



*Regular
Board Meeting*

Board Room

December 12, 2022



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, December 12, 2022 - 7:00 p.m.

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
 - a. Above and Beyond Recognition
 - i. Brad Faulkner – Mechanic
- VI. COMMUNICATIONS**
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
 - a. School Safety Threat Assessment Process
 - b. District Safety Assessment Report – Secure Education Consultants
 - c. Strategic Planning Process Update
- VIII. REMARKS FROM THE PUBLIC***
- IX. CONSENT AGENDA**
 - 1. Approval of Bill Listing (attachment IX-1)

| <u>Fund</u> | <u>Amount</u> |
|--------------------------------|---------------------------|
| General Fund: | \$337,590.11 |
| Other Funds: | |
| Early Childhood Center | \$6,003.67 |
| Food Service | \$94,664.78 |
| Capital Projects – Bond (2017) | \$7,939.31 |
| Capital Projects – Bond (2021) | \$7,110.39 |
| Total Bill List: | <hr/> \$453,308.26 |
 - 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 Regular Meeting Minutes of November 21, 2022 (attachment IX-7)

X. GENERAL BOARD BUSINESS

1. Technology and Security Millage Renewal Election Resolution (attachment X-1)

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

Elroy Buckner, Chairperson

1. Report of Committee Meeting held December 9, 2022 (attachment XI-1)
2. Pool Space / Auxiliary Gym Renovation Bid Recommendations (attachment XI-2)
3. Merit Based Compensation Stipend (attachment XI-3)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held December 5, 2022 (attachment XI-1)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held December 5, 2022 (attachment XIII-1)

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

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

1. Business & Finance Committee Meeting: Discuss Date and Time
2. Personnel Committee Meeting: January 9, 2022 at 5:00 p.m.
3. Student Affairs Committee Meeting: January 9, 2022 at 5:30 p.m.
4. Board of Education Meeting: January 16, 2022 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. SUPERINTENDENT'S EVALUATION

- a. Closed session pursuant to MCL 15.268 Sec. 8(1)(a) per Superintendent's request
- b. Superintendent's Evaluation (attachment XVII-1)

XVIII. 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.



**FRUITPORT COMMUNITY SCHOOLS
BILL LIST
Month of November 2022**

| FUND | AMOUNT | | |
|-----------------------------|----------------------------|---------------|------|
| GENERAL FUND | \$337,590.11 | | |
| EARLY CHILDHOOD CENTER | \$6,003.67 | | |
| FOOD SERVICE | \$94,664.78 | | |
| CAPITAL PROJECTS (BOND)2017 | \$7,939.31 | | |
| CAPITAL PROJECTS (BOND)2021 | \$7,110.39 | | |
| GRAND TOTAL | <u>\$453,308.26</u> | \$ 453,308.26 | \$ - |

Fruitport Community Schools Monthly Financial Report 11/30/2022

| | | GENERAL FUND | SCHOOL SERVICE FUNDS | | | CAPITAL PROJECTS | | | | | | | Totals |
|-----------------------------------------------|------|----------------|----------------------|---------------|--------------|------------------|--------------------------|--------------------------|-----------|-------------|-------------|-------------|--------------|
| | | | Food Service | Tech/Security | ECC | Bldg & Site | Capital Projects 2017 | Capital Projects 2021 | 2010 | 2012 Refund | 2017 | 2021 | |
| Beginning Fund Balance: | | 4,487,616 | 594,146 | 133,486 | 341,801 | 1,302,156 | 2,461,178 | 6,302,002 | 171,739 | 121,133 | 514,218 | 145,123 | |
| Revenues: | | | | | | | | | | | | | |
| Budgeted revenues: | | 35,005,914 | 1,361,744 | 552,500 | 784,500 | - | - | - | - | - | - | - | |
| Actual revenues: | | | | | | | | | | | | | |
| | Jul. | 37,102 | 39 | 142 | 55,649 | 1,606 | 2,945 | 7,695 | 4,264 | - | 16,346 | 3,908 | 129,697 |
| | Aug. | 206,070 | 10,500 | 8,948 | 68,880 | 2,394 | 4,009 | 10,719 | 70,824 | - | 271,525 | 64,918 | 718,788 |
| | Sep. | 1,320,334 | 36,708 | 45,106 | 75,210 | 2,566 | 3,926 | 9,592 | 188,407 | - | 722,318 | 172,698 | 2,576,865 |
| | Oct. | 3,424,854 | 46,772 | 88,106 | 318,320 | 731 | 3,804 | 3,714 | 568,234 | - | 1,680,497 | 401,787 | 6,536,818 |
| | Nov. | 2,860,405 | 4,272 | - | - | 882 | 3,740 | 3,308 | - | - | - | - | 2,872,606 |
| Total Actual Revenues | | 7,848,766 | 98,290 | 142,302 | 518,058 | 8,178 | 18,424 | 35,030 | 831,729 | - | 2,690,686 | 643,311 | 12,834,773 |
| Pro Rated buget Variance to date: Rev | | 6,737,031.79 | 469,103.11 | 87,906.55 | (191,183.37) | | | | | | | | |
| Expenses: | | | | | | | | | | | | | |
| Budgeted expenditures: | | (35,344,122) | (1,575,596) | (448,905) | (855,138) | - | - | - | - | - | - | - | |
| Actual expenditures: [^] | | | | | | | | | | | | | |
| | Jul. | (612,624) | (27,634) | (6,513) | (83,954) | - | - | - | - | - | - | (500) | (731,225) |
| | Aug. | (1,213,595) | (30,556) | (8,687) | (65,796) | - | (157,481) | (444,244) | - | - | - | - | (1,920,359) |
| | Sep. | (3,814,810) | (150,308) | (15,183) | (102,880) | (48,912) | (234,535) | (613,404) | - | - | - | - | (4,980,031) |
| | Oct. | (2,570,874) | (157,662) | (7,621) | (71,157) | (67,435) | (266,658) | (447,897) | (154,500) | - | (1,121,000) | (118,175) | (4,982,979) |
| | Nov. | (2,526,171) | (156,383) | (2,723) | (25,772) | - | (82,931) | (45,589) | - | - | - | - | (3,362,111) |
| Total Actual Expenses | | (10,738,076) | (522,541) | (40,728) | (349,559) | (116,347) | (741,604) | (1,551,134) | (154,500) | - | (1,121,000) | (118,675) | (15,976,705) |
| Pro Rated budget Variance to date: Exp | | (3,988,641.83) | (500,115.78) | (146,316.24) | (6,748.67) | | | | | | | | |
| Ending Balance to date: | | 1,598,306 | 169,895 | 235,060 | 510,301 | 1,193,988 | 1,737,997 | 4,785,898 | 848,968 | 121,133 | 2,083,904 | | |
| Projected Ending Balance: | | 4,149,408 | 380,294 | 237,081 | 271,163 | 1,302,156 | 2,461,178 | 6,302,002 | 171,739 | 121,133 | 514,218 | | |
| Revenues over(under) Expenses to date: | | | | | | | | | | | | (3,141,932) | |

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

Fruitport Community Schools
 Student Activity Summary Report
 Month ending November 30, 2022

| Student Activity Sub Totals | BEGINNING BALANCE | NET CHANGE | ENDING BALANCE |
|------------------------------------------------|--------------------------|----------------------|-----------------------|
| District Wide Student Activity Accounts | 43,654.93 | 2,877.22 | 46,532.15 |
| Beach Elementary Student Activity Accounts | 25,717.12 | 17,488.77 | 43,205.89 |
| Edgewood Elementary Student Activity Accounts | 28,160.38 | 5,383.03 | 33,543.41 |
| High School Class of Student Activity Accounts | 7,554.47 | - | 7,554.47 |
| High School Athletic Student Activity Accounts | 58,106.89 | 34,206.52 | 92,313.41 |
| High School Student Activity Accounts | 172,721.89 | 44,585.47 | 217,307.36 |
| Middle School Student Activity Accounts | 30,682.47 | 12,919.31 | 43,601.78 |
| Shettler Elementary Student Activity Accounts | 25,121.10 | 911.71 | 26,032.81 |
| Alt. High School Student Activity Accounts | 600.44 | - | 600.44 |
| Millionaire Party Accounts | 16,490.21 | (480.50) | 16,009.71 |
| Total Student Activity Fund | \$ 408,809.90 | \$ 117,891.53 | \$ 526,701.43 |

