural resource management and scientific research.
- Increase student motivation and engagement in the classroom as measured by the STEM Network Improvement Community.

## **MiSTEM Advisory Council**

- Place-based education (PBE) connects schools with their communities to create learning experiences for students that have lasting impact on the local environment
- Engages teachers and students in meaningful watershed educational experiences utilizing PBE
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with the civic engagement opportunity to address local environmental issues

## **MTSS / Continuous Improvement**

- Provides professional development and information dissemination in the areas of continuous improvement and instructional best practices to support tiered instruction
- Maintains a liaison with Michigan Department of Education for local districts regarding state assessments, Title I, and Continuous Improvement
- Supports and coordinates training for analyzing and preparing for state assessments at all levels and in all content areas
- Supports districts and schools in multiple aspects of data analysis associated with local and state assessments, specifically in the area of assessing needs
- Supports districts and schools in completing the Michigan Integrated Continuous Improvement Process (MICIP)
- Supports districts with compliance in regard to state and federal budgeting, programming, audits, and on-site reviews
- Supports continuous improvement teams

# Instructional Services

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- Supports district and building leadership teams to establish an integrated MTSS framework in support of the whole child (academic, behavioral, physical, social, and emotional)
- Supports district and building leadership teams to provide ongoing professional learning (training, coaching, and technical assistance) related to implementing schoolwide and classroom Positive Behavioral Interventions and Supports (PBIS)

## **Muskegon County Virtual Academy**

- Virtual student program implemented in collaboration with participating districts
- Offers a 100% virtual option for students from districts that may not have the numbers to scale their own program
- Uses a data and MTSS approach to focus on student success

## **MyAlliance Mental Health**

- Oversee and administer Section 31N grants offered through the State of Michigan
- Enhance and expand the availability of mental health services and supports to general education K-12 students
- Integrate mental health support into school buildings through collaborative work with county agencies and organizations

## **One Room School**

- Promotes the Maple Ridge School Endowment
- Coordinates, manages, and supports the historical one-room school
- Offers student visits with teacher-guided instruction, play activities, and educational materials of the late 1800s and early 1900s

## **Positive Behavior Interventions and Supports (PBIS)**

- Enhance and expand systems of support for developing and sustaining a multi-tiered behavioral framework (PBIS) within Muskegon County districts
- Provides ongoing professional learning, coaching, and technical assistance to district and building leadership teams in multiple aspects of planning, structuring, and implementing a multi-tiered behavioral framework
- Training and Information dissemination in the areas of PBIS, trauma-sensitive schools, social and emotional learning, and school climate and culture
- Supports schools in multiple aspects of data analysis and problem-solving
- Supports integration of mental health services within schools

## **Project SAFE**

- Enhance and expand systems of support for developing and sustaining a multi-tiered behavioral framework (PBIS) within Muskegon County districts
- Provides ongoing professional learning, coaching, and technical assistance to district leadership teams, building leadership teams, and individual staff members in multiple aspects of planning, structuring, and implementing schoolwide and classroom Positive Behavior Intervention and Supports (PBIS) at Tiers 1, 2, and 3, with mental health integration (Interconnected Systems Framework)

# Instructional Services

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- Training and Information dissemination in the areas of PBIS, school climate and culture, trauma-sensitive schools, social and emotional learning, restorative practices, and school mental health integration
- Supports schools in multiple aspects of data analysis and problem-solving
- Supports integration of mental health services within schools (ISF)

## **Regional Assistance Grant (RAG)**

- Provides assistance to Muskegon County schools identified under the Michigan school accountability system as Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support (ATS)
- Provides support to districts and schools in the areas of data analysis, data-based decision-making, and evidence-based practices
- Provides support for professional development in areas matched to district and school needs
- Coordinates support efforts to CSI Schools as delineated by the Michigan Department of Education
- Supports districts with CSI Schools in the coordination of coaching supports
- Facilitates implementation of transformational supports within and across identified schools and districts
- Coordinates services to install systems for success provided by the MDE Coordinated Supports Partners, the Statewide Field Team, the MIMTSS Technical Assistance Center, and the Office of Partnership Districts

## **Regional Foundation Fund**

- Place-based education (PBE) connects schools with their communities to create learning experiences for students that have lasting impact on the local environment
- Engages teachers and students in meaningful watershed educational experiences utilizing PBE
- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with the civic engagement opportunity to address local environmental issues

## **REMC / Instructional Technology**

- Instructional media and technology services provided to school districts in Muskegon, Newaygo, and Oceana counties (approximately 44,000 students)
- Provides cooperative purchasing support
- Provides a Discovery Center of maker and STEM resources and support. Teachers may checkout collections of items/kits to support curriculum (i.e. resources include 3D printers, codable robots and drones, VR headsets, 360 cameras, electric circuit kits, and more)
- Offers regional and state consortium pricing for resources including annual Discovery Education Streaming and Public Performance Site licenses
- Professional development for emerging technology, i.e Artificial Intelligence (A.I.), teaching in a virtual environment, 3D printers, and online assessment tools
- Training and support for Google Apps including Google Classroom
- Professional development for administrators, teachers, and support staff in technology use and curriculum integration
- Professional development for MAISD/REMC 4 Technology Directors and MAISD/REMC 4 Librarians Group
- Provides support and training for MAISD/REMC 4 Technology Teachers Group

# Instructional Services

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- Represent the needs of school districts on state REMC SAVE cooperative purchasing committees
- Provide community outreach - inviting staff from agencies and nonprofits to attend workshops, provide direct instruction for partner agencies, provide workshops for the community in area libraries, and partner with area libraries
- Provide customized Google Form support for special projects - i.e. facility use forms, school of choice forms, preschool report cards

## Science

- Coordinates information and professional development related to science education
- On-site support and consultation related to science education and school improvement
- Provides technical assistance relating to state and federal accountability requirements
- Coordinates and participates in local and state efforts to improve and enhance science education
- Coordinates with Instructional Services Department and Special Education to ensure the successful implementation of the Michigan Science Standards and the Common Core

## Social Studies

- Coordinates information and professional development related to social studies education
- On-site support and consultation related to social studies education and school improvement
- Provides technical assistance relating to state and federal accountability requirements
- Coordinates and participates in local and state efforts to improve and enhance social studies education
- Collaborates with Instructional Services department for Common Core Implementation, and opportunities to integrate literacy practices into opportunities to master social studies standards
- Collaborates with Instructional Services and Special Education Departments to implement Universal Design for Learning Principles in classrooms and districts

## SparkEd

- Provides a forum of learning for districts to share success stories with other districts
- Provides professional development to support districts in considering innovative shifts in instruction
- Coordinates SparkED events

## State Continuing Education Clock Hours

- Michigan Department of Education (MDE) sponsor for approval of State Continuing Education Clock Hours (SCECHs)
- Provides processing of SCECHs for renewal of selected certificates issued by the Michigan Department of Education
- SCECH processing supports certification renewal for K-12 teachers, psychologists, counselors, and administrators
- Provides training to all educators to review SCECH policies and procedures for certification renewal
- Maintains SCECH records and responsible for State audit

# Instructional Services

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## **STEAM K-12 Transport**

- Provides support for use of Howmet STEAM funding meant to increase equity in attending field trips to local museums by funding the cost of a bus

## **STEM Academy**

- Provides professional development for teachers to better facilitate inquiry-based and project-based learning
- Provides students with opportunity to make connections in already standing curricular content to their real-world.
- Provides supplemental funding for teacher programs to implement PBL into their curriculum.

## **Title III**

- Provides supplemental funding for district language acquisition programs to be used over and above the districts required EL services
- Assists local districts in providing high-quality English language development to improve student proficiency and academic achievement

## **Title IX McKinney-Vento**

- Provides support to districts and schools in the areas of homeless identification, reducing barriers to enrollment and school participation, and advisement of student and family rights under McKinney-Vento law
- Provides professional development and information dissemination to support district homeless liaisons and McKinney-Vento homeless youth
- Maintains a liaison with Michigan Department of Education for local districts regarding McKinney-Vento legal requirements, funding, and grant coordination

# Early Childhood Education

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The Special Education and Early Childhood Services departments operate the following grant-funded projects budgeted through the General Fund:

- 32p Early Childhood Programs
  - Early On®
  - Great Start Readiness Program
  - Head Start and Early Head Start
- 

## **Early Childhood – 32p (Great Start Collaborative of Muskegon County)**

- Data is gathered from a diverse source of community partners, analyzed, and synthesized into a written plan of action
- Development and implementation of a comprehensive early childhood strategic plan for Muskegon County
- Establishment of a Parent Coalition which advocates to Lansing on a host of early childhood development topics
- Focus on providing early literacy and community information resources and referrals to families
- Financial support of community-based early literacy promotion, countywide ‘play and learn’ early literacy and socialization groups for parents/children birth - five, maternal health, and Read Early. Read Often. early literacy campaign
- Provides financial support to community partners for book distribution efforts, including the United Way’s Dolly Parton Imagination Library.