Credit Card and Utilities Detail
For the month ending November 30, 2022

| | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|----------------------------------|---------------------|----------------------|----------------------|---------------------|--------------------|----------|---------|----------|-------|-------|------|------|---------------|
| Utilities: | | | | | | | | | | | | | |
| Consumers | \$ 643.35 | \$ 612.41 | \$ 932.65 | \$ 238.57 | \$ 1,103.11 | | | | | | | | \$ 3,530.09 |
| Frontier | \$ 45.44 | \$ 46.64 | \$ 46.80 | \$ 46.80 | \$ 46.27 | | | | | | | | \$ 231.95 |
| MISEC | \$ 20,984.57 | \$ 22,461.53 | \$ 19,381.06 | \$ 23,316.47 | \$ 2,827.30 | | | | | | | | \$ 88,970.93 |
| Total Utilities | <u>\$ 21,673.36</u> | <u>\$ 23,120.58</u> | <u>\$ 20,360.51</u> | <u>\$ 23,601.84</u> | <u>\$ 3,976.68</u> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 92,732.97 |
| Credit Cards: | | | | | | | | | | | | | |
| General Fund | \$ 66,527.66 | \$ 114,824.97 | \$ 163,715.45 | | | | | | | | | | \$ 345,068.08 |
| Early Childhood | \$ 2,202.70 | \$ 3,950.38 | \$ 4,280.13 | | | | | | | | | | \$ 10,433.21 |
| Food Service | \$ - | \$ - | \$ 5,990.15 | | | | | | | | | | \$ 5,990.15 |
| Tech/Security Millage | \$ 1,444.80 | \$ 5,818.73 | \$ 7,572.60 | | | | | | | | | | \$ 14,836.13 |
| Student Activities | \$ 6,540.48 | \$ 25,787.45 | \$ 15,275.97 | | | | | | | | | | \$ 47,603.90 |
| Total Credit Card Charges | <u>\$ 76,715.64</u> | <u>\$ 150,381.53</u> | <u>\$ 196,834.30</u> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 423,931.47 |

***Credit cards are always a month behind

November 2022 Transfers

| Payment Date | Debit Account Desc | Credit Account Desc | Amount |
|--------------|-----------------------------------|--------------------------------------------------------------------------------------|------------------------|
| 11/10/2022 | Checking - General Fnd Inv - USD | Checking - Payroll - USD ***11/11/22 Payroll & ORS Transfer | \$ 867,980.99 |
| 11/21/2022 | Checking - Trust and Agency - USD | Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund | \$ 11,696.61 |
| 11/22/2022 | Checking - General Fnd Inv - USD | Checking - Payroll - USD ***11/25/22 Payroll & ORS Transfer | \$ 904,332.12 |
| 11/28/2022 | Checking - General Fnd Inv - USD | Checking - Payroll - USD ***147c Transfer | \$ 529,858.78 |
| | | | <u>\$ 2,313,868.50</u> |

Personnel Report – December 12, 2022

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

David Lampman (HS MOCI Instructional Assistant)

Rachel Schaub (Shettler Instructional Assistant)

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

Julie Ferguson – Kindergarten Teacher (Edgewood Elementary)

The following positions are currently posted:

Elementary Teacher - Kindergarten

HVAC Technician and Maintenance

Bus Driver

School Psychologist

Childcare Assistant

Instructional Assistants

Jason Kennedy
Fruitport Community Schools
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Julie Ferguson
Edgewood Elementary
Kindergarten Teacher

November 25, 2022

Dear Mr. Kennedy,

It is with bittersweet emotions that I share my plans to retire after this school year on June 9, 2023. I have loved working for Fruitport Community Schools for the last 32 years. I have worked at all three elementary schools in grades K, 1, and 2, and I am honored to end my career in Kindergarten at Edgewood Elementary School.

Words cannot express the appreciation I have for my principals, Tom Hamilton and Emily Basse. Their guidance, support, sense of humor and grace during some of the most challenging teaching times that the pandemic brought will stay with me always. I would also like to thank you, Mr. Kennedy, for all of your support, encouragement and solid leadership that you have brought to Fruitport.

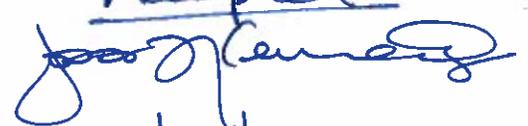
Please let me know what steps I need to take to formally begin the retirement process. I appreciate your direction in handling the paperwork that is necessary.

Thank you again for all of your support and communication. I love where Fruitport is headed. I see such great opportunities for the students, staff and community.

Sincerely,



Julie Ferguson

Accepted

11/28/2022



Fruitport Community Schools

Shettler Elementary
Fruitportschools.net

MEMO:

To: Jason Kennedy and the Board of Education
CC: Allison Camp, Katie Houseman, and Rachel Schaub
Fr: Janelle Duffey
Re: New Hire for Shettler
Dt: November 29, 2022

We have a kindergartner with severe behavioral needs, so we had to hire a new instructional assistant to work with this student.

Rachel is a parent of 2 students at Shettler and is also the parent of the student that she will be working with. She has a family member that has expertise in ABA therapy which will help her in working with the student that she is assigned to. She has managerial experience at Mr. Quick. We are excited to have her on board.

Rachel Schaub

Muskegon, MI 49444

rachelnschaub7289_zrc@indeedemail.com

+1 231 286 2768

Authorized to work in the US for any employer

Work Experience

Assistant General Manager

Mr. Quick Restaurant - Muskegon, MI

September 2018 to Present

Open the store and set up registers.

- Use Excel to figure out how much our profit was and our labor hours from the previous day.
- Stock and prep food for breakfast and lunch.
- Help create cleaning guidelines and practices during Corona Virus.

Team Leader

Shape Corp - Grand Haven, MI

September 2014 to January 2017

- Used scientific method to improve production output and workflow.
- Assign 30 employees to their workstation.
- Keep production going and record hourly output.

Education

Bachelor's in Software and Mobile Applications

Independence University

Present

Skills

- Customer Service Skills
- Scheduling
- Management/Team Leader
- Continuous Improvement
- Microsoft Office
- Serv-safe Certified
- Multi-tasking
- Restaurant Experience
- Restaurant Management

Certifications and Licenses

ServSafe

Assessments

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

October 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Highly Proficient](#)

Restaurant Manager — Expert

October 2020

Managing restaurant staff and meeting customer expectations

Full results: [Expert](#)

Attention to Detail — Proficient

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

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

David Lampman

Spring Lake, MI 49456

davidmichaellampmani2d7i_sgb@indeedemail.com

+1 616 422 8157

Work Experience

Singer/Songwriter

David Lampman Music - Spring Lake, MI

January 2010 to Present

Provided music therapy to residents in group homes. Design/produce/distribute/promote physical goods and creative content. Perform concerts and teach messages to at-risk youth. Maintaining partnerships with national businesses and non-profits to organize and host outreach events. Using my platform to gather child sponsorships.

Personal Shopper

Shipt - North Lakeshore, West Michigan

August 2020 to April 2022

Communicate directly with customers via phone calls and texts, in order that I may personally shop for their groceries and deliver them to their doorstep.

DSP (Direct Support Professional)

Hope Network Behavioral Health and Turning Leaf - Grand Rapids, MI

August 2018 to January 2020

Providing Medical support and court-ordered supervision to mental health patients. At Hope Network in a high-security lock down facility and at Turning leaf in their own apartments.

Shift Leader

Walgreens - Grand Haven, MI

May 2014 to August 2018

Promoted from a customer service associate, I would work to created an exceptional customer service experience and oversee operations like proper inventory/planogram changes/customer satisfaction stats/ Photo Lab/Cash handling/ opening and closing duties

Education

Incomplete in General Studies

Grand Rapids Community College - Grand Rapids, MI

October 2006 to October 2007

Certificate of Completion in Commercial Art/Graphic Design

Muskegon Community College - Muskegon, MI

May 2003 to May 2005

Graduated with Diploma in General Studies, Architecture,

Fruitport High School - Fruitport, MI

May 2001 to May 2005

Skills

- Planograms
- Mental Health Counseling
- Graphic Design
- Crisis Intervention
- Branding
- Group Therapy
- Behavioral Health
- Adobe InDesign
- Adobe Illustrator
- Addiction Counseling
- Behavioral Therapy
- Social Work
- Child & Family Counseling
- AutoCAD
- Adobe Dreamweaver
- Adobe Photoshop
- Copywriting
- Content creation
- Social media management
- Content Development
- Case Management
- Autism Experience

Certifications and Licenses

Driver's License



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES
Monday, November 21, 2022 – 7:00 p.m.

Meeting Location:

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

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 7:00 p.m. by Board President, Dave Hazekamp.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by those in attendance.
- III. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Susan Franklin, Dave Hazekamp, Steve Kelly, and JB Meeuwenberg.
- IV. **APPROVAL OF AGENDA**

Item 22-154. MOTION by Cole, SECOND by Franklin to approve the agenda, as presented.

MOTION CARRIED: 7-0.
- V. **PRESENTATIONS:** None
- VI. **COMMUNICATIONS**

The Board reviewed two (2) communications as outlined below:

- 1) Don Wotruba from the Michigan Association of School Boards (MASB) shared that MASB is now accepting nominations to serve on the Board of Directors to represent each region. The filing deadline is January 11, 2023. To be eligible, you must have served as a qualified trustee for at least one (1) year on a local Board of Education, and you must have completed CBA 101 at the time of the nomination.

- 2) The Canvass of Votes Cast was received on November 21, 2022 for the election held on November 8, 2022, as canvassed by the Muskegon County Board of Canvassers and the Ottawa County Board of Canvassers. David Hazekamp, Steve Kelly, and JB Meeuwenberg, having received the largest number of votes, are elected to the office of Board Member Fruitport Community Schools.

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS: None

VIII. REMARKS FROM THE PUBLIC: None

IX. CONSENT AGENDA

Item 22-155. MOTION by Buckner, SECOND by Franklin to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$333,406.59
2. Acceptance of Monthly Financial, Bond, and Capital Projects Report
3. Acceptance of Student Activity Summary Report
4. Acceptance of Credit Card and Utilities Report
5. Approval of Transfers and ACH Transactions Report
6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)
7. Approval of Special Meeting Minutes of November 14, 2022

MOTION CARRIED: 7-0.

X. GENERAL BOARD BUSINESS:

a. Fall 2022 Pupil Membership Count Update

The Board was provided with an update pertaining to the District's fall 2022 pupil membership count. The District is claiming an increase in pupil membership of 37.45 students from the fall of 2021 to the fall of 2022. This is positive news for the District.

b. Technology and Security Enhancement Millage Renewal Election Resolution

The Board discussed a resolution that was presented to each local school board within the Muskegon Area Intermediate School District (MAISD) to request a renewal of the ten (10) year Technology and Security Enhancement Millage. Districts must consider the resolution no later than the end of December 2022 in order for the initiative to be placed on the May 2023 election ballot. The Board

will be asked to consider approving the resolution at the December 12, 2022 Board meeting.

c. Merit Based Compensation Requirement - MCL 380.1250

The Board discussed the requirement under MCL 380.1250 to provide merit based compensation to teachers and school administrators that includes job performance and job accomplishments as a significant factor in determining compensation. A plan will be developed and presented to the Board for consideration at an upcoming Board meeting.

XI. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on November 8, 2022

Elroy Buckner reported on a Business and Finance Committee meeting held on November 8, 2022 at 4:00 p.m. Elroy Buckner, Kris Cole, Dave Hazekamp, Jason Kennedy, Jessica Wiseman, and Mark Mesbergen were present. The Committee reviewed a recommendation to purchase a new transportation fuel system, discussed an update on the middle school pool renovations, discussed the merit based compensation requirement for teachers and school administrators, discussed a pupil membership count update, discussed the Technology and Security Enhancement Millage Renewal request, and discussed the purchase of a new food service delivery truck. The meeting was adjourned at 4:45 p.m.

2. Transportation Fuel System

Item 22-156. MOTION by Buckner, SECOND by Cole to approve proposal E2205102.01 from Eco Fuel Services for a new fuel system in the amount of \$19,151 to come from the transportation budget within the general fund. This includes approximately \$2,150 in annual ongoing costs for upgrades and support in future years.

MOTION CARRIED: 7-0.

3. Tender and Release Agreement - Bond Fencing Project

Item 22-157. MOTION by Buckner, SECOND by Cole to approve the Tender and Release Agreement between Old Republic, Fruitport Community Schools, and Straight Line Fence, as discussed.

MOTION CARRIED: 7-0.

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

1. Report of committee meeting held on November 14, 2022

Steve Kelly reported on a Personnel Committee meeting held on November 14, 2022 at 5:00 p.m. Dave Hazekamp, JB Meeuwenberg, Steve Kelly, and Jason Kennedy were present. The Committee discussed hiring recommendations for the high school guidance counselor position and mathematics teacher, discussed the merit based compensation requirement for teachers and school administrators, and discussed the Technology and Security Enhancement Millage Renewal request. The meeting was adjourned at 5:37 p.m.

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on November 14, 2022

Susan Franklin reported on a Student Affairs Committee meeting that was held on November 14, 2022. The meeting was called to order at 5:38 p.m. The Committee discussed an Instructional Council recommendation for the final year math credit for Early Middle College Students, discussed overnight field trip requests for Michigan Youth in Government and the DECA State Competition, discussed a Sex Education Advisory Board (SEAB) recommendation on guest speakers, discussed a Special Education Parent Advisory Committee (SEPAC) member recommendation, and discussed the Technology and Security Enhancement Millage Renewal request. The meeting was adjourned at 5:55 p.m.

2. Overnight Trip Request: Michigan Youth in Government (MYIG)

Item 22-158. MOTION by Franklin, SECOND by Burgess to approve the overnight trip request from Deeann Skov for high school students to go to the Kellogg Center in East Lansing to participate in a mock legislature at the State Capital from February 16-19, 2023, as discussed.

MOTION CARRIED: 7-0.

3. Overnight Trip Request: DECA State Competition

Item 22-159. MOTION by Franklin, SECOND by Burgess to approve the overnight trip request from Danielle Hershey on March 9-11, 2023 to the Huntington Place Convention Center in Detroit for DECA students to participate in the DECA state competition, as discussed.

MOTION CARRIED: 7-0.

4. Overnight Trip Request: Trojan Travelers (World Language Trip)

Item 22-160. MOTION by Franklin, SECOND by Burgess to approve the overnight trip request from Tammy Ruch and Kerri Jacobs for high school world language students to attend a trip to London, Paris, and Madrid, as discussed.

MOTION CARRIED: 7-0.

5. Instructional Council: Final Year Math Credit for Early College Students

Item 22-161. MOTION by Franklin, SECOND by Burgess to approve the following Muskegon Community College courses to count toward a 5th year Early Middle College student's final year math requirement: CIS (Computer Information Systems, chemistry, physics, accounting, engineering, and Computer Aided Design (CAD), as discussed.

MOTION CARRIED: 7-0.

6. Special Education Parent Advisory Committee (SEPAC) Recommendation

Item 22-162. MOTION by Franklin, SECOND by Burgess to approve Stephanie Detamore to be nominated by the Fruitport Community Schools' Board of Education to fill the following term on the MAISD SEPAC: 07/2022-07/2024, as discussed.

MOTION CARRIED: 7-0.

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

Kris Cole shared information with the Board about the middle school robotics competition that took place at the high school on November 19, 2022. Kris shared that the event was well run, it was a phenomenal event, our teams performed well at the event, and that Senator Bumstead was present to support the event.

Dave Hazekamp, JB Meeuwenberg, and Susan Franklin shared that the Fruitport Education Foundation fundraising event went well, with lots of money being raised to support the Foundation and their mission.

Tim Burgess offered congratulations to Dave Hazekamp, Steve Kelly, and JB Meeuwenberg on their re-election to the Board of Education.

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

1. The Business and Finance Committee will meet on December 9, 2022 at 12:00 p.m.
2. The Personnel Committee will meet on December 5, 2022 at 5:00 p.m.
3. The Student Affairs Committee will meet on December 5, 2022 at 5:30 p.m.
4. The Board of Education will meet on December 12, 2022 at 7:00 p.m.
5. The Board will conduct the review and evaluation of the Superintendent on December 12, 2022. The Superintendent will email a self-assessment to the Board in preparation for the review and evaluation.

XVI. REMARKS FROM THE PUBLIC: None

XVII. ADJOURNMENT

Item 22-163. MOTION by Buckner, SECOND by Franklin to adjourn.

MOTION CARRIED: 7-0. The meeting adjourned at 7:49 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Steve R. Kelly". The signature is written in a cursive style with a large initial "S".

Steve Kelly, Board Secretary

Danielle VanderMeulen, Recording Secretary

BOARD ACTION REQUEST FORM

Meeting Date: December 12, 2022

To: Board of Education

Attachment #X-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Technology and Security Millage Renewal Election Resolution

Background Information:

Section 705 of the Revised School Code authorizes a constituent district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district at the next regular school election, or at a special election. If approved by districts representing at least half of the total student count in constituent districts in the MAISD, a regional enhancement property tax millage renewal proposal will be submitted to be placed on the ballot for 0.9831 mills for ten (10) years, 2024 to 2033, inclusive, to the voters at an election to be held in each of the constituent districts located within the MAISD.