## **Early On® Michigan**

- Early identification, assessment, and follow-up of newborn infants at local hospitals who have a developmental delay or an established condition when discharged to home
- Provide early intervention services using a primary service provider model to empower caregivers to support their child’s development via strategies embedded in everyday routines
- Participate in public awareness activities to educate families, professionals, and agencies about *Early On* services and importance of early intervention
- Participation in the Local Leadership Group in Muskegon County to support home visiting and inter-agency collaboration and support for all families
- Receive referrals from Core Well Health NICU, DeVos Clinics, and Trinity Health Services to promote coordinated care to home
- Provide professional development training and support for parents and professionals best practices and strategies to enhance a child’s development

## **Great Start Investment Fund**

- Provides GF support for early childhood initiatives

## **Great Start Home Visiting**

- State of Michigan Section 32p(4) grant - Early Head Start (state funding)
- State funding provided to support the Early Head Start model for two home visitors, serving 22 of the 165 Early Head Start children/pregnant women

# Early Childhood Education

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## **Great Start Readiness – Pre-K**

- Great Start Readiness Program (GSRP) provides a free preschool experience to eligible four-year-old children. Funds 1,588 preschool slots at county districts (738 children)
- State-funded preschool program for eligible four-year-old children
- Funding flows through the MAISD to several LEAs and Community-based Providers (i.e., private pre-schools per contractual agreements). MAISD operates GSRP programming in Muskegon, Muskegon Heights, Fruitport, and Mona Shores districts

## **Head Start Operations – Administration**

- Provide for Head Start and Early Head Start administration costs which cannot exceed 15% of total program operations

## **Head Start Operations – Program**

- Provide comprehensive early childhood development services to income-eligible families and preschool-aged children
- Serves 666 three- and four-year-old children in classrooms throughout Muskegon and Oceana counties
- Eligibility is based on federal poverty guidelines
- Program operated as a consortium of four partner districts and the MAISD is providing programming in Muskegon, Muskegon Heights, Fruitport, and Mona Shores districts

## **Early Head Start**

- Serves 165 pregnant women and families with children ages infant - three
- Weekly home visitation services provided to eligible families in Muskegon and Oceana counties.
- Federally-funded program providing comprehensive early childhood development services

## **Head Start Training & Technical Assistance**

- Professional development training for Head Start and Early Head Start staff

## **Read Early Read Often**

- Donated funds support early literacy enhancement activities, including book purchases
- Limited ISD funds support part-time staff liaison position

# Technology Services

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MAISD Technology Services provides data solutions and technical support to the MAISD and districts throughout West Michigan. Services include the Lakeshore Technology Consortium (LTC), Student Information Systems support and hosting, data integration support, internet services, Enterprise Solutions - Programs for Schools, management and support of the Shoreline Fiber Network, Network Services, and Client Services.

Other technology-related services provided include MI School Data and Our School Data (Data Warehouse Services), Instructional Technology support and training, and REMC media services and training.

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## **Data Warehouse**

- Our School Data is a data warehouse, hosted by Kent ISD, that is a central site for educational data, including demographics, state assessments, and local assessment data
- Our School Data offers a large variety of reports for data analysis, including the ability to cross-reference available data and drill down from district-wide information to individual student levels
- Assists with loading information into the data warehouse for access of reports and data by staff

## **Lakeshore Technology Consortium**

- Provides technology leadership and support to those local school districts (LEA) that choose to participate
- The LTC is a model for supporting districts as they integrate and advance their technology programs
- Assists with planning, acquiring, deploying, and supporting the appropriate technologies for school districts in a unified, efficient, timely, and cost-effective manner
- Technology services focus on vision and strategy, leadership, operational and budgetary oversight, and project coordination for the LTC team and member districts
- Client services focus on implementing technology projects and achieving the technology goals of the LEA; providing day-to-day technology support; and working closely with the LEA to implement technology best practices and standards of operation
- Network services targets the management/support of the LEA networks (both the network physical plant and electronics), server administration and hosting, and enterprise-level applications and systems

## **Network Services**

- Provides coordination of network repair and maintenance
- Network design, planning, and documentation
- Administration and support for server hosting, wireless networks, security systems, VOIP phone systems, network firewall and filtering, backup services, cabling plan, network directory, Google Applications for Education (GAPE), print management, multimedia/AV systems, and hardware acquisitions
- Provides service hosting for websites, Destiny, HelpSpot, PowerSchool, Moodle, servers and Active Directory, and ShoreTel VOIP

## **Phone System – VOIP**

- Supports Voice Over Internet Protocol (VOIP) system for all MAISD buildings
- Hosted VOIP service for eleven local districts

# Technology Services

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## Shoreline Fiber Network

- Management and support of a countywide fiber network which connects all local school districts, Muskegon County governmental sites, Central Police Dispatch (911) sites, and three higher education sites – Muskegon Community College, Baker College and Merit Network, Inc.
- 130 miles of fiber attaching to 3,500 poles
- Coordination of Internet service purchase from Merit Network, Inc., on behalf of all schools
- Repair and maintenance of fiber and equipment
- Provides locator services
- Pole transfers

## Student Management System

- Host and support the PowerSchool web-based student information system (SIS) for local MAISD school districts
- Grading setup/calculation for traditional and standards-based grades
- Attendance management and tracking for period or daily recording methods
- Parent/student portal support for real-time access to data, including grades, attendance, and teacher comments
- Scheduling support for counselors, including assistance/setup to gather student course requests, build master schedules, and schedule students
- Full support for Michigan Student Data System (MSDS) and related applications
- Customize reports for districts to define their own versions of transcripts and other official reports
- Development of custom modules and solutions
- Third-party data integration solutions
- MiDataHub data integration and support

## Technology Services

- Technical assistance with planning and design of local and wide area networks
- Assistance with district technology planning/visioning
- Firewall and filtering services
- Helpdesk/ticket support
- Technology hardware/equipment acquisition assistance
- Technology device management and support
- User account management
- Multimedia/AV systems support
- Project management
- Inventory asset ID and management
- Software licensing
- Applications/systems support
- Google Application for Education (GAPE) management
- Form workflow management

## Administration

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Administration oversees the Offices of the Superintendent, Associate Superintendent for Administrative Services, Associate Superintendent for Special Education, Associate Superintendent for Human Services & Auxiliary Programming, Executive Director for Early Childhood Services, Director of Communications, Director of Instructional Services, and Director of Technology

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### Administration

- Office of the Superintendent
- Positively impact the achievement and success of all students in the MAISD service area
- Enhance public understanding of and support for public education
- Maintain a highly qualified, dynamic staff that is committed to continuously learning
- Help educators collaborate on initiatives that benefit all students and staff
- Provide professional development programming that addresses the priorities of local school districts in the MAISD service area
- Engage local school districts in exploring a framework for the future of education
- Provides administrative support services to entire organization
- Partners with Education Advocates of West Michigan (EAWM) to establish direct partnerships with business organizations, to develop a framework for determining legislative positions and community and legislative leader engagement strategies
- Coordinates local and regional community partnerships, grants and programming (HealthWest, DHHS, United Way, Rotary, and many others)
- Represents various local, regional, and state association committees and boards that represent the work and needs of our county schools and districts

### Administrative Academy

- Professional development programs for administrators
- Provides leadership for the Muskegon Area Public Schools Superintendents' Association
- Engage local school districts in exploring a framework for the future of education

### Board of Education

- Five member board, selected by local school board members, establishes goals and policies, reviews the budget and aligns funding priorities with district goals, approves recommended curriculum, adopts policies governing staffing, and determines school facility needs
- Balanced geographic representation of large and small districts, as well as urban, suburban, and rural

### College Access

- Leads development of career and college programming
- Provides support for the Local College Access Network (LCAN) that helps students with college access services

### Communications

- Develops public image and range of public communications for the MAISD and local districts to build confidence in public education and advance the strategic goals of the MAISD

## Administration

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- Creates and implements informational campaigns and reports for education and its programs and services including school district and MAISD millages/bonds, Read Early.Read Often., Muskegon Area Promise, and the Technology & Security Enhancement Millage Accountability Report
- Produces video programs to support the strategic goals of the MAISD and constituent districts
- Builds relationships with news media to promote good news about public education
- Provides crisis communications support for MAISD and local districts
- Enhances MAISD and local district communications through consult, design, social media, and print services
- Equips local districts with the tools and skills to effectively communicate with a variety of stakeholders

### Community Involvement

- Serves as liaison connecting schools to community events and agencies
- Sustains and cultivates relationships and funding to sustain West Michigan Student Showcase
- Supports community events that are connected to schools

### Early College of Muskegon County

- Partnership between all school districts and Muskegon Community College
- Enables students to earn both high school diploma and two years of college credit simultaneously at no cost to student
- Support for Dean and Mentor expenses
- Provides marketing materials for the program

### Early/Middle College - Section 61b

- Covers costs for college credits offered through CTC programs
- Provides staff support for students working toward career goals

### Human Services

- Operation of the Human Services office, support services, and Pupil Membership for Muskegon County
- Serves as the district's compliance official
- Coordination and support of the Human Resources Managers' group
- Assists local districts in complying with federal and state employment, safety and environmental regulations
- Assists districts with understanding and utilizing pupil accounting rules and regulations
- Coordinates the staff annual awards ceremony recognizing years of service, retiring staff and outstanding service
- Coordinates health insurance and retiree benefits for MAISD employees
- Acts as a chief negotiator for all employee contracts
- Responsible for recruiting potential employees
- Responsible for all new hires training and the onboarding process

### Kickstart to Career

- A collaboration with Community Foundation for Muskegon County
- Communicate with elementary principals and teachers to promote program to students and schedule in school activities

# Administration

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- Present program information to the community, donors and parents to gain knowledge of program layout
- Attend parent events to answer questions and provide explanation to their student accounts
- Participate in CSA consortium groups to share and gather data and best practices

## Legislative Services

- The Education Advocates of West Michigan acts as the state and federal government liaison
- Assist in legislation development beneficial to education and attends local legislators' meetings
- Provides timely legislative reports, House and Senate bills, analysis and public acts

## Linked Muskegon - Section 107 Special Programs

- A collaboration between Muskegon County Adult Education programs, Michigan Works, the Muskegon Area Career Tech Center and local employers
- Supports cost of Navigator to work with students to design an Adult Learning Plan for the career pathway of each student
- Supports instruction costs for students attending CTC technical courses, employability skills curriculum, and recruitment/retention of adult education students

## Medicaid Caring 4 Students (C4S)

- Medicaid reimbursement for services provided to General Education students

## Print Services

- Enhances MAISD and local district communications through consult, design, and full-color printing and binding services
- Utilizes digital print and bindery equipment for production and finishing of high-quality flyers, brochures, booklets, programs, newsletters, forms, posters, stickers, magnets, clings, notepads, business cards, and other customized materials
- Provides high-quality, customized printing and finishing at a low cost from a variety of compatible electronic files or hard-copy originals
- Coordinates with Communications Department and MAISD staff to quote and purchase promotional, marketing, and printed materials that Print Services is unable to produce internally such as high volume runs of letterhead, envelopes and newsletters, banners, yard signs, bumper stickers, rulers, and other specialized print pieces
- Facilitates professional design services for schools and MAISD community outreach programs, such as Early College, Muskegon Area Promise, Muskegon Made, Read Early Read Often, and more

## Promise Zone

- Provides leadership and support to schools to increase scholarship attainment
- Facilitates work of the Promise Zone Authority Board including fund development
- Leverages the Promise to improve student achievement

## Pupil Accounting Services

- Provides state-mandated auditing functions to assist districts with student count procedures
- Supports districts in their pupil accounting and documentation to maximize student count
- Provides technical support for local districts related to pupil membership

## Administration

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- Provides county wide truancy services

### **Security Services**

- Oversees the safety and security of the organization
- Provides oversight and manage the Emergency Operations Plan for the organization
- Serves as the liaison between the MAISD and first responders, School Resource Officers, the Michigan State Police Office of School Safety, and similar organizations.
- Coordinates MAISD safety and security efforts with local first responders and other related agencies
- Provides support and guidance to local district leaders on school safety initiatives and requirements
- Provides training to MAISD personnel and districts

### **Web and Social Media**

- Manages website including annual maintenance and web redesign
- Serves as MAISD ADA Web Accessibility Coordinator/Web Compliance Officer
- Crafts Transparency Report and ISD Web Report
- Manages and maintains MAISD APP
- Leverages website and social media to promote MAISD and enhance support for public education

# Business and Finance

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The Office of Business and Finance assists districts in fiscal matters and coordinates the Lakeshore School Business Officials and Facility Directors user groups.

Regulatory functions include state and federal reporting, financial auditing, transportation, and financial monitoring of grants.

On an internal basis, responsibilities lie in the areas of fiscal management, insurance programs, and facilities management.

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## **Building Improvements**

- Supports future facility needs using excess local property tax funds

## **District Financial Support**

- Provides business services for local school districts
- Processes payroll services for local school districts

## **Financial Management System**

- Provides management and support for participating districts
- Tyler MUNIS Enterprise Financial Management & Accounting Software is a multi-fund accounting system that integrates general ledger, payroll, and human resources
- Content Manager transforms paper forms and documents into electronic images and integrates with Tyler Content Manager
- Oversees compliance with local, state, and federal reporting including 1099, GASB, FID, ORS, REP, OSHA

## **Financial Services**

- Office of the Associate Superintendent for Administrative Services and administrative support services
- Provides technical assistance and support
- Acts as the liaison with local districts and the Michigan Department of Education
- Supports constituent groups including the Superintendent's Committee and Business Manager's Committee
- Provides administrative review of local districts targeted under Early Warning legislation
- Furnishes an annual Statistical Summaries & Information
- Coordinates district salary/benefit survey and rankings
- Provides state and federal grant oversight and financial reports
- Distributes Special Education funds to local districts as prescribed by the Special Education funding plan
- Develops and manages MAISD budgets
- Provides comprehensive accounting services and support

## **Headlee Obligations for Data Collection**

- Data collection for the Center for Educational Performance and Information (CEPI)

# Business and Finance

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## **Insurance – Property**

- District property and liability insurance

## **Mail Services**

- Provides regular interschool mail delivery serving each local district

## **MAISD South Campus**

- Houses offices for MAISD Finance and Financial Systems staff
- Houses offices for MAISD Early Childhood staff

## **Operations and Maintenance**

- Supports the operation and maintenance costs of the MAISD North and South buildings and facilities
- Coordinates a cooperative purchasing system for custodial/maintenance supplies as needed
- Coordinates and supports a countywide Maintenance Directors group

## **Post Employment Benefits**

- Provides life insurance and supplements health insurance costs

## **Technology Enhancement Millage**

- One-mill (Currently rolled back to 0.9831) property tax increase originally approved by Muskegon County voters on February 25, 2014, to support district technology and security
- All funds collected are passed through the MAISD to local districts on a per-student basis. Starting this fiscal year, Public School Academies and MAISD SE programs are also eligible



[www.muskegonisd.org](http://www.muskegonisd.org)



[www.x.com/maisd](http://www.x.com/maisd)



[www.facebook.com/muskegonisd](http://www.facebook.com/muskegonisd)



# MAISD - 2024/25 Budget Original

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April 25, 2024



# MAISD At a Glance - Assumptions

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- 5% increase in taxable values (7.8% Muskegon Co. TVs)
- State increases/decreases (i.e. Sec. 56, 81 and 147c) are per Governor's budget proposal  
(2.5% Increase Sec. 81, \$5.5 million increase to Sec. 56, 37% decrease to 147c )
- Wage increases were budgeted as follows:
  - Wesley Teachers and IAs - 3% COLA plus steps
  - CTC Teachers - 3% COLA plus steps.
  - All Non Affiliated Staff - 3% COLA plus steps.
- Health insurance costs are based on current cost ( assuming a 0% increase to the state mandated cap beginning January 1st 2025). Dental and Vision - also budgeted with no increase.

# MAISD At a Glance

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Total 2023-24 Budget: \$103 million