Financial Impact:

Fruitport Community Schools received approximately \$5,067,598 in proceeds generated from the 2014-2023 Technology and Security Enhancement Millage that was approved by voters. These proceeds supported valuable technology and security upgrades during this ten (10) year period of time.

Recommended Action:

To approve the Constituent District Resolution requesting the Muskegon Area Intermediate School District to submit a regional enhancement property tax millage renewal request for 0.9831 mills for ten (10) years, 2024 to 2033, inclusive, to the voters at an election to be held in each of the constituent districts located within the MAISD. Approval of the resolution authorizes the Superintendent, or a designee thereof, to deliver a certified copy of the resolution and its attachments to the Secretary of the MAISD Board on or before Friday, December 30, 2022.

(Note: A roll call vote and four (4) signed copies of the resolution by the Board Secretary are needed.)

Action Taken:

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

_____ (the “District”)

A meeting of the board of education of the District (the “Board”) was held in the _____, within the boundaries of the District, on the _____ day of _____, 20____, at _____ o’clock in the __.m. (the “Meeting”).

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Section 705 of the Revised School Code authorizes a constituent district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district at the next regular school election, or at a special election if the request is made more than 180 days before such regular election date; and
2. This Board determines that it is in the best interest of the District to request that Muskegon Area Intermediate School District (the “ISD”) place a regional enhancement millage renewal question before the voters at a special election to be held in accordance with Section 705 of the Revised School Code.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District requests that the ISD submit a regional enhancement property tax millage renewal proposal for 0.9831 mill for ten (10) years, 2024 to 2033, inclusive, to the voters at a special election to be held in each of the constituent districts located within the ISD.
2. The Superintendent, or a designee thereof, is hereby authorized to deliver a certified copy of this resolution and its attachments to the Secretary of the ISD Board on or before Friday, December 30, 2022.
3. The regional enhancement property tax question to be submitted to the voters is set forth on Exhibit A attached hereto and is approved and incorporated herein by reference.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

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

Secretary, Board of Education

MDG/keh

EXHIBIT A

MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT REGIONAL ENHANCEMENT MILLAGE RENEWAL PROPOSAL

This proposal will allow the intermediate school district to continue to levy regional enhancement millage that will expire with the 2023 levy. Pursuant to state law, the revenue raised by the proposed millage will be collected by the intermediate school district and distributed to constituent districts based on pupil membership count.

Shall the limitation on the amount of taxes which may be assessed against all property in Muskegon Area Intermediate School District, Michigan, be renewed by 0.9831 mill (\$0.9831 on each \$1,000 of taxable valuation) for a period of 10 years, 2024 to 2033, inclusive, to provide operating funds to enhance other state and local funding for constituent district operating and capital acquisition purposes related to security and technology; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2024 is approximately \$5,550,146, which funds will be disbursed as required by statute to: Fruitport Community Schools, Holton Public Schools, Mona Shores Public Schools, Montague Area Public Schools, Public Schools of the City of Muskegon, Muskegon Covenant Academy, Muskegon Heights Public School Academy, Muskegon Heights Public Schools, Muskegon Maritime Academy, Muskegon Montessori Academy for Environmental Change, North Muskegon Public Schools, Oakridge Public Schools, Orchard View Schools, Ravenna Public Schools, Reeths-Puffer Schools, Three Oaks Academy, Timberland Academy, Whitehall District Schools, and Muskegon Area Intermediate School District (this is a renewal of millage that will expire with the 2023 levy)?

Muskegon Area ISD
Technology & Security Enhancement Millage
Taxable Values & Revenue Generated - 2014-2023

| | Tax Year | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------|-------------|
| | Fiscal Year | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | | |
| District Code | District | Enhancement millage distribution - projected | Enhancement millage distribution - projected | Total enhancement millage distribution | District |
| 61080 | Fruitport | 467,316.00 | 463,438.00 | 446,886.00 | 455,854.00 | 492,905.00 | 481,083.00 | 522,167.00 | 549,392.00 | 585,496.00 | 603,061.00 | 5,067,598.00 | Fruitport |
| 61120 | Holton | 143,249.00 | 146,275.00 | 136,907.00 | 143,239.00 | 151,807.00 | 151,377.00 | 165,706.00 | 169,534.00 | 180,218.00 | 185,624.00 | 1,573,936.00 | Holton |
| 61060 | Mona Shores | 610,104.00 | 632,722.00 | 614,405.00 | 639,999.00 | 700,938.00 | 707,461.00 | 771,533.00 | 803,685.00 | 855,047.00 | 880,698.00 | 7,216,592.00 | Mona Shores |
| 61180 | Montague | 247,215.00 | 246,677.00 | 240,000.00 | 254,627.00 | 274,158.00 | 270,593.00 | 292,992.00 | 287,133.00 | 304,295.00 | 313,424.00 | 2,731,114.00 | Montague |
| 61010 | Muskegon | 704,951.00 | 691,695.00 | 668,903.00 | 633,726.00 | 653,762.00 | 653,987.00 | 711,322.00 | 719,475.00 | 762,384.00 | 785,255.00 | 6,985,460.00 | Muskegon |
| 61020 | Mkg. Hts. | 0.00 | 0.00 | 121,686.00 | 123,522.00 | 118,888.00 | 108,711.00 | 120,910.00 | 138,187.00 | 147,420.00 | 151,843.00 | 1,031,167.00 | Mkg. Hts. |
| 61230 | North Musk | 164,987.00 | 172,702.00 | 165,412.00 | 172,698.00 | 188,128.00 | 188,635.00 | 204,046.00 | 202,135.00 | 214,708.00 | 221,150.00 | 1,894,601.00 | North Musk |
| 61065 | Oakridge | 328,101.00 | 341,170.00 | 324,324.00 | 328,327.00 | 367,017.00 | 362,634.00 | 396,837.00 | 398,887.00 | 424,164.00 | 436,889.00 | 3,708,350.00 | Oakridge |
| 61190 | OV | 403,481.00 | 406,954.00 | 384,893.00 | 391,488.00 | 408,791.00 | 401,469.00 | 436,947.00 | 457,748.00 | 486,772.00 | 501,375.00 | 4,279,918.00 | OV |
| 61210 | Ravenna | 178,727.00 | 180,889.00 | 168,906.00 | 174,493.00 | 189,390.00 | 187,099.00 | 204,113.00 | 218,166.00 | 232,738.00 | 239,720.00 | 1,974,241.00 | Ravenna |
| 61220 | R-P | 628,777.00 | 631,336.00 | 608,084.00 | 633,983.00 | 672,059.00 | 651,225.00 | 711,018.00 | 744,197.00 | 791,365.00 | 815,106.00 | 6,887,150.00 | R-P |
| 61240 | Whitehall | 340,927.00 | 350,015.00 | 341,475.00 | 349,793.00 | 384,397.00 | 379,672.00 | 414,939.00 | 424,098.00 | 450,265.00 | 463,773.00 | 3,899,354.00 | Whitehall |
| | Total | 4,217,835 | 4,263,873 | 4,221,881 | 4,301,749 | 4,602,240 | 4,543,946 | 4,952,530 | 5,112,637 | 5,434,872 | 5,597,918 | 47,249,481 | Total |
| <i>Source: MAISD financial records.</i> | | | | | | | | | | | | | |
| <i>Notes:</i> | | | | | | | | | | | | | |
| <i>MAISD started receiving LCSA reimbursement in 2018-19, which increased distributions above tax revenue generated. Prior to that point, distributions may have been less than calculated tax revenue generated due to delinquent and uncollectible taxes.</i> | | | | | | | | | | | | | |



Business and Finance Committee
Monday, December 9, 2022
12:00 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 12:00 p.m. with Elroy Buckner, Kris Cole, Dave Hazekamp, Mark Mesbergen, Jason Kennedy, and Jessica Wiseman present.

1. **Merit Pay Requirement** - The Committee discussed the need to comply with MCL 380.1250 and provide compensation for professional staff that is based upon job performance and accomplishments as factors for determining merit pay. A recommendation to provide a one-time payment in the amount of \$100 for teachers and professional staff outlined in the statute, who earned an effective or highly effective evaluation during the 2021-2022 school year, was discussed with the Committee.
1. **Technology and Security Enhancement Millage Renewal Resolution** - The Committee discussed the need for school boards in Muskegon County to consider a resolution to place a renewal of the countywide Technology and Security Enhancement Millage on the May 2023 ballot. The Board will be asked to consider this resolution at the December 12, 2022 Board meeting.
1. **Pool Renovation Recommendation** - The pool renovation bids were reviewed with the Committee and a recommendation to approve those bids at the December Board meeting was discussed. The total project (including contingency, fees and allowances) is estimated to come in at \$1,223,057 which is around what the budget is.
2. **Other** - The Committee reviewed items from the other Board Committee meetings to provide a general overview of the topics to be discussed at the Regular Board Meeting on Monday, December 12, 2022.