Passthrough payments: \$43 million

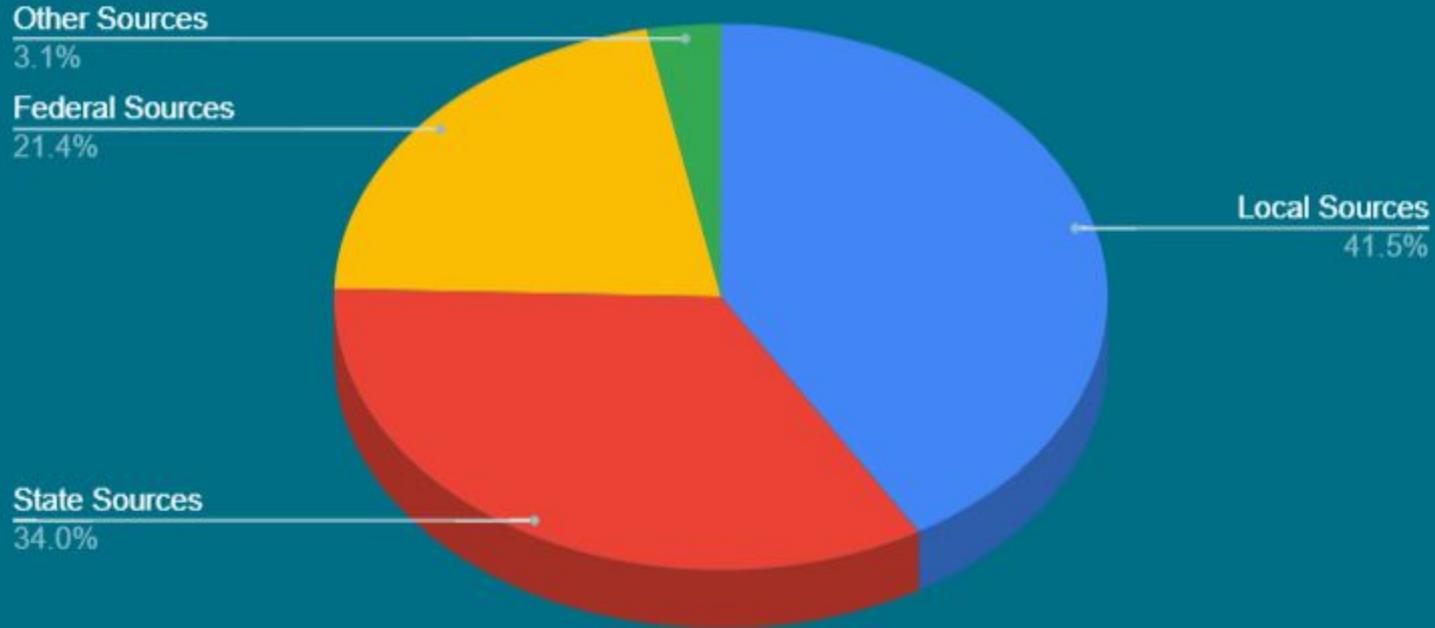
7 Total Funds

3 Major Funds - General Fund, Special Education Fund, Vocational Education Fund

400+ Employees

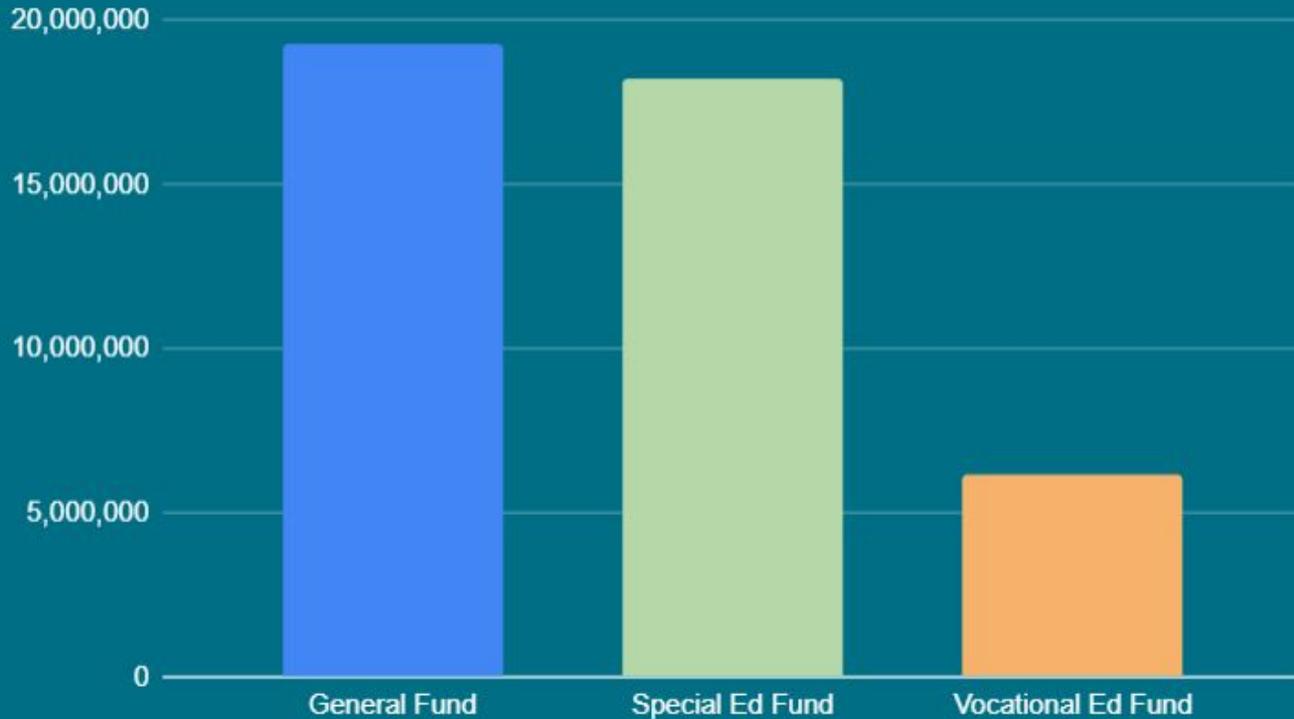
# MAISD At a Glance - All Funds

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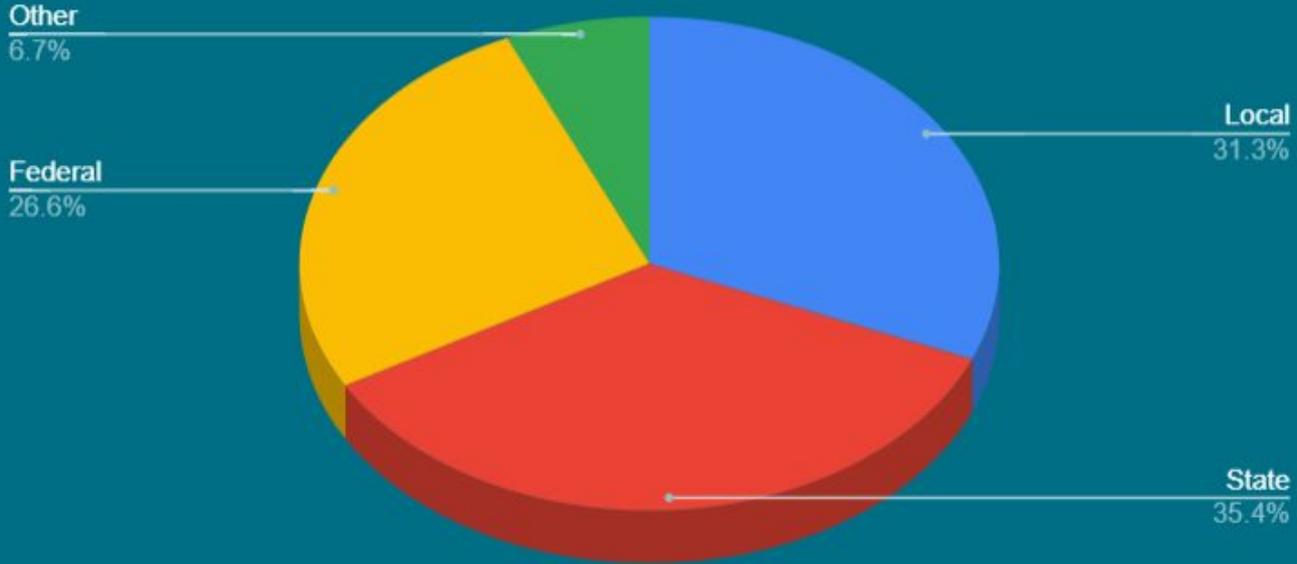
# MAISD At a Glance - All Funds

MAISD Personnel (2024-25 Budget Original)



# MAISD At a Glance - General Fund

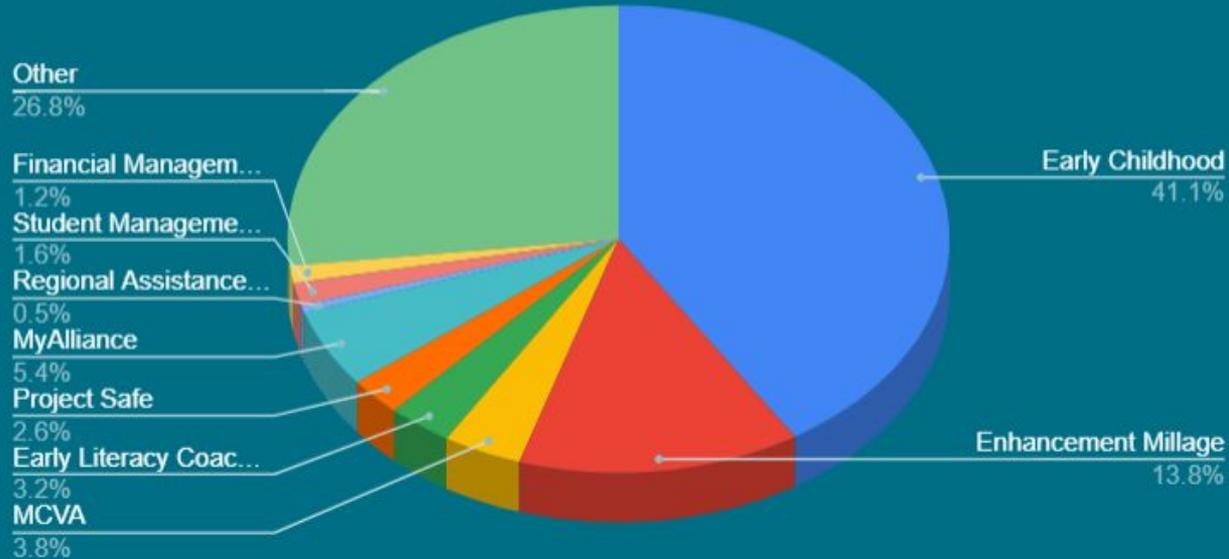
MAISD - General Fund



# MAISD At a Glance - General Fund

Functionally,  
40% is  
focused on  
instructional  
and student  
programs...