3. Public Comment: None

4. Adjournment: The meeting was adjourned at 12:57 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: December 12, 2022

To: Board of Education

Attachment #

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:
Bid Pack 2 – Pool Space / Auxiliary Gym Renovation

Background Information:

Bid pack two was created for the work to be done in the spring/summer of 2023. The project that was included in the bid pack was to renovate the pool space at the middle school to a usable space for athletics. The bid opening was on November 1, 2022 held via zoom. In the following days, OAK, TowerPinkster and John Winkas conducted post bid interviews, to identify the lowest qualified bidder in each category. The total of the twelve categories is \$759,493 and the total estimated project is \$1,223,057. The difference includes an OAK fees, allowances, and \$107,098 in contingency.

Financial Impact:

\$759,493 in total for the contracts with the understanding the total project is \$1,223,057 all coming out of the 2021 capital projects fund.

Recommended Action:

I move that Owen-Ames-Kimball Co. be authorized to issue Letters of Intent, in the amount indicated, to contractors and suppliers listed per attachment, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Fruitport Community Schools.

Action Taken:

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



December 5th, 2022

Mr. Mark Mesbergen
Fruitport Community Schools
3255 E Pontaluna Rd
Fruitport, MI 49415

Re: BP02 – Middle School Natatorium Renovation

Dear Mr. Mesbergen,

I'm pleased to present Owen-Ames-Kimball's recommendation for Fruitport Community Schools – Bid Package 02 – Middle School Natatorium Renovation. The project includes major interior renovations at the existing natatorium. The work includes infilling of the pool, new ramp and stairs for accessibility, lighting and mechanical equipment adjustments, new sports flooring, painting and other interior finishes. The total recommendation for award, including all cost of work, project alternates, voluntary alternates, adjustments, CM fees, allowances, general conditions and contingency, is \$1,223,057. This recommendation includes coverage of 12 bid categories. Post bid interviews were conducted with apparent low bidders to clarify contractor's bids were well qualified and comparatively fair for their respective categories. All apparent low bidders, with the exception of one category, are part of the recommendation. We went to the second apparent low bidders for the following bid category:

- BC06 – Flooring: Apparent low bidder did not submit a complete bid.

It's important to note that this project was publicly advertised for bidding on Monday, October 10th, 2022, through multiple sources including bidding software management programs, O-A-K's website, and the State of Michigan's bidding website. On Tuesday, November 1st, 2022 at 1:00 pm, we received 32 bids covering 12 bid categories.

All bidders complied and filled out the Familial Disclosure Statements and the Affidavit of Compliance – Iran Economics Sanctions Act. No contracts will be released until Owen-Ames-Kimball completes the qualification process including review of financial statements. These projects are scheduled to begin upon approval from the Board of Education. The construction will start April 2023 and is expected to be complete August 2023.

The attached pages list the OAK's recommendation for contractors and the project bid tab. If you should have any questions, please feel free to call me at 616-450-6635.

Regards,

Matt Hulswit
Project Manager
Owen-Ames-Kimball



Fruitport Community Schools
Bid Package 02 - Middle School Natatorium Renovation
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.
12/5/2022

RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue Letters of Intent, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Fruitport Community Schools.

| Bid Category | Contractor | Contract Amount |
|-------------------------------------------------|--------------------------------------|------------------------|
| Bid Category No. 01 - Concrete | Burgess Concrete Construction | \$136,828 |
| Bid Category No. 02 - Masonry | Burggrabe Masonry | \$82,225 |
| Bid Category No. 03 - Metals | Rail Components, Inc | \$46,600 |
| Bid Category No. 04 - General Trades | Vander Kodde Construction | \$147,890 |
| Bid Category No. 05 - Aluminum, Glass & Glazing | Lakeshore Glass & Metals | \$32,020 |
| Bid Category No. 06 – Flooring | Ritsema Associates | \$81,980 |
| Bid Category No. 07 - Painting | K&A Commercial & Industrial Painting | \$19,495 |
| Bid Category No. 08 - DDC Controls | Control Resources | \$12,860 |
| Bid Category No. 09 - Mechanical/Plumbing | A&B Mechanical Contractors | \$121,815 |
| Bid Category No. 10 - Testing and Balancing | Aireconomics, Inc | \$780 |
| Bid Category No. 11 - Commissioning | FISECx | \$4,100 |
| Bid Category No. 12 - Electrical | Allied Electric | \$72,900 |



Fruitport Community Schools
Bid Package 02 - Middle School Natatorium Renovation
Award Summary Sheet
Construction Manager: Owen-Ames-Kimball Co.
12/5/2022

| Bid Category | Contractor | Base Bid | Post-Bid Addendum 1 | Total |
|-------------------------------------------------|--------------------------------------|--------------------|----------------------------|--------------------|
| Bid Category No. 01 - Concrete | Burgess Concrete Construction | \$136,828 | | \$136,828 |
| Bid Category No. 02 - Masonry | Burggrabe Masonry | \$54,720 | \$27,505 | \$82,225 |
| Bid Category No. 03 - Metals | Rail Components, Inc | \$56,600 | -\$10,000 | \$46,600 |
| Bid Category No. 04 - General Trades | Vander Kodde Construction | \$152,400 | -\$4,510 | \$147,890 |
| Bid Category No. 05 - Aluminum, Glass & Glazing | Lakeshore Glass & Metals | \$32,120 | -\$100 | \$32,020 |
| Bid Category No. 06 - Flooring | Ritsema Associates | \$81,980 | | \$81,980 |
| Bid Category No. 07 - Painting | K&A Commercial & Industrial Painting | \$19,495 | | \$19,495 |
| Bid Category No. 08 - DDC Controls | Control Resources | \$15,100 | -\$2,240 | \$12,860 |
| Bid Category No. 09 - Mechanical/Plumbing | A&B Mechanical Contractors | \$235,790 | -\$113,975 | \$121,815 |
| Bid Category No. 10 - Testing and Balancing | Aireconomics, Inc | \$780 | | \$780 |
| Bid Category No. 11 - Commissioning | FISECx | \$5,900 | -\$1,800 | \$4,100 |
| Bid Category No. 12 - Electrical | Allied Electric | \$73,900 | -\$1,000 | \$72,900 |
| | | | | |
| Allowances | | | | |
| Ramp/Construction Access | | \$40,500 | | \$40,500 |
| Temp Enclosures | | \$7,550 | | \$7,550 |
| New slab moisture mitigation | | \$7,500 | | \$7,500 |
| Access Controls | | \$10,000 | | \$10,000 |
| | | | | |
| General Conditions & Reimbursable | Owen-Ames-Kimball | \$245,935 | | \$245,935 |
| CM Fee | Owen-Ames-Kimball | \$49,438 | -\$4,457 | \$44,981 |
| | Billing Subtotal | \$1,226,536 | -\$110,577 | \$1,115,959 |
| Building Contingency | | \$117,710 | -\$10,612 | \$107,098 |
| | | | | |
| Total | | \$1,344,246 | -\$121,189 | \$1,223,057 |

BOARD ACTION REQUEST FORM

Meeting Date: December 12, 2022

To: Board of Education

Attachment #X-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Merit Based Compensation Stipend

Background Information:

Districts must comply with MCL 380.1250, which provides that districts must develop compensation for professional staff that is based upon job performance and accomplishments as factors for determining merit pay. It is recommended that the District provide a one-time payment in the amount of \$100 for teachers and professional staff outlined in the statute, who have earned an effective or highly effective rating on their evaluation for the 2021-2022 school year.

Financial Impact:

\$23,000 from the General Fund

Recommended Action:

To approve the payment of a one-time \$100 stipend for each teacher and professional staff member that has earned an effective or highly effective rating on the evaluation for the 2021-2022 school year. This payment is based upon job performance and accomplishments as factors for determining compensation.

Action Taken:

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



Personnel Committee
Monday, December 5, 2022
5:00 p.m.

MEETING MINUTES

Meeting Location:

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

Attendance:

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

1. **HVAC and Maintenance Position** - The Committee discussed the need to repost the HVAC and Maintenance position. The position has been reposted.
2. **Evaluation Process of the Superintendent** - A copy of the superintendent's self evaluation was provided to the Committee along with a blank template of the MASB evaluation tool. A copy of these documents will be emailed to the entire Board so that they are prepared for the evaluation of the superintendent at the December Board meeting. The evaluation process of the superintendent was discussed.
3. **Technology and Security Enhancement Millage Renewal Resolution** - The Committee discussed the need for school boards in Muskegon County to consider a resolution to place a renewal of the countywide Technology and Security Enhancement Millage on the May 2023 ballot. The Board will be asked to consider this resolution at the December 12, 2022 Board meeting.
4. **Other** - The Committee reviewed items from the other Board Committee meetings that will be discussed at the Regular Board Meeting on Monday, December 12, 2022.
5. **Public Comment:** None
6. **Adjournment:** The meeting was adjourned at 5:32 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Student Affairs Committee
Monday, December 5, 2022
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. **Strategic Planning Process** - The Committee discussed the development of a strategic planning process. Board members will be sent a copy of the draft survey for review. The Administrative Team will also review the draft questions. After finalizing the survey, the survey will be distributed to students, staff, parents, and community stakeholders prior to the winter break. A strategic planning website will be created, and community forums scheduled for January to begin the process. The last District strategic plan expired in 2020.
2. **District Threat Assessment Process** - The Committee was provided a copy of the District's Threat Assessment Process that is followed anytime a real or perceived threat is made. A brief presentation to the Board will be made at the Board meeting in December.
3. **Sex Education Advisory Board Update (SEAB)** - An update from the December 1, 2022 meeting of the Sex Education Advisory Board was provided to the Committee. The SEAB completed a review of the 4th grade lessons at this meeting, and will begin reviewing the 5th grade materials at the next SEAB meeting.
4. **Technology and Security Enhancement Millage Renewal Resolution** - The Committee discussed the need for school boards in Muskegon County to consider a resolution to place a renewal of the countywide Technology and Security Enhancement Millage on the

May 2023 ballot. The Board will be asked to consider this resolution at the December 12, 2022 Board meeting.

5. **Other** - The Committee reviewed items from the other Board Committee meetings that will be discussed at the Regular Board Meeting on Monday, December 12, 2022.
6. **Public Comment:** None
7. **Adjournment:** The meeting was adjourned at 6:05 p.m.

Respectfully submitted by Jason Kennedy, Superintendent



Fruitport Community Schools
Superintendent's Office
3255 E. Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-4100

December 9, 2022

Re: Superintendent's Evaluation - Request for Closed Session

Dear Board of Education Members:

Pursuant to MCL 15.268 Sec. 8(1)(a), a public body may meet in closed session “to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing.”

Please accept this communication as my written request for the Board of Education, a public body, to enter into closed session to consider the periodic personnel evaluation of myself as a public officer and employee of the District.

Respectfully,

Jason J. Kennedy
Superintendent

Superintendent Evaluation Self-Assessment

Jason J. Kennedy

Evaluation Date: December 12, 2022



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

Superintendent Evaluation: Amended Fall 2019

A. Governance & Board Relations

Weight: 20%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| A1 | Policy involvement Professional Standards for Educational Leaders: 2, 9 | Makes decisions without regard to adopted policy. | Provides correspondence from policy provider with recommendation(s) for adoption. Follows as written. | Is actively involved in the development, recommendation and administration of district policies. | Is proactive in the determination of district needs and policy priorities; has a system in place to ensure timely administration of district policies. | 0 |
| A2 | Goal development Professional Standards for Educational Leaders: 1, 9, 10 | Goals are not developed. | Goals are defined by implementing state curriculum and seeking to maximize student scores. | Facilitates the development of short-term goals for the district. Provides the necessary financial strategies to meet those goals. | Has a system in place for establishing, reporting on and monitoring goals. Budget practices help to ensure alignment of resources to goals. | 0 |
| A3 | Information Professional Standards for Educational Leaders: 2, 7, 9 | Does not provide the information the board needs to perform its responsibilities. | Keeps only some members informed, making it difficult for the board to perform its responsibilities. | Keeps all board members informed with appropriate information as needed so it may perform its responsibilities. | Has established mutually agreed upon protocols with the board regarding communication. Executes those protocols consistently. | 0 |
| A4 | Materials and background Professional Standards for Educational Leaders: 7, 9 | Meeting materials aren't readily available. Members arrive at meetings without enough prior information regarding agenda or background information. | Meeting materials are incomplete, and don't include adequate background information or historical perspective. | Materials are provided. Background and historical perspective are included. Recommendations are included. | Meeting materials are comprehensive with all adequate background information and previous action included. Recommendations are well thought out. | 0 |
| A5 | Board questions Professional Standards for Educational Leaders: 2, 7, 9 | Board questions aren't answered fully nor in a timely manner. | Most board questions are answered. All members aren't apprised of all relevant questions/answers. | Board questions are addressed with follow-up to all board members. | Has a system in place for receiving and responding to board member questions in a timely and thorough manner. | 0 |
| A6 | Board development Professional Standards for Educational Leaders: 6 | Doesn't promote and does not budget for board development. | When prompted, provides members with information about board development. | Provides all board members with information regarding board development opportunities when they arise and budgets for board development. | Actively encourages board development by seeking and communicating opportunities. Ensures funding is aligned to board development plan. | 0 |
| Category rating: | | | | | | 0.00 |
| Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Meeting agendas/minutes • Board packets • Board development materials • Memos/communications • Board policies/policy book • Retreat agendas/minutes • Board development plan • Communication protocols • Policy review calendar | | | | | | |

A. Governance & Board Relations – continued

Weight: 20%

If a performance goal has been established related to one of the performance indicators above, write it below:

| | |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Performance Indicator: A2 - Goal Development | Goal: To develop a District Strategic Plan with a goal development and reporting process to the Board. |
| Evidence: Strategic Plan and goal reporting process; Annual superintendent evaluation goals. | |

| Comments by Board of Education: | Comments by the Superintendent: |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | The following artifacts serve as evidence of performance in this domain: Thrun Law policy update facilitation; Continuous improvement process goal setting and development; Initiation of strategic planning process; Regular Board updates, text messages, and communications; Board of Education meeting agendas, packets, and supporting materials; New member orientation packet; Member of the state level MASA Government Relations and Policy Committee. |

B. Community Relations

Weight: 15%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| B1 | Parent feedback Professional Standards for Educational Leaders: 1, 8 | Doesn't accept input from or engage parents. | Accepts suggestions and input from parents but fails to seek it. Does not engage parents in decision-making or district-wide goal setting. | Readily accepts parent input and engages parents in district-wide goal setting and decision-making. | Actively seeks parental input, creates methods for parents to be actively involved in decision-making as well as setting and supporting district-wide goals. | 0 |
| B2 | Communication with community Professional Standards for Educational Leaders: 1, 8 | Isn't readily available for parents, businesses, governmental and civic groups. Avoids direct communication unless absolutely necessary. | Is available for parents, businesses, governmental and civic groups, providing them with information, but doesn't seek their input. Is not proactive. | Actively seeks two-way communication with the community as appropriate. | Develops and ensures implementation of a community communication plan that fosters positive relations. | 0 |
| B3 | Community feedback Professional Standards for Educational Leaders: 1, 8 | Doesn't accept input or engage community. | Accepts suggestions and input from community but fails to seek it. Does not engage community in decision-making or district-wide goal setting. | Readily accepts community input and engages community in district-wide goal setting and decision-making. | Actively seeks community input, creates methods for community to be actively involved in decision-making as well as setting and supporting district-wide goals. | 0 |
| B4 | Media relations Professional Standards for Educational Leaders: 1, 8 | Communicates with the media only when requested. | Isn't proactive, but is cooperative with the media when contacted. | Promotes positive relations and provides the media with district event information. | Initiates and establishes a system for actively engaging the media to promote the district and provide timely and effective information. | 0 |
| B5 | District image Professional Standards for Educational Leaders: 1, 8 | Is indifferent or negative about the district. Does not speak well or represent the district well in front of groups. | Doesn't actively promote the district. Speaks adequately in public. | Projects a positive image of the district as expected. Well spoken. | Projects a positive image at all times; is a champion for the district. Articulate, knowledgeable and well-spoken. | 0 |
| B6 | Approachability Professional Standards for Educational Leaders: 1, 8 | Is neither visible nor approachable by members of the community. | Is not consistently visible at events or in the community. Is not consistently approachable by members of the community. | Is consistently visible at events and approachable by members of the community. | Is consistently visible at a variety of events and has developed methods of being approachable to members of the community. | 0 |
| Category rating: | | | | | | 0.00 |

Artifacts that may serve as evidence of performance in this domain:

- Third party survey data • School accreditation survey data • Meeting invitations, agendas • Press releases • Community meeting agendas
- News clips/interviews • Community engagement calendar • Strategic planning agenda(s) • Communications • Service club membership(s)

B. Community Relations – continued

Weight: 15%

If a performance goal has been established related to one of the performance indicators above, write it below:

| | |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Performance Indicator: B1; B3 - Parent and Community Feedback | Goal: To develop a community survey that actively seeks to collect input from parents and the community. |
| Evidence: Annual report of survey data to the Board of Education; Strategic planning committee meeting agendas. | |

| Comments by Board of Education: | Comments by the Superintendent: |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | The following artifacts serve as evidence of performance in this domain: Regular communication with parents and the community through social media and School Messenger; Initiation of strategic planning process feedback survey; Superintendent's calendar to provide a listing of all District events attended; Various media news clips and videos during times of crisis (Edgewood roof example); Staff update emails and communications; Looking to join Fruitport Lions Club and I am transferring my Rotary Club membership from Ludington to Muskegon. |

C. Staff Relations

Weight: 15%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-----------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| C1 | Staff feedback Professional Standards for Educational Leaders: 6, 7 | Doesn't accept input or engage teachers and staff in decision-making or goal setting. | Accepts suggestions and input from staff but does not seek it. Does not engage staff in district-wide goal setting or decision-making. | Readily accepts staff input and engages staff in district-wide goal setting and/or decision-making. | Actively seeks staff input and creates methods for staff to be actively involved in decision-making as well as developing and supporting district-wide goals. | 0 |
| C2 | Staff communications Professional Standards for Educational Leaders: 2, 7, 9 | Doesn't inform staff of matters that may be of concern. | Is inconsistent in keeping staff informed of important matters. | Consistently keeps staff informed of important matters. | Develops and ensures implementation of a staff communication plan that fosters positive relations and keeps staff informed of important matters. | 0 |
| C3 | Personnel matters Professional Standards for Educational Leaders: 9 | Personnel matters are not handled in a consistent manner. Some situations may be handled with bias. | Many personnel matters are handled, but not always in a consistent manner. | Personnel matters are handled with consistency, fairness, discretion, and impartiality. | A system is in place for handling personnel matters that is proactive, consistent, fair, discrete, and impartial. Personnel procedures are regularly reviewed, communicated to staff, and updated as needed. | 0 |
| C4 | Delegation of duties Professional Standards for Educational Leaders: 9, 10 | Doesn't delegate duties. Maintains too much personal control over all district operations. | Delegates duties as staff members request additional responsibilities. | Delegates responsibility to staff within their abilities and then provides support to ensure their success. | Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills. | 0 |
| C5 | Recruitment Professional Standards for Educational Leaders: 6 | There is no formal or informal recruitment process and/or hiring is considered in an arbitrary manner. | An informal recruitment and hiring process is in place, but is not used consistently. | A formal recruitment and hiring process is followed for hiring opportunities. | A formal recruitment and hiring process is followed for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district. | 0 |
| C6 | Labor relations (Bargaining) Professional Standards for Educational Leaders: 9 | Is unable to work with union leadership, doesn't work to improve relations. | Is inconsistent in working with union leadership in regard to bargaining and labor relations. | Consistently strives to work with union leadership. Shares appropriate information and effectively manages the dynamics of the relationship. | Proactively works with union leadership to build relationships with staff groups and establishes trust and effective sharing of information in the bargaining process as appropriate. | 0 |

C. Staff Relations – continued

Weight: 15%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------|
| C7 | Visibility in district Professional Standards for Educational Leaders: 3, 4, 5, 6 | Seldom visits buildings. | Is occasionally present at building programs and special activities. | Consistently visits buildings/classrooms and special activities. | Conducts regular and purposeful visits to buildings and classrooms. Consistently attends special activities. | 0 |
| Category rating: | | | | | | 0.00 |
| Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Third-party survey data • School accreditation survey data • Hiring process documentation • Personnel policies and procedures • Recruitment calendar • Staff leadership development plan • Negotiations documentation • School visit calendar • Communications • Staff meeting agendas/minutes | | | | | | |

If a performance goal has been established related to one of the performance indicators above, write it below:

| | |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Performance Indicator: C1; C2 - Staff Feedback and Communication | Goal: To implement a staff survey to collect feedback and to develop a staff communication plan. |
| Evidence: Annual report of staff survey data to the Board of Education; Communication plan. | |

Category rating should be reflected within the performance indicator.

| Comments by Board of Education: | Comments by the Superintendent: |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | The following artifacts serve as evidence of performance in this domain: Regular meetings with FEA leadership to hear concerns and develop solutions; Regular staff emails and communications; Superintendent calendar highlighting school visits; District hiring process and protocols for staff discipline; Updated teacher evaluation and mentoring handbook involving staff; Multi year collective bargaining agreements settled with all labor groups; Attend many district events (see superintendent's calendar for a listing of events). |

D. Business & Finance

Weight: 20%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| D1 | Budget development and management Professional Standards for Educational Leaders: 1, 2, 9 | Budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district. | Works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district. | Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community. | Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community. | 0 |
| D2 | Budget reports Professional Standards for Educational Leaders: 1, 2, 9 | Doesn't report financial information to the board except with the annual audit. | Reports the status of financial accounts as requested by the board. | Reports to the board concerning the budget and financial status on a regular basis (monthly, quarterly, etc., as agreed upon by governance team). | Has a system in place for the monitoring and reporting of all budgetary and financial information to the board. Information provided is adequate and timely, and outlines potential ramifications of any changes. | 0 |
| D3 | Financial controls Professional Standards for Educational Leaders: 2, 9 | Annual audit has revealed areas that are in need of improvement. Financial accounts aren't in order. | Annual audit is used to reveal any discrepancies. Internal controls are inconsistent. | Is up-to-date with GAAP and state accounting procedures. Maintains internal controls. | Promotes appropriate financial controls, including third-party audits and reconciliation of accounts. Is proactive. | 0 |
| D4 | Facility management Professional Standards for Educational Leaders: 5, 9 | A facilities management plan is not created. Maintenance is only performed when absolutely needed. | Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis. | A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future. | Facilities management plan in place includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding. | 0 |
| D5 | Resource allocation Professional Standards for Educational Leaders: 1, 9 | Resources are allocated inconsistently and without consideration of district needs. | Resources are allocated to meet immediate needs. | Resources are distributed consistently based upon district goals/needs and seek to meet immediate objectives. | Resources are distributed consistently based upon district goals/needs and seek to meet both immediate and long-range objectives. | 0 |
| Category rating: | | | | | | 0.00 |
| <p>Artifacts that <u>may</u> serve as evidence of performance in this domain:</p> <ul style="list-style-type: none"> • Strategic plan • Auditor's report • District budget • Budget-related communications • Election results that impact funding or facilities • Evidence of budgetary alignment to district-wide goals • Grants received/applied for • Policies/procedures related to fund management • Long-term financial forecast data • Facilities maintenance plan • Facilities management plan | | | | | | |

D. Business & Finance – continued

Weight: 20%

If a performance goal has been established related to one of the performance indicators above, write it below:

| | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Performance Indicator: D4 - Facilities Management | Goal: To begin bond planning for the next phase of the District's Facilities Management Plan; Edgewood Elementary School. |
| Evidence: Meeting agendas with CM and Architect, bond planning documents, etc. | |

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments by Board of Education: | Comments by the Superintendent: |
| | The following artifacts serve as evidence of performance in this domain: District auditor's report; Master facilities plan; Meetings with architect and construction manager; Superintendent's monthly planning calendar; Grant applications and awards; Fund balance improvement; Monthly Board reports; Security and assessment protocols as a part of facilities management; Critical incident mapping of facilities and safety planning. |

E. Instructional Leadership

Weight: 30%

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|----|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| E1 | Performance evaluation system Professional Standards for Educational Leaders: 6, 9, 10 | No performance evaluation system is in place and/or not all evaluations have been completed as required. | Most performance evaluations are completed in a timely manner and are in compliance with state law. | All required performance evaluations are completed in a timely manner and are in compliance with state law. Individual Development Plans are provided to staff rated as less than effective. | Performance evaluation system has been established that is in compliance with state law, provides opportunities for growth to instructional staff, and is applied consistently across the district with consistent results. | 0 |
| E2 | Building-Level Leadership Professional Standards for Educational Leaders: 4, 6, 7 | No effort is made to foster autonomy at school buildings. Expectations regarding learning and instruction have not been identified. | Little effort is made to foster autonomy at school buildings. Expectations regarding learning and instruction are vague or unclear. | Efforts are made to foster autonomy at all school buildings but may not be consistent or aligned to district objectives. Goals for learning and instruction are not prioritized. | Principals are provided defined autonomy consistently with accountability. Clear, non-negotiable goals for learning and instruction have been established that provide school leadership teams with the responsibility and authority for determining how to meet those goals. | 0 |
| E3 | Staff development Professional Standards for Educational Leaders: 6, 10 | Staff development isn't consistently provided. Staff members are responsible for their own improvement. | Staff development programs are offered based upon available opportunities. | Staff development programs are offered based upon available opportunities that are targeted toward staff growth and increasing student achievement. | Staff development programs are individualized, targeted toward district-specific goals and are sustained to increase student achievement. | 0 |
| E4 | School Improvement Professional Standards for Educational Leaders: 6, 9, 10 | School improvement efforts are limited. There is no comprehensive plan in place. | School improvement plans are in place at the building level but lack district-wide coordination. | School improvement plans are in place at all buildings and align to the district-wide goals. | School improvement plans are in place at all buildings and align to the district-wide goals. Systems are in place for implementation of improvement efforts and monitoring of progress. | 0 |
| E5 | Curriculum Professional Standards for Educational Leaders: 4, 7 | Curriculum isn't a priority in the district and/or is inconsistent across grade levels. | Teachers are allowed to define their own curriculum. There is little coordination. | A curriculum is in place that seeks to meet the state standards. | Curriculum is in place, aligned across grade levels and in compliance with state standards. | 0 |
| E6 | Instruction Professional Standards for Educational Leaders: 4, 6, 7 | There is little to no focus on instruction. Technology is not utilized in classroom instruction. | Teachers are encouraged to enhance their instructional skills and embrace technology, but no comprehensive program(s) is in place. | Effort is made to accommodate diverse learning styles, needs and levels of readiness. Some effort is made to incorporate technology into learning. | Instructional practices in place that are differentiated and personalized to student needs. Technology is used to enhance teaching and learning. | 0 |

| | | | | | | |
|-----------|---------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| E7 | Student feedback Professional Standards for Educational Leaders: 3, 5 | Doesn't accept input or seek student feedback. | Accepts suggestions and input from students but does not seek it. | Readily accepts student input and engages students in district-wide goal development and/or decision-making. | Actively seeks student input, creates methods for students to be actively involved in development of district-wide goals as well as decision-making. | 0 |
|-----------|---------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

E. Instructional Leadership - continued **Weight: 30%**

| | | Ineffective (1 pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| E8 | Student attendance Professional Standards for Educational Leaders: 5 | Attendance isn't addressed as a policy issue. Attendance rates are decreasing. | Attendance isn't an area of focus; and therefore, student attendance is a matter left to itself. Attendance rates fluctuate at will. | Attendance is an area of focus. There are plans and interventions in place to address chronic attendance problems. Attendance rates are improving or at a high level. | Attendance is an area of focus. Individual student attendance problems are addressed early and supports are put into place. Attendance rates are being maintained at a high level. | 0 |
| E9 | Support for Students Professional Standards for Educational Leaders: 3, 5 | Academic supports are in place, but are inconsistent. | Academic supports are in place but social supports to meet the needs of students are lacking. | Programs and activities are available for students. Coordination and alignment can be improved. | Coherent systems of academic and social supports are in place to meet the needs of all students. Maintains a safe, caring and healthy learning environment. | 0 |
| E10 | Professional knowledge Professional Standards for Educational Leaders: 1, 4, 6 | Is uninvolved in current instructional programs. Is unaware of current instructional issues. Does not hold appropriate superintendent certification and is not enrolled in appropriate certification program. | Is somewhat knowledgeable of current instructional programs. Relies on others for information/data. Does not hold appropriate superintendent certification but is currently enrolled in appropriate certification program. | Demonstrates knowledge of current instructional programs, and is able to discuss them. Seeks to learn and improve upon personal and professional abilities. Holds and maintains appropriate superintendent certification. | Demonstrates knowledge of and comfort explaining current instructional programs. Participates actively in professional groups and organizations for the benefit of the district and personal, professional growth. Holds and maintains appropriate superintendent certification. | 0 |
| Category rating: | | | | | | 0.00 |

Artifacts that may serve as evidence of performance in this domain:

- Staff evaluation calendar • District performance evaluation system • Superintendent professional growth plan • Curriculum • RtI/MTSS
- Superintendent professional development • Teacher analysis of student achievement data • Curriculum audit • Strategic plan/district-wide goals
- Staff development plan • Professional development calendar • Instructional model(s) • Curriculum team agendas • Instructional audit
- Coaching documentation • Observational data from staff • Documentation of instructional rounds • Positive behavior supports/character programs

If a performance goal has been established related to one of the performance indicators above, write it below:

| | |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Performance Indicator: E7 - Student Feedback | Goal: To develop a Superintendent's Student Advisory Council that meets quarterly to collect student feedback. |
| Evidence: Quarterly meeting agendas | |

| Comments by Board of Education: | Comments by the Superintendent: |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>The following artifacts serve as evidence of performance in this domain: Facilitation of an updated teacher and administrator performance evaluation system and handbook; Book study with administrative team and building level leaders; Monthly administrative team and principal meetings; Opening day presentation to all staff; Partnership with the American Institute for Research (AIR) Center on MTSS; Professional development on MTSS, mathematics training, and school safety; Continuous Improvement Process facilitated by Dave Hundt (MAISD) and Allison Camp; Curriculum review and adoption cycle; Middle school character education program; Sex Education Advisory Board (SEAB); Initiation of strategic planning process; Facilitated the improvement of an updated teacher and administrator performance evaluation system and handbook; Elected by peer superintendents across Michigan to serve as one of seven (7) superintendents on the MASA Executive Board of Directors; Selected by MASA to attend the AASA National Conference on Education (multiple, consecutive years); Student achievement data profile and index comparisons across MAISD; Graduation rate index improvement.</p> |

F. Determining the Professional Practice Rating

Superintendent name: Jason J. Kennedy

Date: December 12, 2022

| Item | Weight of Category | Category Score (%) | Category Weighted Score |
|---------------------------------|--------------------|-------------------------------|-------------------------|
| A. Governance & Board Relations | 20% (.2) | 0.00 x 20% | = 0 |
| B. Community Relations | 15% (.15) | 0.00 x 15% | = 0 |
| C. Staff Relations | 15% (.15) | 0.00 x 15% | = 0.00 |
| D. Business & Finance | 20% (.2) | 0 x 20% | = 0 |
| E. Instructional Leadership | 30% (.3) | 0 x 30% | = 0 |
| Total Possible | 100% | Score: | 0.00 |
| | | Adjusted (Score / 4) = | 0% |

G. Other Required Components of Evaluation

Superintendent name:

School year:

Student Growth

Weight: 40%

Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in annual evaluation for the entire district. Districts should establish a student growth model to be used for teacher and administrator evaluations that incorporates the most recent three consecutive years of student growth data. NOTE: Beginning in 2018-19 and moving forward, 50% of student growth must be based on state assessment data (from subject areas and grades administered).

| | Ineffective (1pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-------------------------|----------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|-------------|
| | Fewer than 60% of students met growth targets | 60-74% of students met growth targets | 75-89% of students met growth targets | 90% or more students met growth targets | 3 |
| Growth: | Effective range student growth scores used in principal and teacher evaluation calculations. | | | | |
| Evidence: | District Growth Model | | | | |
| Component score: | | | | | 3.00 |

Progress Toward District-Wide Goals

Progress made by the school district in meeting the goals set forth in the school district's school improvement plans is a required component for superintendent evaluation.

| | Ineffective (1pt) | Minimally Effective (2 pt) | Effective (3 pt) | Highly Effective (4 pt) | Rating |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------------|-------------|
| | Progress was made on fewer than 60% of goals | Progress was made on 60-74% of goals | Progress was made on 75-89% of goals | Progress was made on 90% or more of goals | 4 |
| Progress: | Progress was made on all goal areas as a part of the District's Continuous Improvement Process; Beach Elementary School updated their goal focus area this year due to an inability to accurately measure goal attainment. | | | | |
| Evidence: | As indicated in District-Wide Improvement Plan | | | | |
| Component score: | | | | | 4.00 |

H. Compiling the Summative Evaluation Score

| Component | Weight of Component | Component Score (%) | Component Weighted Score |
|---------------------------------------------------|---------------------|--------------------------|--------------------------|
| Professional Practice | 60% (.60) | 0.00 x 60% | = 0.00 |
| Student Growth and Progress Toward District Goals | 40% (.40) | 3.50 x 40% | = 1.40 |
| Total Possible | 100% | Total Score: | 1.40 |
| | | Total Score / 4 = | 35% |

Evaluation rating as follows: 90% - 100% = Highly Effective; 75% - 89% = Effective; 60% - 74% = Minimally Effective; Less than 60% = Ineffective

Comments by Board of Education:

Comments by the Superintendent:

| | |
|--|--|
| | |
|--|--|

Board President's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

(Superintendent's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)