MAISD General Fund - Major Programs



...39% on  
passthrough  
payments and  
the remaining  
21% on  
admin,  
operations  
and support  
services

# General Fund & Special Ed Fund Budgets

	2021-22 Actual	2022-23 Actual	2023-24 Amended	2024-25 Original
<b>General Fund Budget</b>				
Total Revenues	\$39,278,999	\$39,278,999	\$46,839,774	\$44,382,565
Total Expenditures	39,528,683	39,528,683	47,058,501	44,499,435
Surplus (Deficit)	(\$249,684)	(\$249,684)	(\$218,727)	(\$116,870)
Ending Fund Balance	\$6,426,095	\$6,426,095	\$6,609,199	\$6,273,602
<b>Special Ed Fund Budget</b>				
Total Revenues	\$35,039,623	\$38,291,654	\$41,923,182	\$46,824,022
Total Expenditures	34,908,663	38,528,788	41,923,182	46,824,022
Surplus (Deficit)	\$130,960	(\$237,134)	\$0	\$0
Ending Fund Balance	\$1,120,542	\$883,408	\$883,408	\$883,408
<b>Combined GF &amp; SE Fund Balance</b>	<b>\$ 7,546,637</b>	<b>\$ 7,309,503</b>	<b>\$ 7,492,607</b>	<b>\$ 7,157,010</b>
<b>Percentage of Annual Expenditures</b>	<b>10.1%</b>	<b>9.4%</b>	<b>8.4%</b>	<b>7.8%</b>

# MAISD Other Funds

	2021-22 Actual	2022-23 Actual	2023-24 Amended	2024-25 Original
<b>Vocational Ed Fund Budget</b>				
Total Revenues	\$8,070,214	\$8,292,648	\$8,329,891	\$8,622,058
Total Expenditures	7,736,730	8,116,547	8,638,071	8,633,947
Surplus (Deficit)	\$333,484	\$176,101	(\$308,180)	(\$11,889)
Ending Fund Equity	\$3,621,353	\$3,797,454	\$3,489,274	\$3,477,385
<b>School Lunch Fund Budget</b>				
Total Revenues	\$181,329	\$181,329	\$102,044	\$108,743
Total Expenditures	183,073	183,073	154,023	108,743
Surplus (Deficit)	(\$1,744)	(\$1,744)	(\$51,979)	\$0
Ending Fund Equity	\$77,398	\$77,398	\$25,419	\$25,419

# MAISD Other Funds

	2021-22 Actual	2022-23 Actual	2023-24 Amended	2024-25 Original
<b>School Activity Fund Budget</b>				
Total Revenues	\$18,755	\$16,757	\$23,500	\$23,500
Total Expenditures	5,473	23,450	23,500	23,500
Surplus (Deficit)	\$13,282	(\$6,693)	\$0	\$0
Ending Fund Equity	\$97,193	\$90,500	\$90,500	\$97,193
<b>Capital Project Funds Budget (Combined)</b>				
Total Revenues	\$376,605	\$598,289	\$365,685	\$320,685
Total Expenditures	305,826	276,227	1,805,839	3,229,300
Surplus (Deficit)	\$70,779	\$322,062	(\$1,440,154)	(\$2,908,615)
Ending Fund Equity	\$8,262,486	\$8,584,548	\$7,144,394	\$4,235,779

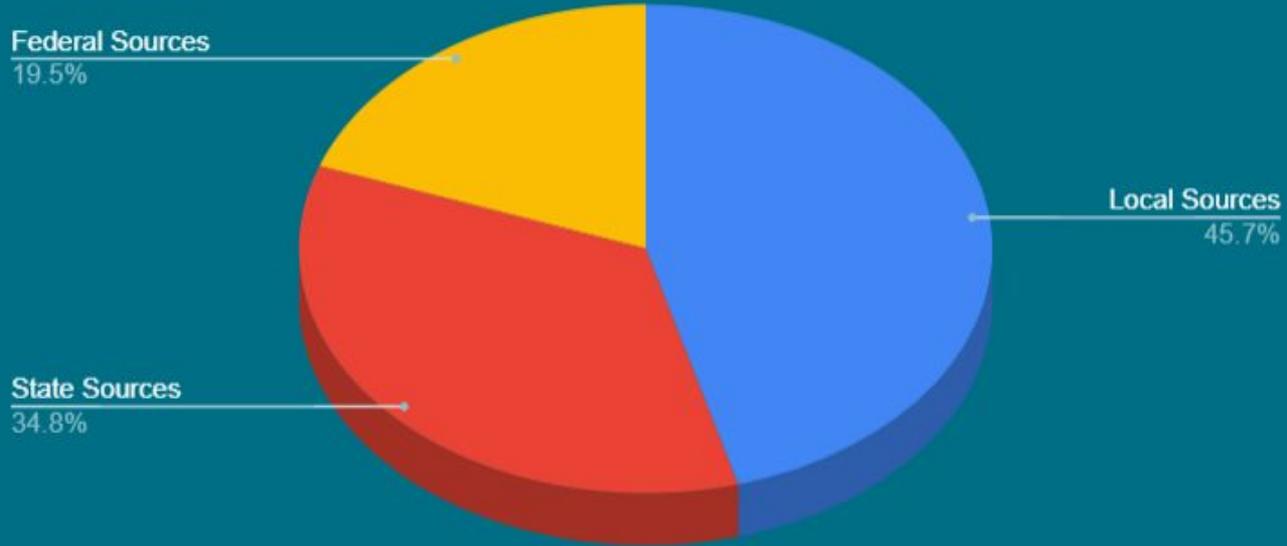
# MAISD General Fund Highlight – Early Childhood

Early Childhood						
Program	Description	Budget	Source of Funds	# MAISD Employees	# Students	
Head Start	Program serving 666 eligible three- and four-year-old children in Muskegon & Oceana Counties at 15 centers. Eligibility primarily based on family income.	\$7,790,175	Federal Grant	42.8 ISD / 26.5 EDUSTAFF	666	
Early Head Start	Home visiting program providing weekly educational and social service services to 165 pregnant women and children ages 0-3. Serving Muskegon & Oceana Counties. Eligibility primarily based on family income.	\$1,841,222.00	Federal Grant State Grant	17.5	165	
Great Start Readiness Program	Program serving 932 eligible four-year-old children in Muskegon County. Eligibility primarily based on family income which are 3x higher than HDST thresholds.	\$8,088,452	State Grant	23.9 ISD / 23.5 EDUSTAFF	932	
Great Start Collaborative	State-designated early childhood planning committee which funds numerous community-based initiatives focused on building an early childhood development network.	\$173,041	State Grant	1.5	N/A	
Other	Donated funds, General Fund support line item, & miscellaneous small grants.	\$377,020	Federal, State, Local	N/A	N/A	
	<b>SubTotal</b>	<b>\$18,269,910</b>		<b>135.7</b>	<b>1763</b>	

# MAISD At a Glance - Special Education Fund

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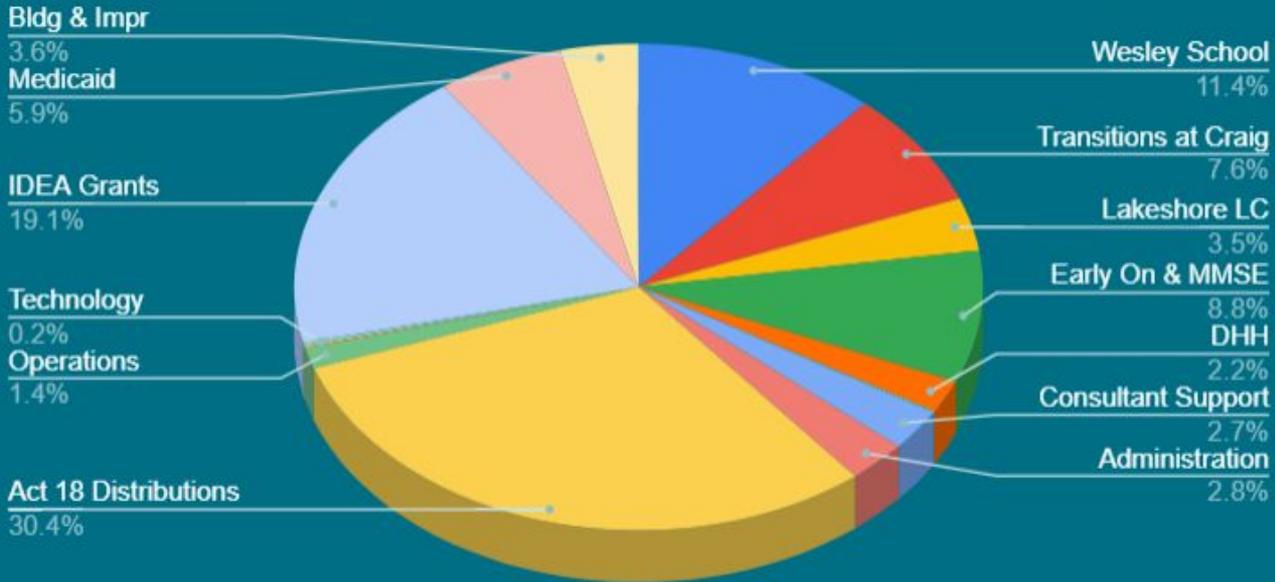
MAISD Special Education Fund - Revenue



# MAISD At a Glance - Special Education Fund

MAISD Special Education Programs

89% of the SE budget is devoted to...



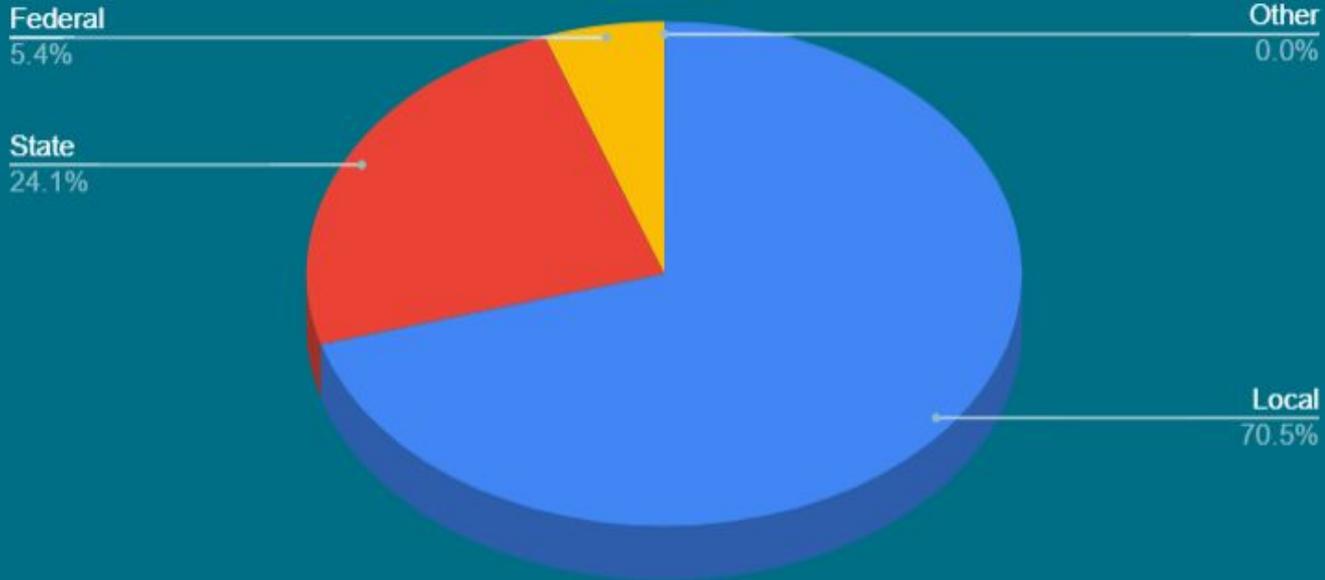
...center based programs and passthrough payments (IDEA, Act 18, Medicaid)

# MAISD Special Education Fund Highlights

Special Education						
Program	Description	Budget	Source of Funds	# MAISD Employees	# Students	
Wesley School	Center based special education program for students ages 3- grade 12. Students in this program have significant cognitive, communication, behavioral and /or medical disabilities.	\$5,348,560	State, Federal, Local	47 + 2 contracted nurses	68	
Lakeshore Learning Center	Center based special education program for students grades K-12 identified with an emotional impairment that needs significant supports for mental health and safety.	\$1,649,611	State, Federal, Local	16	22	
Craig Transition Campus	Center based special education program for participants age 18-26 who have an IEP and did not graduate with a diploma.	\$3,581,100	State, Federal, Local	35 + 2 contracted nurses	92	
EarlyOn / Michigan Mandatory Special Education	Provides early intervention and special education supports to infants and toddlers ages birth-3 who have been identified with a developmental delay or disability. Services are provided in the home and community settings.	\$4,102,966	State, Federal, Local	29	486 active IFSPs	
Program for Deaf and Hard of Hearing	Countywide center based program for children that are deaf and/or hard of hearing. Located in Reeths-Puffer. Program currently serves children ages 3- 1st grade.	\$1,031,823	State, Federal, Local	6 + 2 contracted language facilitators	17	
Distribution to LEA's	Act 18 dollars distributed to LEA's	\$12,097,180	State, Local	NA	NA	
Special Education	IDEA Grants, Medicaid, Consultant support	\$19,012,782	State, Federal, Local	NA	NA	
	<b>SubTotal</b>	<b>\$46,824,022</b>	State, Federal, Local	134	648	
<b>Special Ed Fund Total</b>		<b>\$46,824,022</b>				

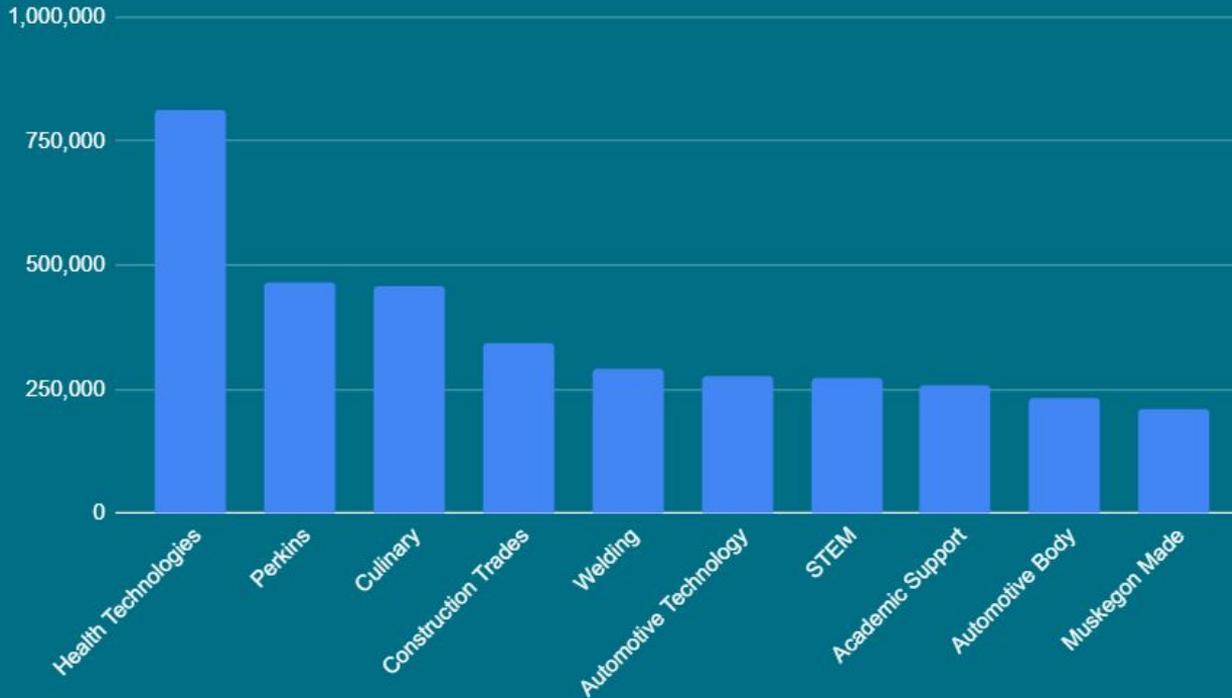
# MAISD At a Glance - Vocational Education Fund

MAISD Vocational Ed Fund - Revenue



# MAISD At a Glance - Vocational Education Fund

MAISD Vocational Ed Fund - Program Highlights



The current top 10 student programs...

...represent about 42% of the 2024-25 total for MACTC

# MAISD Budget - Original 2024/25

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Questions...comments...feedback

Thank you!

### Special Education

Program	Description	Budget	Source of Funds	# MAISD Employees	# Students
<b>Wesley School</b>	Center based special education program for students ages 3- grade 12. Students in this program have significant cognitive, communication, behavioral and /or medical disabilities.	\$5,348,560	State, Federal, Local	47 + 2 contracted nurses	68
<b>Lakeshore Learning Center</b>	Center based special education program for students grades K-12 identified with an emotional impairment that needs significant supports for mental health and safety.	\$1,649,611	State, Federal, Local	16	22
<b>Craig Transition Campus</b>	Center based special education program for participants age 18-26 who have an IEP and did not graduate with a diploma.	\$3,581,100	State, Federal, Local	35 + 2 contracted nurses	92
<b>EarlyOn / Michigan Mandatory Special Education</b>	Provides early intervention and special education supports to infants and toddlers ages birth-3 who have been identified with a developmental delay or disability. Services are provided in the home and community settings.	\$4,102,966	State, Federal, Local	29	486 active IFSPs
<b>Program for Deaf and Hard of Hearing</b>	Countywide center based program for children that are deaf and/or hard of hearing. Located in Reeths-Puffer. Program currently serves children ages 3- 1st grade.	\$1,031,823	State, Federal, Local	6 + 2 contracted language facilitators	17
<b>Distribution to LEA's</b>	Act 18 dollars distributed to LEA's	\$12,097,180	State, Local	NA	NA
<b>Special Education</b>	IDEA Grants, Medicaid, Consultant support	\$19,012,782	State, Federal, Local	NA	NA
	<b>SubTotal</b>	<b>\$46,824,022</b>	State, Federal, Local	134	648

### Special Ed Fund Total      \$46,824,022

### Career Tech Center

Program	Description	Budget	Source of Funds	# MAISD Employees	# Students
<b>Vocational Education</b>	The CTC provides free career and technical education programming in 16 different career preparation classes for juniors and seniors. Courses offer academic and college credit.	\$8,633,947	State, Federal, Local	53	834
	<b>SubTotal</b>	<b>\$8,633,947</b>		53	834

**Vocational Ed Fund Total      \$8,633,947**

**Administration**

<b>Program</b>	<b>Description</b>	<b>Budget</b>	<b>Source of Funds</b>	<b># MAISD Employees</b>	<b># Students</b>
<b>Superintendent Office</b>	Operation of the superintendent office, support services for the MAISD Board, Thrive initiative, Legislative engagement, and community support activities	\$528,842	General Fund	2	N/A
<b>Board of Education</b>	Five member board that establishes goals and policies, reviews the budget and aligns funding priorities with district goals, approves recommended curriculum, adopts policies governing staffing and determines facility needs	\$60,115	General Fund	5	N/A
<b>College Access</b>	Provides support for the Local College Access Network (LCAN), Muskegon Opportunity, that helps students with college access service and leads the development of career and college planning	\$9,100	General Fund	0	N/A
<b>Promise Zone</b>	Facilitates work of the Promise Zone Authority Board including fund development and the distribution and management of college scholarships for MCC and Baker College	\$199,486	General Fund	1.5	N/A
<b>Linked Muskegon</b>	A collaboration between Muskegon County Adult Education programs, Michigan Works, the Muskegon Area Career Tech Center and local employers. After school program for adult learners in a CTC course, providing technical skills training, employability skills, and connections to local employers for jobs/careers.	\$310,376	State	6 CTC Teachers and Paraprofessionals 1 Adult Education Navigator	40-60 adults
<b>Other Administration/Support</b>	Admin Academy, Community Involvement, Early College, Kickstart to Career, Legislative Services, Medicaid Caring 4 Students, Web and Social Media	\$760,424	General Fund		N/A
	<b>SubTotal</b>	<b>\$1,868,343</b>	General Fund	8.5	N/A

**Human Services**

<b>Program</b>	<b>Description</b>	<b>Budget</b>	<b>Source of Funds</b>	<b># MAISD Employees</b>	<b># Students</b>
<b>Human Services</b>	Operation of the Human Resource office, support services for MAISD programs and local districts, assisting with compliance with federal and state employment, safety and environmental regulations.	\$697,222	General Fund	3.7	N/A

<b>Pupil Membership, Data, and Truancy</b>	Provides state-mandated auditing functions to assist districts with student count procedures, pupil accounting documentation, and technical support for pupil membership.	\$324,559	General Fund	3.3	N/A
	<b>SubTotal</b>	<b>\$1,021,781</b>	General Fund	7	N/A
<b>Business Office</b>					
<b>Program</b>	<b>Description</b>	<b>Budget</b>	<b>Source of Funds</b>	<b># MAISD Employees</b>	<b># Students</b>
<b>District Financial Services</b>	Provide essential payroll and accounting services to partner school districts. Based upon annual service contracts.	\$312,406	Local	3	N/A
<b>Financial Management System</b>	Provide service and oversee a consortium of over 30 local districts, all using Tyler ERP (Munis) financial management system.	\$529,951	Local	0.5	N/A
<b>MAISD Facilities &amp; Operations</b>	Provide essential maintenance and operations support to MAISD physical plant and support local districts in operational initiatives.	\$1,102,410	Local	6	N/A
<b>MAISD Financial Services</b>	Oversee all finance, accounting, budget, and payroll services for MAISD. Provide essential support to constituent districts in a variety of services.	\$717,005	Local	7.5	N/A
<b>Security</b>	Oversee security for MAISD. Also provides security support for constituent districts.	\$232,949	Local	1	N/A
<b>Enhancement Millage Distributions</b>	Distribute local MAISD tax revenue to constituent school districts to support technology and security initiatives. 100% of funds are passed through.	\$6,138,007	Local	0	24,134
<b>MAISD Mail Delivery</b>	Provide courier and mail delivery service to constituent districts	\$53,185	Local	3 (all part-time)	N/A
	<b>SubTotal</b>	<b>\$9,085,913</b>	General Fund	15.5 FTE	N/A
<b>Early Childhood</b>					
<b>Program</b>	<b>Description</b>	<b>Budget</b>	<b>Source of Funds</b>	<b># MAISD Employees</b>	<b># Students</b>
<b>Head Start</b>	Program serving 666 eligible three- and four-year-old children in Muskegon & Oceana Counties at 15 centers. Eligibility primarily based on family income.	\$7,790,175	Federal Grant	26.5 EDUSTAFF	666

<b>Early Head Start</b>	Home visiting program providing weekly educational and social service services to 165 pregnant women and children ages 0-3. Serving Muskegon & Oceana Counties. Eligibility primarily based on family income.	\$1,841,222.00	Federal Grant State Grant	17.5	165
<b>Great Start Readiness Program</b>	Program serving 932 eligible four-year-old children in Muskegon County. Eligibility primarily based on family income which are 3x higher than HDST thresholds.	\$8,088,452	State Grant	23.5 EDUSTAFF	932
<b>Great Start Collaborative</b>	State-designated early childhood planning committee which funds numerous community-based initiatives focused on building an early childhood development network.	\$173,041	State Grant	1.5	N/A
<b>Other</b>	Donated funds, General Fund support line item, & miscellaneous small grants.	\$377,020	Federal, State, Local	N/A	N/A
	<b>SubTotal</b>	<b>\$18,269,910</b>		135.7	1763

### Instructional Services

Program	Description	Budget	Source of Funds	# MAISD Employees	# Students
<b>Instructional Services</b>	A variety of services including content consulting, State and Federal program support, instructional technology, school improvement, English Language Learnings and homeless student support.	\$4,430,315	State/Federal Grants, MAISD General Fund	22	N/A
<b>Literacy Coaching</b>	Provides literacy coaching to support K-3rd grade teachers in using research-supported instructional and assessment practices through goal-driven coaching cycles. Coaches help develop building-level literacy leaders who support grade level professional learning. Coaches also provide a countywide professional learning network focused on research-supported practices for all students.	\$1,407,787	State Grant, Foundation Grant, MAISD, LEA	10	N/A
<b>MCVA</b>	Virtual learning program for students implemented in collaboration with participating districts offering a 100% virtual option for local districts. Offers live instruction with teachers in a virtual environment as well as success coaches/mentors that connect with students.	\$1,712,976	MAISD General Fund and LEA program fees	10	200

<b>Health</b>	Supports comprehensive school health through consultation, collaboration with local schools and community group to enable students to learn positive health behaviors, reduce risk behaviors and prevent disease. Provides training and implementation of the Michigan Model for Health serving Muskegon, Newaygo and Oceana counties.	\$137,695	State Grant	1	N/A
<b>Project SAFE</b>	Provides ongoing professional learning, coaching, and technical assistance to district leadership teams, building leadership teams, and individual staff members in structuring and implementing schoolwide and classroom Positive Behavior Intervention and Supports (PBIS) with mental health integration (Interconnected Systems Framework).	\$1,171,636	Federal Grant	4	N/A
<b>Mental Health</b>	Oversee and administer section 31n State grants offered through the State of Michigan that flows through to local school districts. This program helps to enhance and expand the availability of mental health services and supports to general education K-12 students.	\$2,404,360	State Grant	1	N/A
	<b>SubTotal</b>	<b>\$11,264,769</b>		48	N/A
<b>Technology Services</b>					
Program	Description	Budget	Source of Funds	# MAISD Employees	# Students
<b>Technology Services</b>	Provides data solutions and technical support to MAISD programs and LEA's in Muskegon County. Services include the Lakeshore Technology Consortium (LTC), Network Services, VOIP phone support, and Client Services.	\$945,252	MAISD General Fund	7	N/A
<b>PowerSchool</b>	Host and support the PowerSchool web-based student information system (SIS) for local school districts	\$694,526	MAISD General Fund, license and service fees from participating districts	3	N/A
<b>Shoreline Fiber Network</b>	Management and support of a countywide fiber network which connects all local school districts, Muskegon County governmental sites, Central Dispatch (911) sites, Muskegon Community College, and Baker College.	\$135,846	Maintenance fees from participating partners	1	N/A

<b>Lakeshore Technology Consortium (LTC)</b>	The LTC provides leadership and support to participating districts and assists with planning, acquiring, deploying, and supporting the appropriate technologies for school districts.	\$374,364	Fees from participating districts	1	N/A
	<b>SubTotal</b>	<b>\$2,149,988</b>		12	N/A
<b>Communications</b>					
<b>Program</b>	<b>Description</b>	<b>Budget</b>	<b>Source of Funds</b>	<b># MAISD Employees</b>	<b># Students</b>
<b>Communications</b>	Develops public image and range of public communications for the MAISD and local districts, through video production, relationships with news media, informational campaigns, and support in crisis communications.	\$438,143	MAISD General Fund	3	N/A
<b>Document Center</b>	Enhances MAISD and local district communications through consult and design, utilizing digital print equipment for production of high quality brochures, booklets, programs, newsletters, forms, posters, and other customized services.	\$400,588	MAISD General Fund, Fees from customers for services provided	3	N/A
	<b>SubTotal</b>	<b>\$838,731</b>		6	N/A
<b>General Fund Total</b>		<b>\$44,499,435</b>			
<b>Grand Total</b>		<b>\$99,957,404</b>			



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**March 19, 2024**

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2025**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2024, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,702.85 times the number of employees and elected public officials with single-person coverage
- \$16,109.06 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,007.83 times the number of employees and elected public officials with family coverage.

The limits for 2025 equal the 2024 limits increased by **0.2 percent**. The 0.2 percent is the percentage change in the medical care component from the period March 2022-February 2023 to the period March 2023-February 2024.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2025, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,718.26 times the number of employees and elected public officials with single-person coverage
- \$16,141.28 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,049.85 times the number of employees and elected public officials with family coverage.

*Rachael Eubanks*

Rachael Eubanks  
State Treasurer

March 19, 2024



Business and Finance Committee  
Tuesday, April 9, 2024  
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. with Elroy Buckner, Kris Cole, Dave Hazekamp, Jason Kennedy, and Mark Mesbergen present.

1. **MAISD FY2025 Original Budget and MAISD Overview** - The Committee discussed the MAISD FY2025 original budget and the MAISD budget overview document that was shared with the District. These documents will be reviewed with the Board's delegate at the April 25, 2024 MAISD budget review meeting. The documents will be provided to all Board members in advance of that meeting.
2. **School Safety Updates and Purchase Recommendations** - The Committee discussed updates and future purchase recommendations pertaining to school safety. The Committee discussed MPSCS emergency school and public safety radios, knox boxes, building flip charts, the threat assessment process (including Raptor Technologies), and the reunification process.
3. **800 MHz Public Safety Coverage Maps and Measurement Survey Report** - The Committee discussed and reviewed the 800 MHz public safety coverage maps and survey assessment completed by Crouch Communications.
4. **Update Regarding Hard Cap Adjustment - PA 152** - The Committee discussed the public employer contribution to medical benefit plans annual cost limitations for calendar year 2025. The limits for 2025 equal the 2024 limits increased by 0.2 percent. Thus, for medical benefit plan coverage years beginning on or after January 1, 2025, the limit on

the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,718.26 times the number of employees and elected public officials with single-person coverage.
  - \$16,141.28 times the number of employees and elected public officials with individual and spouse coverage or individual plus one (1) non spouse dependent coverage.
  - \$21,049.85 times the number of employees and elected public officials with family coverage.
5. **Collective Bargaining Process** - The Committee discussed an overview of the collective bargaining process for each of the bargaining unit contracts that will need to be negotiated this year.
1. **Other:** None
  2. **Public Comment:** None
  3. **Adjournment:** The meeting was adjourned at 6:01 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Personnel Committee  
Monday, April 8, 2024  
5:00 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

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

1. **April 2024 Personnel Report** - The Committee reviewed the Personnel Report for April 2024. This report included each of the recommendations for new hire, resignations, retirement notices, transfers, and positions that are still posted and vacant in the District.
2. **Update Regarding Hard Cap Adjustment - PA 152** - The Committee discussed the public employer contribution to medical benefit plans annual cost limitations for calendar year 2025. The limits for 2025 equal the 2024 limits increased by 0.2 percent. Thus, for medical benefit plan coverage years beginning on or after January 1, 2025, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:
  - \$7,718.26 times the number of employees and elected public officials with single-person coverage.
  - \$16,141.28 times the number of employees and elected public officials with individual and spouse coverage or individual plus one (1) non spouse dependent coverage.
  - \$21,049.85 times the number of employees and elected public officials with family coverage.
3. **Collective Bargaining Process** - The Committee discussed an overview of the collective bargaining process for each of the bargaining unit contracts that will need to be negotiated this year.

4. **Other** - None

5. **Public Comment:** None

6. **Adjournment:** The meeting was adjourned at 5:33 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee  
Monday, April 8, 2024  
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 5:34 p.m. with Tim Burgess, Susan Franklin, Dave Hazekamp, and Jason Kennedy present.

1. **Field Trip Request Policy Update - Policy 5506: Field Trips** - The Committee discussed the second reading of a policy pertaining to overnight and out of state field trips requiring approval. The Board will be asked to approve the policy update at the April 15, 2024 Board meeting.
2. **School Safety Updates and Purchase Recommendations** - The Committee discussed updates and future purchase recommendations pertaining to school safety. The Committee discussed MPSCS emergency school and public safety radios, knox boxes, building flip charts, the threat assessment process (including Raptor Technologies), and the reunification process.
3. **800 MHz Public Safety Coverage Maps and Measurement Survey Report** - The Committee discussed and reviewed the 800 MHz public safety coverage maps and survey assessment completed by Crouch Communications.
4. **MAISD Approved Common Calendar (2024 - 2029)** - The final approved common calendar to be followed by all schools under the jurisdiction of the MAISD was shared with the Committee. This common calendar covers the calendar years of 2024-2029.
5. **Other:** None

6. **Public Comment:** None

7. **Adjournment:** The meeting was adjourned at 6:00 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

**BOARD ACTION REQUEST FORM**

**Meeting Date:** April 15, 2024

To: Board of Education

Attachments #XIII-2

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**

Second Reading: Field Trips – Policy 5506

**Background Information:** The Board discussed the first reading of Policy 5506 - Field Trips, at the Board meeting on March 18, 2024, and is now discussing a second reading of the policy at the April 15, 2024 meeting. The policy update will allow the Student Affairs Committee to approve overnight trip requests in the event that a request was received and needed approval before being able to be approved at the next scheduled Board of Education meeting. If a Student Affairs Committee meeting is not able to be scheduled, the Superintendent would be authorized to consider the trip under the modifications to the policy.

**Financial Impact:** None

**Recommended Action:**

To approve the second reading of and approval of modifications made to Board of Education Policy 5506 – Field Trips, as discussed.

**Action Taken:**

**Vote:** \_\_\_ Buckner      \_\_\_ Burgess      \_\_\_ Cole      \_\_\_ Franklin      \_\_\_ Hazekamp  
         \_\_\_ Kelly      \_\_\_ Meeuwenberg

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5500 School Sponsored and Extracurricular Activities**

#### ***5506 Field Trips***

Field trips should generally be conducted during the school day.

##### **A. General Conditions**

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board. If emergency approval is required before the next Board of Education meeting, the Student Affairs Committee will be summoned to meet and take action on the Board's behalf. If a quorum of the Student Affairs Committee is unable to meet within eighteen (18) hours of calling the meeting, the Superintendent must consider the trip. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

##### **B. Parent/guardian Permission**

Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip.

##### **C. Supervision**

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21. A chaperone who drives students must possess a valid driver's license. A chaperone who drives students in a private vehicle must possess adequate insurance coverage. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any lawful reason.

The District will not prohibit an eligible student from participating in a field trip solely because the student's parent/guardian does not chaperone.

##### **D. Student Conduct**

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Date adopted: 7/19/2021

Date revised: