



*Regular  
Board Meeting*

*Board Room*

*July 21, 2025*



**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board Room**  
3255 E. Pontaluna Rd, Fruitport 49415  
**Monday, July 21, 2025 - 7:00 p.m.**

**I. CALL to ORDER**

**II. PLEDGE of ALLEGIANCE**

**III. ROLL CALL**

**IV. APPROVAL OF AGENDA**

**V. PRESENTATIONS**

**VI. COMMUNICATIONS**

**VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**

1. End of Year Athletics Report for 2024-2025

**VIII. REMARKS FROM THE PUBLIC\***

**IX. CONSENT AGENDA**

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

<u><b>Fund</b></u>	<u><b>Amount</b></u>
<b>General Fund:</b>	\$568,010.58
<b>Other Funds:</b>	
Early Childhood Center	\$237.99
Food Service	\$117,782.08
Cooperative Education (ISD) – Tech Millage	\$40,734.78
Debt Service Fund (2021)	\$500.00
Capital Projects – Bond (2021)	\$78,000.00
Credit Cards (All Funds)	\$158,242.84
<b>Total Bill List:</b>	<b>\$963,508.27</b>

2. Acceptance of June 2025 General Fund Financial Report (attachment IX-2)
3. Acceptance of June 2025 Investments Report (attachment IX-3)
4. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-4)
5. Approval of Truth in Taxation Meeting Minutes from June 23, 2025 (attachment IX-5)
6. Approval of Organizational Meeting Minutes from June 23, 2025 (attachment IX-6)
7. Approval of Regular Meeting Minutes from June 23, 2025 (attachment IX-7)
8. Approval of Special Meeting Minutes from July 10, 2025 (attachment IX-8)

**X. GENERAL BOARD BUSINESS**

1. November 4, 2025 Bond Proposal Discussion

**XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**  
**JB Meeuwenberg, Chairperson**

~~1. Report of Committee Meeting held July 14, 2025 (attachment XI-1)~~

No Committee meeting was held on July 14, 2025 due to a lack of agenda items for the meeting.

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held July 14, 2025 (attachment XII-1)
2. Resolution: Non-affiliated Pay and Compensation Increases (attachment XII-2)

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

**Tim Burgess, Chairperson**

1. Report of Committee Meeting held July 14, 2025 (attachment XIII-1)
2. Thrun Law Firm Policy Updates – June 2025; First Reading – No Action (attachment XIII-2)
3. Secondary and Elementary Student Handbooks (attachment XIII-3)

**XIV. BOARD MEMBER REPORTS AND DISCUSSIONS**

**XV. AGENDA ITEMS FOR FUTURE MEETINGS**

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

1. Business & Finance Committee Meeting: August 11, 2025 at 5:00 p.m.
2. Personnel Committee Meeting: August 11, 2025 at 5:30 p.m.
3. Student Affairs Committee Meeting: August 11, 2025 at 4:30 p.m.
4. Board of Education Regular Meeting: August 18, 2025 at 7:00 p.m.

**XVI. REMARKS FROM THE PUBLIC\***

**XVII. ADJOURNMENT**

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

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

2024-2025 OK Silver Conference All-Sport Standings											
Fall		Winter		Spring							
FB		BBB		BA		School	Fall	Winter	Spring	Total	Average Per Sports Offered
7	Belding	8	Fruitport	8	Hopkins	Fruitport	32	33	41.5	106.5	5.33
6	Hopkins	6.5	NorthPointe Christian	7	Fruitport	Hopkins	24	28	36	88	4.89
5	Holland	6.5	Godwin Heights	6	Calvin Christian	Calvin Christian	28	17	34.5	79.5	4.97
4	Godwin Heights	5	Calvin Christian	4.5	Comstock Park	Belding	24.5	28	25.5	78	4.33
3	Fruitport	4	Kelloggsville	4.5	NorthPointe Christian	NorthPointe Christian	30	18.5	29.5	78	4.59
2	Comstock Park	3	Belding	3	Godwin Heights	Comstock Park	16	20	17	53	2.65
1	Kelloggsville	2	Hopkins	2	Belding	Godwin Heights	11	17.5	12.5	41	3.15
SOC		1	Comstock Park	1	Kelloggsville	Kelloggsville	7.5	16	11.5	35	2.19
8	Fruitport	GBB		SB		Conference Titles		Fall	Winter	Spring	Total
7	Calvin Christian	8	Calvin Christian	6.5	Fruitport	Fruitport	3	3	2	8	
6	NorthPointe Christian	7	Belding	6.5	Calvin Christian	Belding	2	1	1	4	
5	Godwin Heights	6	Hopkins	5	Hopkins	NorthPointe Christian	2	0	2	4	
3.5	Belding	5	NorthPointe Christian	4	Belding	Hopkins	0	1	2	3	
3.5	Kelloggsville	4	Fruitport	3	Comstock Park	Calvin Christian	0	1	1	2	
2	Hopkins	2.5	Godwin Heights	1.5	Godwin Heights	Comstock Park	0	0	0	0	
1	Comstock Park	2.5	Comstock Park	1.5	Kelloggsville	Godwin Heights	0	0	0	0	
BXC		1	Kelloggsville	GTRK		Kelloggsville	0	0	0	0	
6	Belding	CH		8	Hopkins	Kelloggsville	0	0	0	0	
5	Hopkins	6	Fruitport	7	Fruitport						
4	NorthPointe Christian	5	NorthPointe Christian	6	NorthPointe Christian						
3	Fruitport	4	Comstock Park	5	Belding						
2	Comstock Park	3	Belding	4	Calvin Christian						
1	Calvin Christian	2	Hopkins	3	Godwin Heights						
GXC		1	Kelloggsville	2	Kelloggsville						
6	Fruitport	BBWL		1	Comstock Park						
5	Calvin Christian	8	Hopkins	BTRK							
4	NorthPointe Christian	7	Fruitport	8	Belding						
3	Hopkins	6	Comstock Park	7	Hopkins						
2	Belding	5	Kelloggsville	6	Fruitport						
1	Comstock Park	4	Calvin Christian	5	Kelloggsville						
Golf		3	Belding	4	Calvin Christian						
6	NorthPointe Christian	2	Godwin Heights	3	Godwin Heights						
5	Hopkins	1	NorthPointe Christian	2	Comstock Park						
4	Calvin Christian	GBWL		1	NorthPointe Christian						
3	Fruitport	7	Belding	SOC							
2	Belding	6	Hopkins	8	Fruitport						
1	Comstock Park	4.5	Comstock Park	7	NorthPointe Christian						
Ten		4.5	Godwin Heights	6	Hopkins						
5	NorthPointe Christian	3	Kelloggsville	5	Calvin Christian						
4	Calvin Christian	2	Fruitport	3.5	Belding						
3	Comstock Park	1	NorthPointe Christian	3.5	Comstock Park						
2	Kelloggsville	WR		2	Godwin Heights						
1	Fruitport	6	Fruitport	1	Kelloggsville						
VB		5	Belding	TEN							
8	Fruitport	4	Hopkins	5	NorthPointe Christian						
7	Calvin Christian	2	Comstock Park	4	Calvin Christian						
6	Comstock Park	2	Kelloggsville	3	Fruitport						
5	NorthPointe Christian	2	Godwin Heights	2	Comstock Park						
4	Belding			1	Kelloggsville						
3	Hopkins			GOLF							
2	Godwin Heights			6	NorthPointe Christian						
1	Kelloggsville			5	Calvin Christian						
				4	Fruitport						
				3	Belding						
				2	Hopkins						
				1	Comstock Park						

## **2024-2025 Athletics End-of-Year Report**

### **Conference Champions**

- Boys Soccer
- Girls Cross Country
- Volleyball
- Wrestling
- Competitive Cheer
- Boys Basketball
- Girls Soccer
- Softball

### **MHSAA District Champions**

- Boys Soccer
- Volleyball
- Wrestling
- Baseball
- Softball Finalist

### **MHSAA State Qualifiers**

- Mylee Mineni- Girls Golf
- Vincent Pollock - Cross Country
- Valerie Pollock - Cross Country
- Zachary Aardema - Wrestling
- Cooper Lengkeek - Wrestling
- Ethan Riggs - Wrestling
- Josalynn Nowicki - Girls Tennis

### **GMAA Champions**

- Vincent Pollock - Cross Country
- Volleyball - Finalist
- Boys Golf- Finalist
- Julia Smith 100m Hurdles
- Josalynn Nowicki- 1st Singles Tennis
- Baseball
- Cooper Lengkeek - Wrestling
- Zachary Aardema - Wrestling

### **MHSAA Regional Champions**

- Boys Soccer Finalist
- Volleyball
- Co-op Hockey Finalist
- Girls Tennis -
  - Josalynn Nowicki Finalist
  - Gracie Ferrell Finalist
- Baseball

### **Coach of the Year**

**Dan Hazekamp**- District

**Nicole Bayle**- Area, District, Region

**Saqora Conklin** - District

**Nick Reed**- District, Region

## **Tournament Champions**

- Girls Cross Country - Fruitport Calvary Invitational
- Girls Cross Country - Oakridge Invitational
- Competitive Cheer - Lee Invitational
- Competitive Cheer - Mona Shores Invitational
- Boys Bowling - Fruitport Invitational Finalist
- Wrestling- Fruitport Invitational
- Competitive Cheer- West Catholic Invitational
- Competitive Cheer- Fruitport Invitational Finalist
- Boys Basketball - Cornerstone Showcase Winner
- Boys Track - Western Michigan Christian Invitational Finalist
- Girls Track - Western Michigan Christian Invitational Finalist
- Girls Track - Fruitport Invitational Finalist
- Boys Golf - Tyler Carlson, NorthPointe Christian jamboree 1st place
- Softball - Larry Cantu Fruitport Invitational
- Boys Golf - Comstock Park Invitational Finalist
- Boys Golf - OK Silver Championship Finalist
- Girls Tennis - Fruitport Invitational Finalist

## **Record Breaking Performances**

- Mylee Mineni, lowest 18 hole score 80 and 9 hole score 34, September 30, 2024
- Boys Soccer, first time ranked #1 in state
- Boys Soccer, best record in program history
- Competitive Cheer- Broke all 5 school records this year!
- Boys Basketball - Best overall record
- Boys Basketball - Most wins in a season
- Boys Basketball - Dexter Lillmars most three-pointers in a season 70
- Girls Basketball - Izzy Hanson-Wilbur records triple double
- Girls Basketball- Kenzie Pate, most three-pointers in a season 37
- Girls Basketball- Kenzie Pate, most three-pointers in a career 59
- Softball - Most team home runs 35
- Softball - Kya Tawney most home runs in a season 12
- Boys Golf - Lowest 18 hole score 327
- Softball - Brooklyn Russell most career strikeouts 438
- Baseball - Best overall record
- Baseball - Best batting average, Ryan Bosch .538
- Baseball - Best ERA, Ryan Bosch 0.677
- Baseball - Most RBIs in a season, Trevor Rusnak 41

## **All-Conference**

### **- Fall -**

#### **- Girl's Golf -**

- Mylee Mineni

#### **- Boys Tennis -**

- Sebastian Sweet

#### **- Boys Soccer -**

- Jorge Burgos Yack

- Isaac VanderMolen

- Logan Werschem

- Sam Krueger

- Braxton Ward

- Isaiah Packard

- Davis Johnson (HM)

- Grade Anspach (HM)

#### **- Boys Cross Country -**

- Vincent Pollock

- Landon Johnson

- Dylan Winskas (HM)

#### **- Girls Cross Country -**

- Valerie Pollock

- Treasure Fleese

- Peyhton Beardsley

- Zoe German

- Brynley Merkins (HM)

#### **- Volleyball -**

- Sadie Haase

- Ellie Stroup

- Gracelynn Olson

- Izabel Hanson-Wilbur (HM)

#### **- Football -**

- Caden Carrillo

- Bradon Dornbos

- Ethan Riggs

- Kalan Teeter (HM)

### **- Winter -**

#### **- Bowling -**

- Michael Hanson

- Bradley Dekker

- Keenan Camp

- Kadie Juska

- Harper Simila (HM)

#### **- Wrestling -**

- Zachary Aardema

- Alex Aardema

- Davis Johnson

- Cooper Lengkeek

- Luke Westerlund

- Jeremiah Stone-Tyler (HM)

- Phillip Stone-Tyler (HM)

- Jacob Totten (HM)

- Blair Zimmer (HM)

- Chase Rosema (HM)

- Ethan Riggs (HM)

#### **- Girls Basketball -**

- Izabel Hanson-Wilbur

#### **- Boys Basketball -**

- Da'Syne Williams

- Dexter Lillmars

- Grade Anspach

- Hudson Hazekamp

#### **- Competitive Cheer -**

- Raena Norbotten

- Brynleigh Tenhove

- Tayler Anderson

- Jada Wright

- Dalani Knuppenburg

- Brystol TenHove (HM)

- Journey Rufener (HM)

#### **- CO-OP Hockey -**

- Hayden Taylor

### **- Spring -**

#### **- Girls Tennis -**

- Josalynn Nowicki

- Emma Fecher

- Tara Sweet

- Bailey Poort

- Abby Poort

#### **- Track -**

- Christian Pavlige

- Landon Johnson

- Luke Westerlund

- Ryder Merkins

- Talon King

- Vincent Pollock

- Kaylynn Pavlige

- Treasure Fleese

- Valerie Pollock

- Zoe German

- Julia Smith

- Chloe Anderson

#### **- Boys Golf -**

- Chaseton Sullivan

- Tyler Carlson

#### **- Girls Soccer -**

- Izabel Hanson-Wilbur

- Myla Parker

- Porter Johnson

- Peyhton Beardsley

- Maycee Hall

- Mckenna Joslyn (HM)

- Kendal Kolberg (HM)

- McKenzie Beardsley (HM)

#### **- Baseball -**

- Ryan Bosch

- Avery Lambers

- Jax Flynn

- Thomas Anderson

- Braxton Ward

- Dexter Lillmars

## **All Conf. Continued**

### **- Baseball -**

- Hudson Hazekamp
- Trevor Rusnak
- Satchel Norwood (HM)

### **- Softball -**

- Brooklyn Russell
- Kya Tawney
- Brylee Dewitt
- Kendall Lee
- Madyson Prout (HM)
- Kalli Tawney (HM)
- Khloe Courtade (HM)

## **All District**

### **- Boy's Soccer -**

- Braxton Ward
- Carter Gregor
- Davis Johnson
- Isaac VanderMolen
- Jayden Booker
- Jorge Burgos-Yack
- Logan Werschem
- Samuel Krueger

### **- Competitive Cheer -**

- Raena Norbotten
- Jada Wright
- Tayler Anderson
- Brynleigh TenHove (HM)
- Dalani Knuppenburg (HM)

### **- Baseball -**

- Ryan Bosch
- Avery Lambers
- Jax Flynn
- Thomas Anderson
- Braxton Ward
- Dexter Lillmars
- Hudson Hazekamp
- Trevor Rusnak

### **- Softball -**

- Brooklyn Russell

## **All Region**

### **- Boys Soccer -**

- Davis Johnson
- Isaac VanderMolen
- Isaiah Packard
- Jorge Burgos-Yack
- Logan Werschem
- Samuel Krueger

### **- Volleyball -**

- Gracelynn Olson
- Sadie Haase

### **- Baseball -**

- Ryan Bosch
- Trevor Rusnak
- Hudson Hazekamp

### **- Girls Soccer -**

- Izabel Hanson-Wilbur



### **All State**

#### **- Boys Soccer -**

- Davis Johnson (HM)
- Isaac VanderMolen (2nd team)
- Jorge Burgos-Yack (1st team)
- Logan Werschem (3rd team)
- Samuel Krueger (2nd team)

#### **- Girls Golf -**

- Mylee Mineni (HM)

#### **- Boys Cross Country -**

- Vincent Pollock

#### **- Volleyball -**

- Sadie Haase (1st Team)
- Gracelynn Olson (3rd Team)

#### **- CO-OP Hockey -**

- Eli Cuti (HM)

#### **- Baseball -**

- Ryan Bosch (1st Team)
- Trevor Rusnak (1st Team)
- Hudson Hazekamp (2nd Team)

#### **- Girls Soccer -**

- Izabel Hanson-Wilbur (HM)

### **Academic All State Team**

Girls Golf

Boys Tennis

Volleyball

Competitive Cheer (HM)

Boys Basketball

Girls Basketball

Softball

Girls Tennis

### **Academic All State**

#### **- Boys Soccer -**

- Braxton Ward
- Isaiah Packard
- Logan Werschem

#### **- Boys Cross Country -**

- Vincent Pollock

#### **- Girls Cross Country -**

- Valerie Pollock

#### **- Volleyball -**

- Sadie Haase
- Tara Sweet

#### **- Competitive Cheer -**

- Raena Norbotten
- Chloe Anderson
- Emma Wiggins
- Isabelle Mingus
- Kendall Prout

#### **- Softball -**

- Brooklyn Russell
- Brylee Dewitt

#### **- Baseball -**

- Braxton Ward

### **Academic All American**

- Braxton Ward

### **Dream Team**

- Ryan Bosch (Baseball)

**Class of 2025**

**Senior Athlete Honors**

**Female Scholar Athlete of the Year:** Sadie Haase

**Male Scholar Athlete of the Year:** Braxton Ward

**OK Conference Student Athletes of the Year:** Tara Sweet and Ryan Bosch

**Trojan Perseverance Award (Brick Wall Award):** McKenzie Beardsley, Samuel Krueger, Izabel Heckroth

**Muskegon Area Hall-of-Fame Athlete of the Year School Nomination:** Sadie Haase and Ryan Bosch

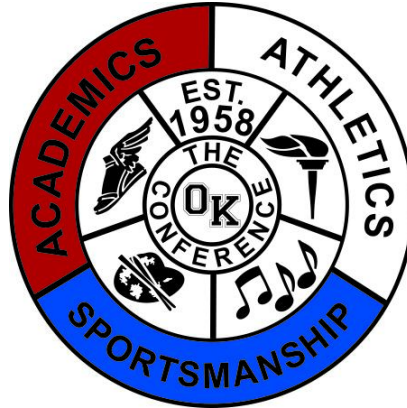


# Fruitport Athletic Foundation

Preparing tomorrow's leaders through athletic involvement

**Outstanding Achievement Award for 6 or more varsity letter recipients**

Tayler Anderson  
McKenzie Beardsley  
Zoey Beatty  
Lainey Bol  
Ryan Bosch  
Shane Brosnan  
Bradon Dornbos  
Zachary Durakovic  
Gracie Ferrell  
Dalani Knuppenburg  
Mylee Mineni  
Raena Norbotten  
Gavin Pastotnik  
Kenzie Pate  
Valerie Pollock  
Vincent Pollock  
Julia Smith  
Phillip Stone-Tyler  
Tara Sweet  
Brynleigh TenHove  
Braxton Ward  
Jada Wright



**OK Conference Scholar Athlete Award**  
**(3.5+ gpa, 4 seasons, 1 varsity letter minimum)**

Thomas Anderson  
McKenzie Beardsley  
Makayla Boelkins  
Lainey Bol  
Ryan Bosch  
Shane Brosnan  
Brylee Dewitt  
Zachary Durakovic  
Emma Fox  
Hunter Fritz  
Kendalynn Gangwer  
Sadie Haase  
Michael Hanson  
Izabel Heckroth  
Kadelyn Juska  
Mylee Mineni  
Raena Norbotten  
Isaiah Packard  
Kenzie Pate  
Valerie Pollock  
Vincent Pollock  
Bailey Poort  
Brooklyn Russell  
Tara Sweet  
Braxton Ward  
Logan Werschem  
Cole Woodard  
Emma Woycehoski

**BOARD ACTION REQUEST FORM**

**Meeting Date:** July 21, 2025

To: Board of Education

Attachments # IX-1 through IX-8

From: Jason Kennedy

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

- Bill Listing
- June 2025 General Fund Report
- June 2025 Investments Report
- Personnel Report
- Approval of Truth in Taxation Meeting Minutes from June 23, 2025
- Approval of Organizational Meeting Minutes from June 23, 2025
- Approval of Regular Meeting Minutes from June 23, 2025
- Approval of Special Meeting Minutes from July 10, 2025

**Background Information:**

See attached

**Financial Impact:**

**Recommended Action:**

Approval of the Consent Agenda, as presented.

**Action Taken:**

**Vote:**   \_\_\_ Burgess                   \_\_\_ Cole                   \_\_\_ Hazekamp                   \_\_\_ Kelly  
             \_\_\_ Meeuwenberg       \_\_\_ Mueller           \_\_\_ Six



**FRUITPORT COMMUNITY SCHOOLS  
BILL LIST  
Month of June 2025**

<b><u>FUND</u></b>	<b><u>AMOUNT</u></b>
GENERAL FUND	\$568,010.58
EARLY CHILDHOOD CENTER	\$237.99
FOOD SERVICE	\$117,782.08
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$40,734.78
DEBT SERVICE FUND 2021	\$500.00
CAPITAL PROJECTS (BOND)2021	\$78,000.00
CREDIT CARDS (ALL FUNDS)	\$158,242.84
<b>GRAND TOTAL</b>	<b><u><u>\$963,508.27</u></u></b>



## JUNE 2025 GENERAL FUND FINANCIAL REPORT

### Revenues:

	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	2025 YTD ACTUAL	JUNE MTD FY25	% YTD SPENT	2024 YTD ACTUAL
100 LOCAL	3,986,559.00	5,085,824.00	4,544,445.76	2,959.82	89.36%	4,525,220.72
300 STATE	30,531,376.00	32,388,366.00	29,847,295.57	2,816,455.90	92.15%	32,141,457.37
400 FEDERAL	2,254,845.00	2,589,363.00	1,376,227.06	104,978.72	53.15%	4,165,108.39
500 TRANSFERS	1,621,283.00	1,868,284.00	705,141.54	12,099.07	37.74%	1,814,526.38
TOTAL	38,394,063.00	41,931,837.00	36,473,109.93	2,936,493.51	86.98%	42,646,312.86

### Expenses:

111 ELEMENTARY	(6,459,300.00)	(6,997,476.00)	(6,895,215.31)	(1,818,570.05)	98.54%	(6,628,979.05)
112 MIDDLE SCHOOL/JUNIOR HIGH	(3,399,564.00)	(3,481,752.00)	(3,434,130.02)	(905,935.29)	98.63%	(3,342,477.12)
113 HIGH SCHOOL	(4,937,084.00)	(4,948,589.00)	(4,942,235.57)	(1,309,523.00)	99.87%	(4,882,023.05)
122 SPECIAL EDUCATION	(5,581,430.00)	(5,559,434.00)	(5,221,491.43)	(1,178,624.70)	93.92%	(5,190,619.12)
125 COMPENSATORY EDUCATION	(1,179,017.00)	(1,353,750.00)	(1,194,568.18)	(215,737.75)	88.24%	(1,306,919.86)
127 VOCATIONAL EDUCATION	(160,323.00)	(169,800.00)	(155,953.61)	(41,316.92)	91.85%	(175,641.27)
131 BASIC ADULT/CONTINUING ED	(16,494.00)	(14,847.00)	(28,880.72)	1.28	194.52%	(17,275.19)
132 SECONDARY ADLT/CONTINUING EDUC	(148,287.00)	(219,326.00)	(181,411.29)	(11,623.84)	82.71%	(138,228.24)
211 TRUANCY/ABSENTEEISM SERVICES	-	(5,302.00)	(5,302.47)	-	100.01%	(5,000.00)
212 GUIDANCE SERVICES	(507,976.00)	(574,067.00)	(561,801.61)	(137,977.09)	97.86%	(480,291.92)
213 HEALTH SERVICES	(834,957.00)	(861,711.00)	(868,907.66)	(193,095.88)	100.84%	(715,911.85)
214 PSYCHOLOGICAL SERVICES	(358,865.00)	(385,202.00)	(393,460.98)	(99,455.10)	102.14%	(409,836.78)
215 SPEECH PATHOLOGY/AUDIOLOG SERV	(950,975.00)	(1,197,137.00)	(1,176,767.92)	(299,276.60)	98.30%	(884,438.60)
216 SOCIAL WORK SERVICES	(726,508.00)	(799,020.00)	(801,876.53)	(228,793.35)	100.36%	(698,603.07)
218 TEACHER CONSULTANT	-	(500.00)	(343.04)	-	68.61%	(385.92)
219 OTHER PUPIL SUPPORT SERVICES	(775,473.00)	(854,730.00)	(874,654.49)	(163,267.73)	102.33%	(734,571.16)
221 IMPROVEMENT OF INSTRUCTION	(443,433.00)	(471,953.00)	(519,522.09)	(76,834.19)	110.08%	(383,452.14)
222 EDUCATIONAL MEDIA SERVICES	(230,997.00)	(264,317.00)	(247,666.63)	(41,774.25)	93.70%	(249,951.16)
225 TECHNOLOGY ASSISTED INSTRUCTED	(12,650.00)	(35,282.00)	(35,156.50)	-	99.64%	(120,771.93)
226 SUPERVIS/DIR OF INSTRUCT STAFF	(998,351.00)	(1,096,114.00)	(1,095,345.09)	(147,788.84)	99.93%	(835,956.53)
227 ACADEMIC STUDENT ASSESSMENT	(31,819.00)	(18,750.00)	(19,181.82)	-	102.30%	(16,745.82)
231 BOARD OF EDUCATION	(67,344.00)	(61,993.00)	(59,989.75)	(7,857.11)	96.77%	(49,451.70)
232 EXECUTIVE ADMINISTRATION	(560,509.00)	(587,515.00)	(598,937.19)	(52,928.60)	101.94%	(557,252.05)
241 OFFICE OF THE PRINCIPAL	(2,100,740.00)	(2,166,564.00)	(2,114,256.09)	(384,605.59)	97.59%	(2,072,447.16)
249 OTHER SCHOOL ADMINISTRATION	(1,600.00)	(2,600.00)	(6,007.80)	-	231.07%	(8,579.09)
252 FISCAL SERVICES	(484,908.00)	(779,690.00)	(754,019.56)	(84,032.88)	96.71%	(504,255.70)
257 INTERNAL SERVICES	(34,209.00)	(20,533.00)	(12,799.49)	(179.82)	62.34%	(23,163.99)
259 OTHER BUSINESS SERVICES	(105,807.00)	(88,908.00)	(70,812.02)	(9,917.38)	79.65%	(91,049.69)
261 OPERATING BUILDING SERVICES	(3,321,839.00)	(4,036,548.00)	(3,988,607.94)	(377,181.07)	98.81%	(3,612,688.13)
266 SECURITY SERVICES	(85,000.00)	(114,835.00)	(86,320.00)	-	75.17%	(95,217.50)
271 PUPIL TRANSPORTATION SERVICES	(2,592,070.00)	(2,580,600.00)	(2,511,284.18)	(274,396.38)	97.31%	(2,642,233.02)
282 COMMUNICATION SERVICES	(17,800.00)	(7,300.00)	(6,969.90)	-	95.48%	(9,251.54)
283 STAFF/PERSONNEL SERVICES	(22,950.00)	(24,950.00)	(25,233.32)	-	101.14%	(33,739.12)
284 SUPPORT SERVICES TECHNOLOGY	(491,107.00)	(683,326.00)	(685,354.43)	(28,624.99)	100.30%	(664,717.13)
285 PUPIL ACCOUNTING	(5,838.00)	(5,438.00)	(5,437.20)	0.80	99.99%	(5,703.19)
289 OTHER CENTRAL SERVICES	(1,000.00)	-	-	-	100.00%	(1,203.00)
293 ATHLETIC ACTIVITIES	(803,466.00)	(831,903.00)	(816,245.21)	(47,320.26)	98.12%	(783,501.61)
299 OTHER SUPPORT SERVICES	(13,815.00)	(15,315.00)	(4,915.92)	(1,254.56)	32.10%	(13,434.69)
311 COMMUNITY SERVICES DIRECTION	(69,820.00)	(87,070.00)	(91,153.76)	(18,149.25)	104.69%	(99,562.95)
331 COMMUNITY ACTIVITIES	(8,859.00)	(3,800.00)	(2,932.10)	-	77.16%	(1,263.78)
371 NON-PUBLIC SCHOOL PUPILS	(22,326.00)	(21,535.00)	(21,566.73)	(6,916.66)	100.15%	(28,986.69)
411 PAYMENTS TO OTHER PS IN MICH	-	-	(2,394.28)	-	100.00%	(9,600.00)
455 BLDG ACQUIS & CONSTRUCT SERV	(4,680.00)	-	-	-	100.00%	(4,679.71)
456 BUILDING IMPROVEMENT SERVICES	-	-	-	-	100.00%	(8,217.50)
511 DEBT SERV-S LONG TERM-PRINCIPAL	(40,416.00)	(40,416.00)	(40,416.72)	-	100.00%	(40,416.72)
611 FUND MODIFICATIONS (GF)	(55,962.00)	(55,962.00)	-	-	0.00%	-
642 FUND MODIFICATIONS (B&S)	(237,000.00)	(500,000.00)	-	-	0.00%	(735,000.00)
TOTAL	(38,902,568.00)	(42,025,860.00)	(40,559,526.55)	(8,162,957.05)	96.51%	(39,313,695.44)
SURPLUS (DEFECIT)	(508,505.00)	(94,023.00)	(4,086,416.62)			3,332,617.42
FUND BALANCE	8,192,388.00	8,606,870.00	4,614,476.38			8,700,893.00



## JUNE 2025 INVESTMENTS

### General Fund

#### Liquid Investments

Amount	Interest Rates
\$ 3,223,372.29	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ 4,525,000.00	4.24% - 4.31%	7/25-11/25

Total General Fund Investments	<u>\$ 7,748,372.29</u>
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### Building & Site

#### Liquid Investments

Amount	Interest Rates
\$ 285,962.70	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ 1,625,000.00	4.24% - 4.31%	7/25-11/25

Total Building & Site Investments	<u>\$ 1,910,962.70</u>
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### Trust & Agency

#### Liquid Investments

Amount	Interest Rates
\$ 422,172.81	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ -	N/A	N/A

Total Building & Site Investments	<u>\$ 422,172.81</u>
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### Bond

#### Liquid Investments

Amount	Interest Rates
\$ 546,482.99	Variable

#### Long Term Investments

Amount	Interest Rates	Maturity Dates
\$ -	N/A	N/A

Total Building & Site Investments	<u>\$ 546,482.99</u>
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## **Personnel Report – July 21, 2025**

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

Katelyn Goodrich – Varsity Softball Coach  
Abby Klug – Central Office Administrative Assistant  
Audra Koeller – Edgewood Clerical  
Lisa Monty – Special Education Teacher  
Alissa Nielsen – Middle School Clerical  
Melissa Schouman – Edgewood Library / Media Clerk  
Emelia Tombrella – Middle School ELA Teacher  
Stacy Wissner – ESU Special Education Supervisor

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

- Cynthia Chorny – Transfer from 12 months to 10 month ESU Clerical
- Nicki Johnson – ESU Clerical (10-month position) - Resignation
- Jordan Tucker – Special Education Teacher - Resignation

The following positions are currently posted:

Administrative Assistant – Eastern Service Unit  
Educational Interpreter for Deaf and/or Hard of Hearing  
Elementary Special Education Teacher  
Food Service Dishwasher  
Freshman Volleyball Coach  
Instructional Assistant (4) – Edgewood ASD, Beach, Beach MOCI  
Classroom, Shettler  
Long Term Substitute – Speech and Language Pathologist  
Middle School Spanish and ELL Teacher  
Math Interventionist – FMS  
Premier Substitute Teacher  
School Bus Driver  
School Psychology Intern (Year 3)  
Year Round Child Care Assistant



Kennedy, Jason <jkennedy@fruitportschools.net>

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## New Varsity Softball Coach

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**Morehouse, Jonny** <jmorehouse@fruitportschools.net>

Wed, Jul 16, 2025 at 10:48 AM

To: Jason Kennedy <jkennedy@fruitportschools.net>, Lauren Chesney <lchesney@fruitportschools.net>

Good morning Jason and Lauren. After meeting with Katelyn Goodrich this morning, I am moving forward with naming her our next varsity softball coach here at Fruitport. She has proven time and time again over the past two seasons that she is the perfect fit as our next coach. Her knowledge and background in the sport, her ability to highly communicate to the girls and the parents, her involvement as a teacher here in the building, and the desire from the girls on the team to have her as the next coach make it a home run hire. I am excited to see how the softball program as a whole grows under her leadership.

Katelyn will be assisted by Kayla Fessenden at the varsity level. This past season Kayla was instrumental with her knowledge in the area of pitching and catching. She is currently our JV coach, but will be taking on a much larger role within the varsity team and within the softball program.

The future of Fruitport softball is looking bright. Please let me know if you have any questions or concerns.

I did have two dads reach out to me and apply. I will be letting them know today at 3:30, that we are hiring from within for this position.

Thank you

--

Jonny Morehouse, CAA  
Athletic Director  
Fruitport Community Schools  
231-865-4035





# ABBY KLUG

Muskegon, MI 49444

Klugabby@gmail.com / (231) 720-9770

REQUEST

REFERENCES AVAILABLE UPON

## PROFESSIONAL SUMMARY

Dedicated and team-oriented professional with a passion for fostering strong relationships with clients and team members. Eager to contribute to a dynamic team and support organizational goals, with a commitment to achieving company goals, and delivering exceptional service. Passionate about continuous learning and professional development, bringing enthusiasm and adaptability to every role.

## SKILLS

- **Marketing & Branding:** Strategic campaign planning, social media management, content creation, event promotion, brand development, and basic graphic design.
- **Administrative Support:** Calendar management, meeting coordination, travel planning, office operations, and project coordination (including system implementations).
- **Human Resources:** Recruitment, onboarding, payroll and benefits coordination, employee relations, and HRIS/data management.
- **Customer Service:** Front desk operations, client communication, problem resolution, and guest experience management.
- **Healthcare Support:** CNA-certified patient care, vital sign monitoring, hygiene assistance, and HIPAA compliance.
- **Technology:** Proficient in Microsoft Office, Google Workspace, social media tools (e.g., Canva, Meta Suite), HRIS systems, and EHR platforms.

## EXPERIENCE

### Marketing Manager / Skippers Bar and Grill - L'Anse, MI

01/2023 - Current

- Developed and executed marketing strategies to boost brand visibility, customer engagement, and sales.
- Designed and launched a new, on-brand menu to align with Skippers' identity, and elevate the guest experience.
- Managed social media platforms, creating content and campaigns that increased online engagement and in-house traffic.
- Planned and coordinated events, including live music nights and themed parties, to enhance community presence.
- Collaborated with leadership and staff to ensure cohesive marketing efforts across operations.

### Human Resource Generalist / Orthopaedic Associates Of Muskegon - Muskegon, MI

08/2022 - Current

#### Recruitment and Talent Acquisition

- Led full-cycle recruitment efforts across multiple departments, including developing job descriptions, posting positions, sourcing candidates, conducting interviews, and managing offer negotiations.
- Partnered with hiring managers to assess staffing needs, and ensure alignment with organizational goals.
- Represented the company at local college and university career fairs to build a strong talent pipeline, and enhance employer branding.

#### Onboarding and Orientation

- Conducted new hire orientation and onboarding sessions, ensuring smooth transitions, and compliance with organizational policies.

#### HR Compliance and Employment Law

- Provided guidance on labor laws and HR regulations to maintain compliance with federal, state, and local requirements.
- Administered and tracked FMLA, workers' compensation, and 401(k) benefits in accordance with legal standards.

#### HRIS and Data Management

- Entered and maintained accurate employee records in the HRIS system to support data integrity and reporting needs.
- Generated reports and dashboards for leadership, including turnover rates and hiring process metrics.

#### Compensation and Benefits

- Managed biweekly payroll processing, including timekeeping, tax withholdings, and garnishments.
- Conducted annual salary benchmarking and compensation analysis to support fair, competitive pay structures.
- Coordinated employee benefits programs, including health insurance, 401(k) plans, and leave policies.

#### Employee Relations

- Responded promptly to internal inquiries regarding employment matters, fostering trust and transparency.
- Facilitated conflict resolution through mediation and employee counseling services.

#### Performance Management and Documentation

- Created and maintained HR documentation, including job descriptions, performance evaluation tools, and employee handbooks.

#### Employee Engagement and Culture

- Led employee recognition initiatives to promote engagement and reward performance.
- Championed diversity and inclusion efforts to cultivate an equitable and inclusive workplace culture.

### **Human Resources Administrative Assistant / Orthopaedic Associates Of Muskegon - Muskegon, MI**

08/2022 - 01/2025

#### Project Management and System Implementation

- Led coordination and administrative support for the successful rollout of a new Electronic Health Records (EHR) system, collaborating with cross-functional teams and vendors to ensure smooth implementation and user training.
- Managed project timelines, documentation, and communication to keep leadership informed, and initiatives on track.

#### Executive and Leadership Support

- Provided comprehensive administrative support to senior executives, including complex calendar management, travel arrangements, meeting logistics, and confidential communication.
- Organized and facilitated leadership team meetings, including agenda preparation, material distribution, note-taking, and follow-up task tracking.

#### Event Planning and Coordination

- Planned and executed company-wide events such as holiday parties, staff appreciation days, and leadership retreats, managing budgets, venues, vendors, and logistics from start to finish.
- Coordinated on-site meetings, luncheons, and internal celebrations, ensuring smooth execution and high engagement.

#### Marketing and Communications

- Developed marketing materials and internal communications to support company branding and engagement initiatives.
- Managed content creation and logistics for recruiting events, external presentations, and promotional campaigns, enhancing public visibility and employee involvement.

#### Office and Operations Management

- Maintained efficient office operations by overseeing supplies, vendor relations, and facility coordination.
- Acted as a central point of contact for internal and external stakeholders, ensuring clear communication and timely resolution of requests.
- Reconciled company credit card receipts on a regular basis.
- Collaborated with internal departments in order to resolve any issues or concerns within a timely manner.

### **Front Desk Receptionist / Orthopaedic Associates of Muskegon - Muskegon, MI**

08/2021 - 08/2022

- Greeted daily visitors and Patients upon their arrival, offered assistance and answered questions to build rapport and retention.
- Provide excellent customer service when patients check in and out of the clinic.
- Volunteered to assist with special projects, performing a wide range of tasks and responsibilities.

- Answered a multi-line phone system, responded to inquiries, and transferred calls to the appropriate departments and personnel.
- Ensured financial accuracy by collecting deposits, fees, and payments.
- Collaborated with multiple departments and team members to handle guest needs from check-in to check-out.
- Quickly resolved customer issues and alerted the appropriate Manager when issues became more serious.
- Organized paperwork such as charts and reports for office and patient needs.
- Frequently double-checked patient histories and current information while scheduling follow-ups and other appointments.
- Provided support and mentoring to new team members as they learned various duties, such as insurance verifications and provider protocol.

**Front Desk Receptionist / Muskegon Surgery Center - Muskegon, MI**

*06/2021 - 08/2021*

- Was in charge of collecting deposits, fees, and payments, as well as processing financial data and providing customers with receipts and change.
- Welcomed guests, explained the centers' policies, and provided detailed information about the area.
- Provide excellent customer service when patients check-in to the center.
- Volunteered to assist with special projects, performing a wide range of tasks and responsibilities.
- Was in charge of answering a multi-line phone system, responding to inquiries, and transferring calls to the appropriate departments and personnel.
- Dealt with complaints and problems patiently and courteously, showing empathy for the guests' situation.

**Independent Caregiver / Independent - Muskegon, MI**

*07/2020 - 06/2021*

Provided compassionate, client-focused care in a home care setting by assisting with daily tasks, medication management, and transportation. Built strong rapport with patients to enhance comfort and trust, while maintaining professionalism in high-stress situations. Demonstrated strong knowledge of medications and medical terminology, ensuring high-quality, personalized support to improve overall well-being and quality of life.

**Certified Nursing Assistant / Sanctuary at the Oaks + Park - Muskegon, MI**

*05/2019 - 07/2020*

Provided compassionate, hands-on care by assisting with daily living activities, medication administration, and vital sign monitoring. Ensured accurate documentation of patient information and maintained clear communication with physicians and care teams. Demonstrated strong advocacy for patient rights, safety, and well-being, including support through end-of-life care.

## EDUCATION

**High School Diploma**

*01/2018*

Holton High School - Holton, MI

**High School Diploma**

*01/2018*

Muskegon Area Career Tech Center - Muskegon, MI

- While in high school, I attended the local Career Tech Center to gain an early start in the medical field. During that time, I enrolled in college-level courses and successfully completed training in Pharmacy Technology and Certified Nursing Assistant (CNA) certification.

**Some College:** Business Administration - Baker College of Muskegon - Muskegon, MI

**Certified Nursing Assistant Certification**

Muskegon Community College - Muskegon, MI

Received my Certified Nursing Assistant certification.

## CERTIFICATIONS

Licensed Nursing Assistant.

Notary Public Commission

First Aid / CPR Certification

# Memo

**To:** FCS Board of Education  
**From:** Christian Doctor, Edgewood Principal  
**Date:** July 7, 2025  
**Re:** Recommendation for Hire

Shaun Danicek, Sheila Romberger, Rachel Brown, Sam Nutt, Beka Johnson, Jamie Cihak, and I conducted a thorough selection process for the open Office Clerical position at Edgewood. We began by inviting five qualified candidates to participate in a first-round interview, which followed a traditional Q&A format. From there, our top two candidates were invited to round two on June 25, 2025. Following these interviews, we completed comprehensive reference checks and selected Audra Koeller as our final candidate. She accepted the offer at step 3 on the Fruitport Clerical Association Contract.

Audra served as the Lead School-Based Health Administrative Assistant with Hackley Community Care for six years, a role based right here at Edgewood. Her experience and deep familiarity with our school community make this an ideal fit. We're absolutely thrilled to officially welcome Audra to the Edgewood team!

# Audra Koeller

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Muskegon, MI 49444 · (231) 903-9055 · audra.kommer@gmail.com

## Professional Summary

Dedicated Administrative and Customer Service Professional with 11+ years of progressive experience supporting healthcare and retail operations. Adept at streamlining administrative processes, providing exceptional client service, and leading clerical teams to meet organizational goals. Seeking to bring my attention to detail and passion for helping others to a dynamic, growth-oriented role.

## Professional Experience

- Lead School-Based Health Administrative Assistant

Hackley Community Care, Muskegon, MI | August 2019 – Present

- - Oversee day-to-day administrative operations across multiple school-based health centers.
- - Provide leadership and support to clerical staff, ensuring accuracy and compliance in documentation.
- - Coordinate scheduling, maintain confidential records, and assist with healthcare service logistics.
- Medical Receptionist

Hackley Community Care, Muskegon, MI | October 2017 – August 2019

- - Greeted patients, scheduled appointments, and maintained accurate patient records.
- - Handled insurance verifications and ensured HIPAA compliance in all communications.
- Lead Chiropractic Assistant

Life Family Chiropractic, Muskegon, MI | September 2014 – August 2017

- - Prepared and maintained patient records and medical histories.
- - Conferred with physician on patient progress and treatment adaptations.
- - Provided input on patient care and ensured a high standard of customer service.
- Manager / Accounts Receivable

Lydia's Uniforms, Muskegon, MI | June 2013 – September 2014

- - Directed customer service operations to ensure timely and satisfactory customer resolutions.
- - Managed payment processing, account updates, and collections.
- - Motivated, coached, and led a team of customer service representatives.
- Customer Service Representative

Lydia's Uniforms, Muskegon, MI | April 2013 – June 2013

- - Answered product and service questions, opened accounts, and maintained customer records.
- - Resolved product and service issues, following up to ensure customer satisfaction.
- Customer Service Representative

Babbitt's Sports Center, Muskegon, MI | January 2010 – April 2013

- - Assisted customers with online and phone orders, shipping, returns, and product inquiries.
- - Handled order fulfillment and processing in a high-volume environment.
- Nanny

Private Household, Muskegon, MI | August 2009 – January 2010

- - Cared for and ensured the safety of two small children.
- - Managed daily schedules and age-appropriate activities.
- Cashier

Orchard Market, Muskegon, MI | May 2006 – August 2009

- - Operated cash register, managed customer payments and returns.
- - Maintained store cleanliness and stocked merchandise.

## Education

Muskegon Community College – Muskegon, MI

Early Childhood Education Coursework (2008–2010)

Fruitport High School – Fruitport, MI

High School Diploma, 2008

## Core Skills

- Patient and Attentive Client Care



- Time Management & Multitasking
- Goal-Oriented Problem Solving
- Professional Communication
- Positive Language and Customer Retention
- Quick Learner with Technical Adaptability

# Memo

To: FCS Board of Education  
From: Allison Camp, Curriculum Director  
Date: June 26, 2025  
Re: Recommendations for Hire

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June was a busy month of hiring! Teams at the middle school and high school were able to hire all of the teachers listed below for various positions in both buildings. Staff that were included in the interview process were Lauren Chesney, Rob Rogers, Monte Kelly, Trista Stingle, Liza Nowak, Kaitlyn Rozenboom, Sandee Giffels, Grant Lancaster, and Kelly Whittaker.

Jennifer Brems will be joining the high school science department in the fall. She has taught high school Biology, Integrated Science, Chemistry, AP Environmental Science and Adapted Science. Additionally, she has taught in Brazil, Chile, and Malaysia. She has her Bachelor of Science degree from Michigan State University

Emelia Tombrella will be joining the ELA team at the middle school. She just graduated with her Bachelor of Arts degree from Grand Valley State University. She has a degree in ELA and Applied Linguistics – Teaching English as a Second Language (ESL).

Lisa Monty will be joining the special education department at the middle school next year. She has taught in Illinois and in Grand Rapids. She earned a Bachelor of Arts degree from Michigan State University and a Master's degree from Saint Xavier University.

Cora Bradley will be joining the middle school staff as a Spanish and ELL teacher for next year. She is currently teaching in Honduras and will be moving back to Allendale in July. She earned her Bachelor degree from Cedarville University in Spanish Education with a TESOL (Teaching English as a Second Language) endorsement. In addition to her teaching load, she will support English Language Learners in the district.

I am excited to have them join the FCS Team!

# **Lisa Monty**

616 Summer Street Spring Lake, MI 49456

630-670-0699 Cell

[Lkrickcostseg@gmail.com](mailto:Lkrickcostseg@gmail.com)

## **PROFILE:**

Dedicated education professional with over ten years experience in a variety of settings. Strengths include: working with students who have behavior/emotional disabilities, autism, ADHD and other learning differences, as well as non-native English speakers. Dynamic, respected teacher with proven success as an exceptional communicator, effective collaborator, and disciplined self-starter with unsurpassed work ethic. A leader exhibiting high ethical standards, adept at building trusted relationships with students, parents and colleagues. Critical skills include written and verbal communication, creative lesson planning, excellent classroom management and problem solving while under pressure.

## **EDUCATION EXPERIENCE:**

**Wellspring Preparatory High School**  
Special Education Resource Teacher

**Grand Rapids, MI**  
August 2023-Present

Manage a large and complicated caseload with 18 students of varying abilities including but not limited to diagnoses of ASD, CI, ODD, and EI. Collaborate with classroom teachers across all curricular areas to ensure students receive support in the form of scaffolded lessons, accommodations, behavior support plans and assessment modifications. Push into core classes to work side by side with students while they receive instruction from general education teachers. Work with administrators, parents, school psychologists, speech pathologists, and the social worker to evaluate assessments, create meaningful IEPs and monitor progress for positive behavior support plans. Prioritize relationships with my students and their parents by communicating frequently across several platforms.

**West Leyden High School**  
Title I Assistant

**Northlake, IL**  
August 2008-June 2011

Coached academically challenged students to be the best they could be using a combination of humor, patience, firmness and praise. Juggled a rigorous schedule requiring specific attention in a variety of classrooms, changing hats numerous times per day, while partnering with colleagues to develop and implement IEPs. Responsible for testing students, recording and reporting reading data for the district, successfully meeting the high demands of five teachers.

**Downers Grove South High School**  
English Teacher

**Downers Grove, IL**  
January 2007 – June 2008

Recruited by the English Department Chair to fill a temporary leave of absence. Quickly and diligently adapted to new state learning standards. Reached freshmen to senior students from a wide range of academic and social backgrounds, covering special education to honors courses. Led a team of special education resource teachers and aids in co-taught English II course. Collaborated with colleagues to implement a new curriculum which integrated social studies and literature. Developed and put into practice the “English Student of the Quarter Award,” organizing and hosting a breakfast for 50 students and their families every quarter.

**St. Charles High School**  
English Teacher/Assistant Varsity Swim Coach

**St. Charles, IL**  
1994-1996

Exemplary evaluations from district administrators led to tenure awarded within two years. Taught a myriad of courses including English Honors I, College Prep Composition and World Literature. Utilized master’s thesis research project on collaborative learning in the classroom, emphasizing shared ideas and teamwork. Invested in students athletically, highlighting the connection between goal setting, work ethic and results. Coached junior varsity swimmers to three consecutive conference championships and co-led varsity athletes to three consecutive conference, sectional and state championships.

**Downers Grove South High School**  
English Teacher/Assistant Varsity Swim Coach

**Downers Grove, IL**  
1993-1994

Motivated students to improve reading comprehension, writing skills and oral communication while instructing English I, English II, and Public Speaking. Coached over 50 athletes in the pool at all levels, including non-swimmers.

**Glenbrook South High School**  
Paraprofessional/Swim Instructor

**Glenview, IL**  
1991-1993

Taught all P.E. classes during mandatory swimming units. Managed over 60 students per class at various levels, emphasizing swimming as a life skill and instructing students in basic life saving.

**RELATED EXPERIENCE:**

**Independent Contractor**  
Property Depreciation Consultant

**Spring Lake, MI**  
January 2016-Present

Built business from the ground up and developed relationships throughout the United States. Conferred and strategized with CPA's, enrolled agents and commercial building owners to secure significant tax savings benefits. Consulted clients in long term planning of building maintenance enabling them to obtain maximum tax depreciation.

**Cawley Chicago Commercial Real Estate**  
Market Specialist/Associate Industrial Broker

**Downers Grove, IL**  
January 2014-May 2016

Started consulting division serving all cost segregation clients at CCRE, educating Cawley Brokers in the basics of cost segregation while providing exceptional consulting services to clients. Expanded business in Cook County by doubling the number of communities CCRE served. Exceeded expectations within my first year by signing numerous new clients and closing several transactions. Responsible for researching and securing investment opportunities for colleagues at CCRE.

**Lagestee Mulder Commercial Real Estate**  
Business Manager/Commercial Broker

**Clarendon Hills, IL**  
January 2012-January 2014

Researched markets, analyzed data, provided insights and recommended strategies to secure listings and ensure transactions closed. Created, implemented and managed the entire process by which my team communicated with business prospects and clients. Obtained Illinois Real Estate License.

**Stay at Home Parent/Family Manager/Volunteer**

1996-2007

Made the decision to focus time and energy into managing a household with three children born in four years. Supported two children with early childhood special needs including physical and emotional disabilities. Researched and coordinated with medical professionals, therapists and educators to ensure my children received every opportunity available. Served on several executive committees in leadership positions at a large church; volunteered in each of my children's classrooms as well as the resource center for ten consecutive years; coached park district soccer and basketball; raised funds for music programs, athletics and scholarships in several schools.

**EDUCATION & CERTIFICATIONS:**

Masters of Education; Saint Xavier University (1995) 4.0 GPA  
Bachelor of Arts in English; Michigan State University (1991) With honors  
Department of Communications Teaching Assistant (1990-91)

State Teaching Licenses: Michigan, Illinois, Utah  
Michigan, Illinois and Utah Special Education Endorsement

**REFERENCES:**

Available upon request

# **Alissa Nielsen**

223 California Ave, Muskegon, MI 49445 | 231-206-0726 | arnielsen6@gmail.com

## **Professional Summary**

Detail-oriented and dedicated administrative professional with strong communication and organizational skills, passionate about supporting student success and creating a positive school environment. Experienced in customer service, data management, and administrative support, with a proven ability to build strong relationships with students, families, and staff.

## **Key Skills**

- Office Administration & Clerical Support
- Student Records & Enrollment Assistance
- Google Suite & Microsoft Office
- Strong Communication & Customer Service
- Detail-Oriented & Highly Organized
- Positive Attitude & Team Player
- Scheduling & Time Management
- Data Entry & Compliance Monitoring

## **Education**

Baker College, Muskegon, MI

Associates in Interior Design, 2002 - 2004

Hart High School

Graduated with Honors, 1998 - 2002

# **Alissa Nielsen**

223 California Ave, Muskegon, MI 49445 | 231-206-0726 | arnielsen6@gmail.com

## **Professional Experience**

### **Independent Contractor | Shipt Inc., Remote | 2020 - Present**

- Built and managed a business with over 200 regular clients
- Maintained meticulous records, prioritized tasks, and ensured customer satisfaction
- Developed strong time management and organization skills in a fast-paced environment

### **Family Services Facilitator | White Lake Area Community Education | 2007 - 2011**

- Supported families and coordinated with school staff in programs like HeadStart and GSRP
- Managed enrollment, tracked student records, scheduled transportation, and ensured compliance with education standards
- Created and implemented efficient systems for data tracking and administrative processes

### **Kitchen & Bath Designer / Sales | Williams Kitchen and Bath | 2004 - 2007**

- Worked in both inside and outside sales; supported clients and builders with project planning
- Managed orders and communications in a high-volume business environment
- Strengthened customer service and problem-solving skills

### **Stay-at-Home Parent | | 2011 - 2020**

- Focused on raising children while continuing to volunteer and stay involved in educational activities

## **References**

Available upon request

# Melissa Schouman

Full Name	Melissa Schouman
Address	943 W SAVIDGE Spring Lake, MI 49456
Phone	1 (231) 670-1519
Email	Mmschouman@icloud.com

## Media Center Clerk


Location	Edgewood Elementary
Category	Support Staff
Position Type	Full Time
Remote/Hybrid	Not Available
Pay Type	
School Year	

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

### Resume

Upload resume

 Melissa Schouman (1).pdf

### Education

Education

Michigan State University

Degree	Master of Curriculum and Teaching
Dates	Sep 23, 2000 - May 23, 2002
GPA	3.80

Graduate? Yes

Michigan State University

Degree	Bachelor of Science in Elementary Education
Dates	Sep 4, 1992 - May 4, 1995
GPA	3.70

Graduate? Yes

### Employment History

Employment History

Daily Building Substitute

Employer Prior Lake-Savage Area Schools

<b>Dates</b>	Sep 23, 2018 - Jun 23, 2025
<b>Location</b>	Savage MN, 55378
5th Grade Teacher Edgewood	
<b>Employer</b>	Fruitport Community Schools
<b>Dates</b>	Sep 23, 1999 - Jun 23, 2018
<b>Location</b>	Fruitport MI, 49415



# EMELIA TOMBRELLA

Allendale, MI ● emelia210@gmail.com ● 248.978.5053 ● Page 1 of 2

## SECONDARY ENGLISH TEACHER

Seeking opportunity to...

- ✓ Foster inclusive and equitable educational opportunities.
- ✓ Build a collaborative and student-centered environment.
- ✓ Meet the diverse needs of students and create an inclusive, supportive classroom environment.
- ✓ Support students in developing self-awareness and cultural understanding to learn about their academic and life goals.

## EDUCATION

**Bachelor of Arts (BA), Grand Valley State University, Allendale MI – Spring 2025**

Major: Secondary Education – English

Minor: Applied Linguistics – Teaching English as a Second Language (ESL)

*Relevant Coursework:* Teaching Writing: Secondary, Teaching Literature to Adolescents, Teaching ESL, Diverse Perspectives on Education, Assessment in Secondary Schools, Critical Issues in Literacy, American Multicultural Literature for Children and Young Adults, Teaching L2 Reading and Writing, Building Positive Learning Environments, Teaching with Technology, Universal Design for Learning: Secondary

## RELEVANT EXPERIENCE

Grandville Public Schools, Grandville, MI

1/2025 to 6/2025

Grandville High School, Grandville, MI (3/2025 to 6/2025)

### **TEACHING INTERN, 9-12th ESL classes and push-in support**

- Teaching high and low level ESL classes and providing push-in support for other general educational courses.

Grandville High School, Grandville, MI (1/2025 to 3/2025)

### **TEACHING INTERN, 11th Grade ELA classes**

- Taught and co-taught 11th grade World Literature and remedial Read and Write.

Wyoming Public Schools, Wyoming, MI

8/2024 to 12/2024

Wyoming Junior High School

### **TEACHING ASSISTANT, 7th Grade ELA classes**

- Aided and observed mentor teacher for half of the school day for 15 weeks and taught a 5-week self-created unit on the Holocaust and informational writing.

*“Emelia’s efficiency in finding out “what makes a certain student tick” is commendable! She is a work horse when it comes to digging into CA 60s and compliance, as well as complicated family matters. We all know that life is not perfect, and neither are our students. Miss Tombrella figures out “the why” behind a student’s recent absence, change in demeanor, or changed friendship pairing. This invaluable tool will be well-suited in her future classroom*

# EMELIA TOMBRELLA

Allendale, MI ● emelia210@gmail.com ● 248.978.5053 ● Page 2 of 2

*for a myriad of community & healthy mental health aspects. Her kindness & compassion are inspiring!"* – Sara Raredon, Wyoming Junior High School, 7th grade English Language Arts.

Literacy Center of West Michigan, Grand Rapids, MI

Fall 2023

## **TEACHING ASSISTANT, *Adult ESL health literacy class***

- Aided teacher during 2-hour classes held weekly and taught self-created lesson on depression and anxiety.

## **EDUCATIONAL CONFERENCES**

---

85th Annual Conference- Michigan Council for Exceptional Children (MCEC) – February 2025

2023 Michigan Teachers of English to Speakers of Other Languages (MITESOL) – October 2023

## **MEMBERSHIPS**

---

Michigan Teachers of English to Speakers of Other Languages (MITESOL) – 2023 to Present

Sigma Tau Delta- International English Honor Society – 2024 to Present

## **EMPLOYMENT HISTORY**

---

The Oasis-Grand Rapids. Comstock Park, MI

May 2022 to October 2024

### **CUSTOMER SERVICE/CASHIER**

Mackinac Island Carriage Tours, Mackinac Island, MI

Summer 2021

### **CUSTOMER SERVICE**



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Olivia Zienert

Date: 7/7/25

CC: Katie Shawl, Mark Mesbergen, Jason Kennedy, Olivia Zeinert, Kristine Brower

Subject: Recommendation for Stacy Wissner

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It is with pleasure that we recommend the hiring of Stacy Wissner for the position of Special Education Supervisor for the Eastern Service Unit. Stacy impressed the interview team consisting of Alexa Andressen, Chris Norkus, Misty Gressick, Jen Volkman, Megan Johnson, Allison Camp, Cynthia Chorny, Olivia Zienert, and Steve Spinner. Her annual pay will be \$109,718.

She will begin her new position approximately on 8/4/25 pending background check and the hiring process.

Attached: Resume for Stacy Wissner

# STACY WISSNER

## CONTACT

📞 517-819-5041

✉️ swissner84@gmail.com

📍 2865 Crockery Shores Road  
Cassnovia, MI 49318

## EDUCATION

2022 - 2024

**GRAND VALLEY STATE UNIVERSITY**

- Educational Leadership- Emphasis in Special Education Administration

2012-2014

**GEORGIA SOUTHERN UNIVERSITY**

- Masters of Education  
Reading Instruction

2005 - 2009

**CENTRAL MICHIGAN UNIVERSITY**

- Bachelors of Science in Education  
Special Education

## LEADERSHIP

- IRR/ASD Collaborative Team Leader
- Building Leadership Team Member
- Special Education Leadership Team
- OAISD Secondary Transition  
Community of Practice Team
- OAISD Assistive Technology Team
- Cohort 3/TTAC- Compliance Team
- Emergency Response Team
- Academic Guiding Coalition Team

## WORK EXPERIENCE

**Coopersville Area Public Schools**

2018 - PRESENT

***High School Community Based Instruction Teacher- 4 years***

- Coopersville High School Transition Coach
- Cultivate and maintain partnerships with local businesses, volunteer groups, and community organizations to expand real-world learning and employment opportunities for students.
- Promote inclusive practices by teaching functional academics and age-appropriate social skills in both classroom and community environments.
- Coordinate daily off-campus and on-site vocational experiences that provide students with hands-on learning aligned with individual transition goals.
- Support students and families through post-secondary planning, including job placement, vocational training options, and connection to community resources.
- Assist families with the referral, enrollment, and intake process for Young Adult Services, providing guidance and support every step of the way.

***Educational Leadership Internship- (K- 12 & Special Education)***

- Completed 220 total administrative field hours across K-12 Principal and Special Education Director internships.
- Conducted teacher evaluations using the 5D+™ Rubric, and collaborated on instructional strategies aligned with state standards.
- Encouraged a positive school culture through effective communication, community engagement, and coordination of student support services.
- Led professional development and training for general and special education staff to enhance instructional practices and support for students with disabilities.
- Contributed to the review and response to an Office of Civil Rights complaint, helping develop a corrective action plan.

***K-5 Intensive Resource Room Teacher - 3 years***

- Established strong relationships between parents, teachers, and ancillary staff, fostering a collaborative environment that supported student progress
- Created and maintained schedules with paraprofessionals, ancillary staff, general education teachers and resource teachers to maximize productivity and progress toward individual goals and objectives.
- Involved students in in-class learning experiences using Unique Learning Systems to build skills for future community engagement.

# STACY WISSNER

## TRAININGS

- PLC Conference (Solution Tree)
- RTI at Work (Solution Tree)
- CPR/First Aid Certified
- Crisis Prevention Institute Certified
- Blue Envelope
- Capturing Kids Heart
- Love & Logic
- PBIS Training
- Mindset Training

## REFERENCES

- **Paul Dymowski**  
Special Education Director  
Coopersville Area Public Schools  
pdymowski@capsk12.org  
616.745.3399 (Cell)
- **Autumn Dawdy**  
Assistant Superintendent of  
Special Education  
Zeeland Public School  
adawdy@zps.org  
616.218.4550 (Cell)
- **TL Lowe**  
Prior Interim Special Education  
Director  
Coopersville Area Public Schools  
tlowe@capsk12.org  
231-740-6986 (Cell)
- **Dr. Tricia McPheron**  
Principal  
Coopersville High School  
tmcpheron@capsk12.org  
616.540.7469 (Cell)
- **Emily Westfall**  
Consultant/Secondary Transition  
and Technical Assistance  
ewestfall@oaisd.org  
616.644.3612 (Cell)
- **Taylor Otten**  
Specially Designed Instruction and  
Technical Assistance Consultant  
totten@oaisd.org  
616.890.9359 (Cell)

## WORK EXPERIENCE

### Mason Public Schools

2015 - 2016

#### ***K-5 Cognitive Impairment Special Education Teacher - 1 year***

- Utilized the Picture Communication Exchange System (PECS) to provide comfort, encouragement and positive reinforcement with nonverbal students.
- Worked with students with moderate to severe autism to increase life skills.
- Administered the MI-ACCESS assessments and delivered instruction aligned with the Michigan Essential Standards.

### Savannah-Chatham County Schools, GA

2009 - 2015

#### ***2nd grade Special Education Teacher (Co-Taught) - 2 years***

- Creatively utilized a variety of instructional techniques, strategies, and technology devices to assist students access the general education curriculum.
- Assisted in RTI Tier 1 & 2 interventions for math and reading.
- Delivered ELA Lessons through Foundations Curriculum (Wilson Language Training)
- Collaborated daily with general education teachers to plan and deliver inclusive instruction using Universal Design for Learning (UDL) principles, creating flexible lessons that supported engagement, representation, and expression for all learners.

#### ***Middle School Special Education Teacher- 3 years***

- Launched and established an inclusive resource program for students with moderate to mild cognitive disabilities.
- School Leader/Coordinator for Georgia Alternative State-wide Assessment Portfolios.
- Facilitated SRA-based Corrective Reading and Decoding sessions for RTI Tier 2 students.
- Conducted transition assessments, led community-based learning opportunities, and introduced students to basic work-readiness skills.
- Guided a student in developing structured daily meal plans tailored to diabetes management, enhancing self-care and nutritional awareness.

#### ***Savannah High School Special Education Teacher- 1 year***

- Taught students with severe and profound cognitive impairments, addressing complex medical and behavioral needs in collaboration with nurses, ancillary staff, and the district's ABA therapist.
- Coordinated work-based vocational learning opportunities to support post-secondary readiness and life skills development.
- Created task boxes for classroom-based learning that supported development of skills aligned with future workforce opportunities.

# MEAGHAN BEYER, RD

## FOOD SERVICE PROFESSIONAL

 (989) 996-1455  mbeyer3624@gmail.com  Byron Center, MI 49315

### experience

Jun 2024 - May 2025

#### **DIRECTOR OF DINING SERVICES**

Chartwells K12, Caledonia, MI

- Monitored financial data such as budgeting, forecasting, payroll costs to ensure profitability within the department.
- Managed a team of over 50 employees in all aspects of the day-to-day operations.

Apr 2021 - Jun 2024

#### **DIRECTOR OF DINING SERVICES**

Chartwells K12, Grand Haven, MI

- Oversaw the day to day food service operations
- Managed, lead and directly supervised staff of 45 individuals
- Control all department finances to maximize sales
- Created strong relationship with district and client

Jun 2017 - Apr 2021

#### **DIRECTOR OF DINING SERVICES**

Chartwells K12, Spring Lake, MI

- Oversaw the day to day food service operations
- Managed, led and directly supervised staff of 25 individuals
- Controlled all department finances to maximize sales

Sep 2015 - Jun 2017

#### **ASSOCIATE DIRECTOR OF DINING SERVICES**

Chartwells K12, Muskegon, MI

- Assisted in overseeing food service operations at three districts
- Managed, trained and on-boarded over 60 staff members

### education

**2015**

#### **DIETETIC INTERNSHIP**

Michigan State University

**May 2014**

#### **BACHELOR OF DIETETICS**

Michigan State University,  
East Lansing, MI, US, US

### certifications

- Registered Dietitian
- ServSafe Certified



## **Fruitport Community Schools**

Superintendent's Office

*fruitportschools.net*

July 7, 2025

Chynthia Chorny  
713 Oakmere Place  
North Muskegon, MI 49445

Subject: Approval of Transfer Request

Dear Cynthia,

This letter is to formally acknowledge and approve your request for a transfer from the 12 month ESU administrative assistant to the 10 month ESU administrative assistant position effective 8/4/25.

After a review of your request and consideration of staffing needs across the district, we are pleased to support your transition to this role. Your commitment to student success has been greatly valued in your current role, and we are confident that you will continue to bring the same level of dedication and skill to your new position.

We thank you for your continued service to the district and wish you success in your new assignment.

Sincerely,

Olivia Zienert  
Special Education Director  
Eastern Service Unit  
ozienert@fruitportschools.net  
231-865-4012



Kennedy, Jason <jkennedy@fruitportschools.net>

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**Thank you!**

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**Johnson, Nicki** <njohnson@fruitportschools.net>  
To: Jason Kennedy <jkennedy@fruitportschools.net>

Thu, Jun 12, 2025 at 3:05 PM

Hi,  
Thank you for all that you do for Fruitport Community Schools. You put your heart and soul into this district and it shows. I wanted to let you know that I have decided to go back into teaching and took a position at Orchard View in the ASD room. Although I am super excited about this amazing opportunity that lies ahead, I am also sad to be leaving a district that I truly love. Thanks again for everything and I'm sure I'll see you around at sporting events or more likely Meijer.  
Nicki

--

Nicki Johnson  
Eastern Service Unit  
Administrative Assistant

Phone: (231) 865-4055  
Fax: (231) 865-8089



July 7th, 2025

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

Dear Jason,

Please accept this letter as my formal notice of resignation from the special education teacher position at Edgewood Elementary.

This was an extremely difficult decision to make, as my time at Edgewood has truly been rewarding. I will always cherish the experiences and memories, particularly the opportunity to collaborate with such an amazing staff in supporting our dedicated students. I'm incredibly grateful for the opportunity to have been a part of this community and for the friendships I've made here.

Due to an upcoming move to Cedar Springs, it was in my best interest to seek a position closer to home as I start this new chapter with my fiancé.

Thank you for understanding and the wonderful years I've worked here. I'll always remember the amazing years I worked at Edgewood Elementary. I wish everyone the very best for the future.

Sincerely,

Jordan Tucker



Fruitport Board of Education  
**Truth and Taxation Public Hearing Meeting Minutes**  
June 23, 2025  
6:30 p.m.

Location: Board of Education Meeting Room  
Address: 3225 E. Pontaluna Rd., Fruitport, MI 49415

- I. The Truth and Taxation Public Hearing of the Fruitport Community School District was **called to order** at 6:30 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, and Kathy Six. Absent – None.

III. **APPROVAL OF AGENDA**

Item 25-76. MOTION by Six, SECOND by Meeuwenberg to approve the agenda, as presented.

MOTION CARRIED: 7-0.

IV. **Budget Hearing Presentation**

Director of Business Services, Mark Mesbergen, opened the Truth and Taxation Budget Hearing with an overview of the 2024-2025 General Budget, including a recommended final budget amendment for the year ending June 30, 2025. He also spoke on the topics of taxable values and millage levy rates, outstanding debt, 2025-2026 budget assumptions, enrollment trends, schools of choice, foundation allowance trends, 2025-2026 MPSERS rates, he provided a 2025-2026 General Budget overview, and he discussed revenues vs. expenditures. Mark also covered budget overviews of the Early Childhood Center, Food Service, Technology, and Fiduciary accounts.

- V. **REMARKS FROM THE PUBLIC** - None
- VI. **OTHER** - None
- VII. **ADJOURNMENT**

Item 25-77. MOTION by Burgess, SECOND by Cole to adjourn.

MOTION CARRIED: 7-0; The meeting adjourned at 6:58 p.m.

*Truth and Taxation Public Hearing - June 23, 2025*

Respectfully submitted,

Steve Kelly, Board Secretary

Jason Kennedy, Recording Secretary



Fruitport Board of Education  
**Annual Organizational Meeting Minutes**

June 23, 2025

7:00 p.m.

Location: Board of Education Meeting Room  
Address: 3255 E. Pontaluna Rd., Fruitport, MI 49415

- I. The **Annual Organizational** meeting of the Board of Education was **called to order** at 7:00 p.m. by Board President, Dave Hazekamp.
- II. The **Pledge of Allegiance** was recited.
- III. **ROLL CALL:** Present – Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, and Kathy Six. Absent – None.
- IV. **APPROVAL OF AGENDA**  
  
Item 25-78. MOTION by Six, SECOND by Meeuwenberg to approve the agenda.  
  
MOTION CARRIED: 7-0.
- V. **Establish the Schedule for Regular Board Meetings**  
  
Item 25-79. MOTION by Cole, SECOND by Kelly to approve the regular meetings of the Board of Education for the third Monday of each month beginning at 7:00 p.m., (*with exceptions as noted*). Meetings are to be held per the set schedule, held in the Board of Education meeting room, unless otherwise changed by the Board for the 2025-2026 school year.  
  
**Roll Call Vote:** Burgess - Yes; Cole - Yes; Hazekamp - Yes; Kelly - Yes; Meeuwenberg – Yes; Mueller – Yes; Six – Yes.  
  
MOTION CARRIED: 7-0.
- VI. **Designate District Staff Member(s) Authorized to Post Board Meeting Notices**  
  
Item 25-80. MOTION by Meeuwenberg, SECOND by Six to designate Kristine Brower and Jason Kennedy to post Board meeting notices, per the Open Meetings Act.  
  
MOTION CARRIED: 7-0.
- VII. **Designation of Authorized Check Signatures**

Item 25-81. MOTION by Cole, SECOND by Kelly to approve the Board President and Treasurer to sign checks; the Superintendent or his designee to sign contracts; the Superintendent or his designee to sign agreements; and the Director of Business to sign purchase orders.

MOTION CARRIED: 7-0.

#### **VIII. Designate Depository(ies) for District Funds**

Item 25-82. MOTION by Meeuwenberg, SECOND by Six to continue using Fifth/Third Bank of Norton Shores as the District's official depository and banking institution, and authorize the District to use Michigan Liquid Asset Fund, Fifth/Third Bank, Huntington Bank, and Choice One Bank for investment of surplus funds.

Note: The Board discussed considering financial institutions with offices located with Fruitport Community Schools now that Fifth Third Bank is no longer located within the District.

MOTION CARRIED: 7-0.

#### **IX. Designation of Legal Firms**

Item 25-83. MOTION by Kelly, SECOND by Six to approve the authorization to work with Thrun Law Firm, PC of Lansing; Miller, Johnson, Snell & Cummiskey of Grand Rapids; Clark Hill PC, McDonald Hopkins, and Butler Law Group in various legal matters relating to the school district.

MOTION CARRIED: 7-0.

#### **X. Designation of Auditor**

Item 25-84. MOTION by Cole, SECOND by Kelly to designate Rehmann Robson, LLC to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Fruitport Community Schools.

MOTION CARRIED: 7-0.

#### **XI. Designation of Official Publication**

Item 25-85. MOTION by Meeuwenberg, SECOND by Mueller to approve the use of the *Muskegon Chronicle / MLive Media Group* or the *Grand Haven Tribune* for Official Publications.

MOTION CARRIED: 7-0.

#### **XII. Designation of Board Liaison to MASB**

Item 25-86. MOTION by Meeuwenberg, SECOND by Burgess to appoint Kathy Six as the Board's official liaison to Michigan Association of School Boards.

MOTION CARRIED: 7-0.

**XIII. Adjournment**

Item 25-87. MOTION by Cole, SECOND by Meeuwenberg to adjourn the Organizational Meeting.

MOTION CARRIED: 7-0. The Organizational Meeting adjourned at 7:17 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary

Jason J. Kennedy, Recording Secretary



Fruitport Community Schools  
**REGULAR BOARD MEETING MINUTES**  
Monday, June 23, 2025 – 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 7:18 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, and Kathy Six. Absent: None.
- III. **APPROVAL OF AGENDA**  
Item 25-88. MOTION by Cole, SECOND by Meeuwenberg to approve the agenda, as presented.  
  
MOTION CARRIED: 7-0.
- IV. **PRESENTATIONS:** None
- V. **COMMUNICATIONS:**
  - Property Tax Petition: Stellar Hospitality Muskegon, LLC - The Board Secretary received communication by first class mail from the petitioner's attorney, Laura Hallahan, for the tax year 2025. The petitioner is requesting that the Tax Tribunal reduce the 2025 values established by the Fruitport Township Board of Review.
- VI. **SUPERINTENDENT/ADMINISTRATIVE REPORTS:** None
- VII. **REMARKS FROM THE PUBLIC:** None
- VIII. **CONSENT AGENDA**  
Item 25-89. MOTION by Six, SECOND by Kelly to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$1,139,779.76
2. Acceptance of May 2025 General Fund Financial Report
3. Acceptance of May 2025 Investments Report
4. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)
5. Approval of Special Meeting Minutes from June 9, 2025 at 6:00 p.m.

MOTION CARRIED: 7-0.

## **IX. GENERAL BOARD BUSINESS:**

### **1. 2025-2026 MHSAA Membership Resolution**

Item 25-90. MOTION by Cole, SECOND by Meeuwenberg to approve the 2025-2026 MHSAA Membership resolution, as presented.

#### Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, and JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

### **2. 2025 - 2026 MASB Membership Dues**

Item 25-91. MOTION by Meeuwenberg, SECOND by Cole to approve payment of the MASB Membership dues invoice for the 2025-2026 school year in the amount of \$6,070.75, as discussed.

MOTION CARRIED: 7-0.

### **3. Emergency Operations Plan (EOP)**

Item 25-92. MOTION by Cole, SECOND by Meeuwenberg to approve the District's Emergency Operations Plan (EOP) to align with recommendations from the Michigan State Police EOP template and the I Love U Guys Foundation Standard Response Protocol, as discussed.

MOTION CARRIED: 7-0.

4. **November 2025 Bond Proposal Discussion** - The Board discussed placing a revised bond proposal on the November 2025 ballot. The Board continued to discuss survey feedback from the community in an effort to revise the May 2025 bond proposal. A special meeting for the week of July 7, 2025 will be called to continue this discussion.

## **X. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS**



## **1. Report of committee meeting held on June 16, 2025**

JB Meeuwenberg reported on a Business and Finance Committee meeting held on June 16, 2025 at 5:00 p.m. Kris Cole, Dave Hazekamp, JB Meeuwenberg, Jason Kennedy, and Mark Mesbergen were present. The Committee discussed payment of the MASB annual membership dues. Mark discussed with the Committee the final budget amendment for 2024-2025, and he discussed the original budget for 2025-2026. The Committee discussed the West Michigan Health Insurance Pool (WMHIP) Board Member Resolution, and it continued discussion around feedback that Board members have received from constituents, while also discussing next steps after the May 2025 Bond Proposal was defeated by voters. The meeting was adjourned at 5:43 p.m.

## **2. General Fund Budget Amendment for 2024-2025**

Item 25-93. MOTION by Meeuwenberg, SECOND by Cole to approve the General Fund Budget Amendment for 2024-2025, as presented and discussed.

MOTION CARRIED: 7-0.

### Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

## **3. School Service Fund Budget Amendment for 2024-2025**

Item 25-94. MOTION by Meeuwenberg, SECOND by Cole to approve the School Service Fund Budget Amendment for 2024-2025, as presented and discussed.

MOTION CARRIED: 7-0.

### Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

## **4. Budget Appropriations Act of the 2025-2026 General Fund**

Item 25-95. MOTION by Meeuwenberg, SECOND by Cole to approve the adoption of the Budget Appropriations Act for the 2025-2026 General Fund, as presented and discussed.

MOTION CARRIED: 7-0.

Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

**5. Budget Appropriations Act of the 2025-2026 School Service Fund**

Item 25-96. MOTION by Meeuwenberg, SECOND by Cole to approve the adoption of the Budget Appropriations Act for the 2025-2026 School Service Fund, as presented and discussed.

MOTION CARRIED: 7-0.

Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

**6. West Michigan Health Insurance Pool (WMHIP) Board Member Resolution**

Item 25-97. MOTION by Meeuwenberg, SECOND by Cole to approve the resolution from the West Michigan Health Insurance Pool (WMHIP) to have Mark Mesbergen and Jessica Wiseman serve as the two designated trustees for Fruitport Community Schools, as discussed.

MOTION CARRIED: 7-0.

Roll Call Vote:

- Ayes: Tim Burgess, Kris Cole, Dave Hazekamp, Steve Kelly, JB Meeuwenberg, Josh Mueller, Kathy Six.
- Nays: None

**7. Food Service Management Company Renewal**

Item 25-98. MOTION by Meeuwenberg, SECOND by Cole to approve the 2025-2026 Food Service Management Contract with Chartwells to provide food service management services, as presented and discussed.

MOTION CARRIED: 7-0.

**XI. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:**

**1. Report of committee meeting held on June 16, 2025**

Steve Kelly reported on a Personnel Committee meeting held on June 16, 2025 at 5:44 p.m. Dave Hazekamp, Steve Kelly, and Jason Kennedy were present. The Committee discussed the Personnel Report for June 2025, and it discussed a grievance that was received by high school teacher Paul Langereis that pertained to student disciplinary processes. The Committee continued discussion around feedback that Board members have received from constituents, while also discussing next steps after the May 2025 Bond Proposal was defeated by voters. The meeting was adjourned at 6:10 p.m.

**1. Non-Affiliated Support Staff Wage and Benefit Schedule**

Item 25-99. MOTION by Kelly, SECOND by Six to approve the wage and benefit schedule for the Non-Affiliated support staff personnel of the District for the 2025-2026 fiscal year, as discussed.

Note: The average increase in compensation for an employee during the 2025-2026 fiscal year is 6%. The wage and salary schedule has been adjusted by this percentage to align with the comparable average raise that each employee group received for the 2025-2026 school year.

MOTION CARRIED: 7-0.

**2. Non-Affiliated Administrator Wage and Benefit Schedule**

Item 25-100. MOTION by Kelly, SECOND by Meeuwenberg to approve the wage and benefit schedule for the Non-Affiliated administrators of the District for the 2025-2026 fiscal year, as discussed.

Note: The average increase in compensation for an employee during the 2025-2026 fiscal year is 6%. The wage and salary schedule has been adjusted by this percentage to align with the comparable average raise that each employee group received for the 2025-2026 school year.

MOTION CARRIED: 7-0.

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

**1. Report of committee meeting held on June 16, 2025**

Tim Burgess reported on a Student Affairs Committee meeting held on June 16, 2025 at 4:30 p.m. Tim Burgess, Dave Hazekamp, Josh Mueller, and Jason Kennedy were present. The Committee discussed its Local Wellness Policy and held a Public Hearing. The Committee also discussed an overnight field trip

request from the Trojan Travelers to New York, NY, and it discussed the 2025-2026 MHSAA Membership Resolution. The Committee discussed appointments to the Rycenga Recreational Park Board, and it discussed the Thrun Law Firm Policy Updates for June 2025. The Committee discussed the 2025-2026 Athletic Student and Parent Handbook, along with recommended changes. The Committee continued discussion around feedback that Board members have received from constituents, while also discussing next steps after the May 2025 Bond Proposal was defeated by voters. The Emergency Operations Plan (EOP) was also discussed, as was the need to appoint a representative to the MAISD SEPAC Parent Advisory Committee. It is recommended Stephanie Detamore continue in this role. The meeting was adjourned at 5:09 p.m.

**2. Overnight Trip Request: Trojan Travelers - New York, NY**

Item 25-101. MOTION by Burgess, SECOND by Meeuwenberg to approve the overnight trip request by the Trojan Travelers and advisor Tammy Ruch to participate in an overnight field trip to New York City and the surrounding area on April 30 - May 3, 2026 or April 23 - 26, 2026, as discussed.

MOTION CARRIED: 7-0.

**3. Appointments to Rycenga Recreational Park Board**

Item 25-102. MOTION by Burgess, SECOND by Six to approve the District's athletic director and the District's director of operations to serve as representatives of the Board of Education on the Rycenga Recreational Park Board, as discussed.

MOTION CARRIED: 7-0.

**4. 2025-2026 MS/HS Athletic Handbook**

Item 25-103. MOTION by Burgess, SECOND by Meeuwenberg to approve the updated Athletic Handbook for Parents and Students for the 2025-2026 school year, as discussed.

MOTION CARRIED: 7-0.

**5. SEPAC Parent Advisory Committee Appointment: Stephanie Detamore**

Item 25-104. MOTION by Burgess, SECOND by Meeuwenberg to approve Stephanie Detamore to serve as the Fruitport Community Schools' parent representative to the Special Education Parent Advisory Committee (SEPAC) at the MAISD for 2025-2026, as discussed.

Note: School districts in Michigan are required by Rule 340.1838 of the Michigan Administrative Rules for Special Education (MARSE) to nominate a parent to

serve on the intermediate school district's Parent Advisory Committee. The parent must be a resident of the local district and have a child who has an IEP.

MOTION CARRIED: 7-0.

**XIII. BOARD MEMBER REPORTS AND DISCUSSIONS:**

Kric Cole shared that the robotics team participated in a veteran's career fair at Heritage Landing, and the car and drone show at Heritage Landing. He also shared that two (2) of the District's pole vaulters attended the Meijer Invitational. They tied for first place at the event.

Josh Mueller shared that the youth baseball team he coached finished the season 15-0. The team will be competing at Pine Park for the league baseball championship on Wednesday, June 25, 2025.

Kathy Six shared that she visited the Fruitport Tennis Camp recently at our tennis complex. She shared that it was great to see so many students attending the camp and learning the game of tennis.

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

1. The Business and Finance Committee will meet on August 11, 2025 at 5:00 p.m.
2. The Personnel Committee will meet on August 11, 2025 at 5:30 p.m.
3. The Student Affairs Committee will meet on August 11, 2025 at 4:30 p.m.
4. The Board of Education will meet on August 18, 2025 at 7:00 p.m. for the regular meeting.
5. The Board of Education will meet for a special meeting the week of July 7, 2025.

**XV. REMARKS FROM THE PUBLIC:**

- Pam Gustafson addressed the Board of Education and thanked each board member for their continued support of the community and for always looking out for the best interest of those in the Fruitport community.

**XVI. ADJOURNMENT**

Item 25-105. MOTION by Kelly, SECOND by Meeuwenberg to adjourn.

MOTION CARRIED: 7-0.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Steve Kelly, Board Secretary

Jason J. Kennedy, Recording Secretary



Fruitport Community Schools  
**SPECIAL BOARD MEETING MINUTES**  
Monday, July 10, 2025 – 6:00 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 6:00 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Kris Cole, Dave Hazekamp, JB Meeuwenberg, Kathy Six.  
Absent: Tim Burgess, Steve Kelly, Josh Mueller.
- III. **APPROVAL OF AGENDA**  
  
Item 25-106. MOTION by Cole, SECOND by Six to approve the agenda, as presented.  
  
MOTION CARRIED: 4-0; 3 absent.
- IV. **REMARKS FROM THE PUBLIC:** None
- V. **GENERAL BOARD BUSINESS:**

- 1. Discussion on School Bond Election Proposal - November 4, 2025**

The Board of Education discussed a \$78.5 million dollar revised bond proposal that would be considered by voters on November 4, 2025. This included project cost estimates from Owen-Ames-Kimball, Co., the District's construction management company. The Board discussed legal materials prepared by Thrun Law Firm, including a resolution to call a special school bond election on November 4, 2025, along with the proposed ballot language and summary of the ballot proposition. The Board discussed the certification form that would need to be signed and delivered to the County Clerk in the counties of Muskegon and Ottawa by Tuesday, August 12, 2025 at 4:00 p.m. It also discussed a bond election calendar provided by Thrun Law Firm. The Board was

provided with documents pertaining to Campaign Finance Law, and it identified the main priorities of the revised bond proposal as being:

- 1. Construction of a New Edgewood Elementary School**
- 2. Remodeling of Current Edgewood into an Early Childhood Center**, including: HVAC, plumbing, lighting, roofing, windows, doors, casework, ceilings, flooring, paint, student furniture, technology, playground, parking.
- 3. Improvements at Beach, Shettler, and Fruitport Middle School:**
  - **Beach Elementary:** New student furniture, barrier-free playground upgrades, roofing (oldest sections), HVAC at gym, fire alarm system.
  - **Shettler Elementary:** New student furniture, barrier-free playground upgrades, select exterior doors/windows, roofing (oldest sections), partial flooring, HVAC at gym, fire alarm system.
  - **Fruitport Middle School:** New student furniture, gym scoreboard and bleachers, select exterior doors/windows, partial flooring, HVAC at gym/auditorium, fire alarm system.

The Board also discussed the following financial scenario. The proposal would be a thirty (30) year bond, totaling \$78.5 million dollars, with this proposal being a zero (0) mill increase from the current debt levy for taxpayers. There would be a three series levy, as outlined below:

- Series I (2026): \$12.5 million
- Series II (2028): \$50.0 million
- Series III (2030): \$16.0 million

## **2. Board Resolution and Certification of School Bond Proposition - November 4, 2025**

Item 25-107. MOTION by Cole, SECOND by Meeuwenberg to approve the resolution relative to calling a special election on Tuesday, November 4, 2025, and to authorize the Secretary of the Board of Education, and the Superintendent, to file a copy of the resolution and the certification of ballot proposition with the Election Coordinators in Muskegon and Ottawa Counties before 4:00 p.m. on Tuesday, August 12, 2025, as discussed.

### Roll Call Vote:

- Ayes: Kris Cole, Dave Hazekamp, JB Meeuwenberg, Kathy Six.
- Nays: None
- Absent: Tim Burgess, Steve Kelly, Josh Mueller

MOTION CARRIED: 4-0; 3 absent.



## **VI. REMARKS FROM THE PUBLIC:**

- Bob Lemieux addressed the Board of Education and was concerned about the impact that placing another Board proposal on the ballot would have on taxpayers due to the current state of the economy. Mr. Lemieux shared that he felt that it was not the right time for Fruitport Community Schools to ask the community for more money, considering how much more homeowners are now paying in property taxes with the state of the economy making things more expensive as a whole.
- David Wells addressed the Board with concerns about placing the revised bond proposal on the November 4, 2025 ballot. Mr. Wells asked if the District could self-finance the projects from the existing tax base without having to go out and borrow millions and millions of more dollars to complete the projects.

## **VII. ADJOURNMENT**

Item 25-108. MOTION by Cole, SECOND by Meeuwenberg to adjourn.

MOTION CARRIED: 4-0; 3 absent.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Kris Cole, Acting Board Secretary

Jason J. Kennedy, Acting Recording Secretary



Personnel Committee  
Monday, July 14, 2025  
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 5:12 p.m. Dave Hazekamp, Steve Kelly, Kathy Six, and Jason Kennedy were present.

1. **July 2025 Personnel Report** - The Committee reviewed the Personnel Report for July 2025. This report included each of the recommendations for new hire, resignations, retirement notices, transfers, and positions that are still posted and vacant in the District.
2. **Update on Grievance: Student Discipline** - The Committee discussed an update on the grievance that was received by high school teacher Paul Langereis pertaining to student disciplinary processes. The grievance has been placed in abeyance while a resolution is worked toward between the parties once staff return from the summer break.
3. **Expiration of the Superintendent's Contract: June 30, 2026** - The Committee discussed the need to consider renewal of the superintendent's contract before the expiration date of June 30, 2026. The Committee discussed provisions of the superintendent's contract pertaining to renewal.
4. **Resolution: ORS Compliance and Compensation Increases** - The Committee discussed a resolution pertaining to pay and compensation increases for non-affiliated staff members where salary schedules were not in place prior to the Board adopting salary, wage, and benefit handbooks that outlined salary schedules for these positions.
5. **Other:** None
6. **Public Comment:** None

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

Respectfully submitted by Jason Kennedy, Superintendent

## BOARD ACTION REQUEST FORM

Meeting Date: July 21, 2025

To: Board of Education  
 From: Jason Kennedy, Superintendent

Attachment #: XII-2

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

Resolution Pertaining to Non-Affiliated Pay and Compensation Increases

**Background Information:**

The Michigan Court of Claims entered an Order settling the case of *Batista v Office of Retirement Services*, and a second Order closing the case in its entirety on May 20, 2025. The case addressed the determination of compensation for school employees for the purpose of retirement calculations. The Order provides that if there is a dispute or concern relative to compensation increases for an employee, the concern may be overcome by "The reporting unit's board of control . . . pass[ing] a resolution attesting that the subject compensation was not paid for the specific purpose of increasing final average compensation (also known as "spiking")."

**Financial Impact:**

None

**Recommended Action (Roll Call Vote):**

To approve the resolution pertaining to non-affiliated pay and compensation increases, as discussed. The increase in total compensation for the 2023-2024, 2024-2025, and 2025-2026 school years for all District employees were increased based on a market adjustment and average annual increases that were received by all other employee bargaining groups, and that compensation increases were consistent with other similar positions. It is also understood that the compensation for all non-affiliated employees during the 2023-2024, 2024-2025, and 2025-2026 school years, or any other school year, was not paid for the specific purpose of increasing final average compensation (also known as "spiking"). The list of said employees has been provided to the Board packet for documentation in the Board meeting minutes, and the Board secretary is directed to sign the resolution for each employee named. Further, the Board of Education has made these attestations with the intent of all named employees receiving full credit for retirement purposes for all reported compensation for the 2023-2024, 2024-2025, and 2025-2026 school years, and that the Board of Education intended such pay to be retirement eligible when it passed and approved the employee's employment pay agreement. The Board of Education intends this resolution to be in full compliance with the Order in *Batista*.

**Action Taken:**

**Vote:** \_\_\_ Burgess      \_\_\_ Cole      \_\_\_ Hazekamp      \_\_\_ Kelly  
          \_\_\_ Meeuwenberg      \_\_\_ Mueller      \_\_\_ Six

**FRUITPORT COMMUNITY SCHOOLS  
RESOLUTION**

Minutes of a regular meeting of the Board of the Fruitport Community Schools, Counties of Muskegon and Ottawa, Michigan, held at 3255 E. Pontaluna Rd., Fruitport, MI 49415, in the Village of Fruitport, on the 21st day of July, 2025, at 7:00 p.m.

PRESENT:     Members:

\_\_\_\_\_

ABSENT:     Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESOLUTION REGARDING ADMINISTRATOR PAY INCREASE**

**WHEREAS**, the Michigan Court of Claims entered an Order settling the case of *Batista v Office of Retirement Services*, Case No. 19-000019-MZ on April 15, 2025, and a second Order closing the case in its entirety on May 20, 2025, and

**WHEREAS**, the *Batista* case addressed the determination of compensation for school administrators for the purpose of retirement calculations, and the April 15 Order sets certain boundaries on determination considerations for compensation increases for administrators during certain school years, and

**WHEREAS**, the April 15, 2025, Order provides that if there is a dispute or concern relative to compensation increases for an administrator, the concern may be overcome by: “The reporting unit's board of control . . . pass[ing] a resolution attesting that the subject compensation was not paid for the specific purpose of increasing final average compensation (also known as "spiking").”;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby attests to the following:

1.     [Name of Administrator]’s increase in total compensation for the 2023-2024, 2024-2025, and 2025-2026 school years were increased based on the following: market adjustment and average annual increases that were received by all other employee bargaining groups; compensation increases consistent with other similar positions.
2.     The compensation for said Administrator during the 2023-2024, 2024-2025, and 2025-2026 school years, or any other school year, was not paid for the specific purpose of increasing final average compensation (also known as “spiking”); and
3.     The Board of Education has made these attestations with the intent that [name of administrator] receive full credit for retirement purposes for all reported compensation for the 2023-2024, 2024-2025, and 2025-2026 school years and that

the Board of Education intended such pay to be retirement eligible when it passed and approved the Administrator’s employment contract; and

- 4. The Board of Education intends this resolution to be in full compliance with the April 15, 2025, Order in *Batista*.

AYES:                      Members: \_\_\_\_\_

NAYS:                      Members: \_\_\_\_\_

MEMBERS  
ABSTAINING OR  
NOT PRESENT:           Members: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Steve Kelly  
Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Frutiport Community Schools, Counties of Muskegon and Ottawa, Michigan, at a regular meeting held on the 21st day of July, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings as Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Steve Kelly  
Secretary, Board of Education



Student Affairs Committee  
Monday, July 14, 2025  
4:30 p.m.

## **MEETING MINUTES**

### **Meeting Location:**

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

### **Attendance:**

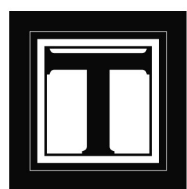
The meeting was called to order at 4:30 p.m. with Tim Burgess, Dave Hazekamp, Josh Mueller, and Jason Kennedy present.

1. **Thrun Law Firm Policy Updates: June 2025** - The Committee discussed the first reading of the June 2025 summer policy updates from Thrun Law Firm. The Committee will review a second reading in August.
2. **2025-2026 Student Handbook Updates** - The Committee reviewed recommended changes to the 2025-2026 Student Handbooks, including recommended updates to the high school student handbook appendix.
3. **Other:** None
4. **Public Comment:** None
5. **Adjournment:** The meeting was adjourned at 5:11 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

# Thrun Policy Update Guide

***Guide for Adopting the  
Annual Thrun Policy Update  
June 11, 2025***



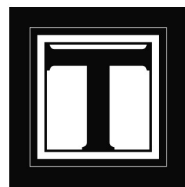
**THRUN**  
LAW FIRM, P.C.  
POLICY SERVICE



# **Thrun Policy Update Guide**

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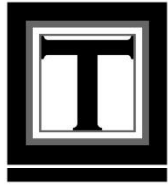
- 1. Cover letter from Thrun attorneys**
- 2. Policy Update Summary**
- 3. Instructions for Implementation**



**THRUN**  
LAW FIRM, P.C.  

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POLICY SERVICE



# THRUN

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ROY H. HENLEY (OF COUNSEL)

June 11, 2025

## Re: 2025 Annual Thrun Policy Update

Dear Thrun Policy Service Subscriber:

Thank you for subscribing to annual updates for the Thrun Policy Service. The 2025 Annual Thrun Policy Update ("Update") includes revisions to the Board Policy Manual, the Administrative Guidelines and Forms, the Student Handbook, and the Employee Handbook. The cost of the Update will be \$2,750 for retainer clients and \$4,250 for non-retainer clients, which will be included in the District's next monthly invoice.

Please review the enclosed Policy Update Summary and Instructions for Implementation before completing this policy update. For a more detailed explanation of the changes from this policy update, [click here to register for the Policy Update Review Meeting](#) on Wednesday, June 18 from 10:00am – 11:30am ET. There is no cost to register. This meeting will be recorded, and the video will be available on our website throughout the year for your reference.

If you have any questions about the Update, please contact Board Policy Administrator Lucas Savoie ([Policy@ThrunLaw.com](mailto:Policy@ThrunLaw.com)). As always, thank you for allowing us to be of service to your school.

Very truly yours,

THRUN LAW FIRM, P.C.

**Policy Update Summary**  
**Annual Thrun Policy Update – June 2025**

<b>Board Policy Manual</b>	
<b>Policy / Form</b>	<b>Revision(s)</b>
<b>2000 Series</b>	
<b>2504</b> Public Participation at Board Meetings	Clarified that First Amendment rights inure to individuals.
<b>3000 Series</b>	
<b>3110</b> Data Breach Response	<ul style="list-style-type: none"> <li>Added reference to instances in which the District is notified from a third-party who maintains a database that a data breach occurred as in MCL 445.72(2).</li> <li>Included language from subsection (8), which requires notice to each consumer reporting agency of the breach. This is only required if 1,000 residents or more are affected, and if the person/agency is not subject to 15 USC 6801 to 6809 (e.g., financial institutions).</li> </ul>
<b>3115</b> Non-Discrimination, Anti-Harassment, and Non-Retaliation	Updated the language stating “sex (including pregnancy, gender identity, or sexual orientation)” to “sex, sexual orientation, gender identity or expression, pregnancy” to reflect changes to Title IX regulations and ensure consistency with state law.
<b>3115A</b> Definitions for 3115 Series	
<b>3115-F-1</b> Discrimination, Harassment, and Retaliation Complaint Form	Updated address for the Office for Civil Rights.
<b>3118</b> Title IX Sexual Harassment	<ul style="list-style-type: none"> <li>Added language to clarify that allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy.</li> <li>Updated address for the Office for Civil Rights.</li> </ul>
<b>3118-F-1</b> Title IX Sexual Harassment Formal Complaint Form	Updated address for the Office for Civil Rights.
<b>3121</b> Public School Academy Authorization	New optional policy addressing the authorization of public school academies. This policy should only be adopted if your District currently authorizes a public school academy or intends to authorize a public school academy within this academic year.
<b>3201</b> Accounting	Updated legal citation.
<b>3201A</b> Financial Management for Federal Awards	Added sections to this optional policy to address capital asset accounting and the disposal of federally funded equipment.

**Policy Update Summary**  
**Annual Thrun Policy Update – June 2025**

<b>3211</b> Post-Issuance Tax Compliance	Added language to clarify that the District is not required to provide training for the Debt Compliance Officer, but may do so at the discretion of the Superintendent.
<b>3212</b> Post-Issuance Disclosure Compliance	Clarified that this definition of “financial obligation” only applies to subsection C.2.b of this policy.
<b>3301</b> Purchasing and Procurement	Removed language that prohibited Michigan-based business preferences when using federal funds.
<b>3301A</b> Purchasing and Procurement with Federal Funds	<ul style="list-style-type: none"> <li>• Added language to clarify that the federal regulation is incorporated by reference.</li> <li>• Added small businesses and veteran-owned businesses to the list of businesses that the District will take affirmative steps to assure are included in bidding opportunities.</li> </ul>
<b>3307</b> Construction Administration	Updated legal citation.
<b>3402</b> Drills, Plans, and Reports	Removed references to the deadlines to develop the Cardiac Emergency Response Plan and the Drinking Water Management Plan.
<b>3407</b> Asbestos Management	Added section addressing asbestos abatement contractors.
<b>3408</b> Firearms and Weapons	<ul style="list-style-type: none"> <li>• Added a “notices” section to comply with new student safety legislation. By Oct 1, 2025, all public schools are required to provide parents and guardians with the Michigan Department of Health and Human Services’ notice regarding best practices for the safe storage of firearms. Additionally, by the same date, the district must publish the notice to its webpage.</li> <li>• Other student safety laws will go into effect during the fall of the 2026-2027 school year and additional updates will be required ahead of that time.</li> </ul>
<b>4000 Series</b>	
<b>4101</b> Non-Discrimination	Replaced reference to Michigan Paid Medical Leave Act with Earned Sick Time Act, and added legal authority for the latter.
<b>4103</b> Whistleblowers Protection	Added reference to Policy 3115B (identifies Employment Compliance Officer(s)).
<b>4105B</b> Religious Workplace Accommodations for Employees and Applicants	Added optional language that would require the use of the interactive process form (See Form 4105B-F in the Administrative Guidelines and Forms). This optional language reflects recent caselaw on providing religious accommodations under the First Amendment.

**Policy Update Summary**  
**Annual Thrun Policy Update – June 2025**

<b>4106</b> Family and Medical Leave Act	Replaced reference to Michigan Paid Medical Leave Act with Earned Sick Time Act regarding substitution of paid leave.
<b>4403</b> Performance Evaluation	Removed A.3.b. “teachers rated minimally effective or ineffective during the 2023-24 school year;” to reflect changes to evaluation ratings beginning the 2024-25 school year.
<b>4407</b> Discipline	Added sections to address extracurricular positions, including athletic coaches.
<b>4408</b> Termination	
<b>4409</b> Non-Renewal	Adjusted probationary period language.
<b>5000 Series</b>	
<b>5104</b> Age of Majority	Added language clarifying student rights.
<b>5202</b> Unlawful Discrimination, Harassment, and Retaliation Against Students	Updated address for the Office for Civil Rights.
<b>5401</b> Parent Involvement in Education	<ul style="list-style-type: none"> <li>• Added reference to Parent and Family Engagement Policy.</li> <li>• Added requirement for this policy to be included in the Student Handbook.</li> </ul>
<b>5405</b> Title I Parent and Family Engagement	<ul style="list-style-type: none"> <li>• Added note to indicate that if the Board adopts this policy, it must be reviewed annually, and parents must be given an opportunity to provide input.</li> <li>• Added sections to address parent and family engagement, district obligations, and implementation.</li> </ul>
<b>5406</b> Title I Funds	Added language to indicate that this policy includes Perkins V funding to comply with federal requirement.
<b>5411</b> Student Promotion, Retention, and Placement	<ul style="list-style-type: none"> <li>• Added “consistent with applicable law” for clarity.</li> <li>• Updated legal citation.</li> </ul>
<b>5420</b> Sex Education	Amended Option 2 to remove redundant information.
<b>5421</b> Work-Based Learning Experience	Amended policy for consistency with MDE manual.
<b>5603</b> Section 504	Added reference to policies that address Non-Discrimination, Anti-Harassment, and Non-Retaliation.
<b>5701</b> Abuse and Neglect	Revised list of mandated reporters to comply with expanded statutory definition.
<b>5707</b> School Wellness Policy	Added reference to Section 504 in Meal Modifications section.
<b>5712</b> Concussion Awareness	Clarified what is considered an athletic activity to include physical education classes.

**Policy Update Summary**  
**Annual Thrun Policy Update – June 2025**

Administrative Guidelines and Forms	
AG / Form	Revision(s) Made
3000 Series	
3118-F-12 Initial Procedures upon a Report of Title IX Sex Discrimination	Two new forms related to Policy 3118 Title IX Sexual Harassment to further assist clients in processing Title IX complaints.
3118-F-13 Sample Title IX Investigation Report	
4000 Series	
4104-F-1 Employment Complaint Procedure - Investigation Checklist	Updated the numbering of these two forms due to the removal of Form 4104-F during a recent policy update.
4104-F-2 Employment Complaint Procedure - Sample Outcome Letter to Complainant/Respondent	
5000 Series	
5405-F-1 School-Parent Compact	New form related to Policy 5405 Title I Parent and Family Engagement.
5409-F Graduation Requirements Checklist	<ul style="list-style-type: none"><li>• Clarified that students must successfully complete a District approved math related course in final year of high school</li><li>• Updated Social Studies to Social Science, and clarified that this must include as at least one semester of Civics (unless student is enlisted or inducted in military service)</li><li>• Added field to insert requirements related to an online course or learning experience</li><li>• Clarified that these graduation requirements may be modified through a valid personal curriculum as described in Policy 5409.</li></ul>
5416-F Homebound and Hospitalized Instruction Request Form	Clarified that a licensed physician assistant or nurse practitioner certification must bear the signature of an M.D. or D.O.
5602-F-3 Independent Educational Evaluation - IEE - Response - Deny Request	Added language to indicate that this letter constitutes the District’s prior written notice under 34 CFR 300.503.
5602-F-6 Credentials for Independent Evaluators	Removed requirement for occupational therapists to be registered with the American Occupational Therapy Association.

## **Policy Update Summary**

### ***Annual Thrun Policy Update – June 2025***

<b>5603-F-12</b> Section 504 Grievance Procedure	<ul style="list-style-type: none"><li>• Added reference to policies that address Non-Discrimination, Anti-Harassment, and Non-Retaliation.</li><li>• Updated address for the Office for Civil Rights.</li><li>• Updated Step 3 to indicate that if the grievant wishes to appeal the decision reached in Step 2, they may submit a signed, written appeal to the Superintendent or designee within 5 days.</li></ul>
<b>5603-F-13</b> Section 504 Complaint Form	Updated address for the Office for Civil Rights.
<b>5603-F-16</b> Section 504 Impartial Hearing Procedures	New form related to Policy 5603, which addresses Section 504, to assist clients who receive Section 504 hearing requests.

## **Instructions for Implementation**

***Thrun Policy Update – June 11, 2025***

### **1) Accessing the Policy Updates**

All Policy Update materials will be available for download through your account on [ThrunLaw.com](https://ThrunLaw.com) (see links below). We can allow up to two users per District to have access to download the policies through our website. Please contact [Policy@ThrunLaw.com](mailto:Policy@ThrunLaw.com) if you are unable to access these materials or if your points of contact should be updated.

#### **Website Links:**

- **Board Policy Manual:**
  - [ThrunLaw.com/sd-policies](https://ThrunLaw.com/sd-policies)
- **Administrative Guidelines and Forms:**
  - [ThrunLaw.com/admin-guidelines-and-forms](https://ThrunLaw.com/admin-guidelines-and-forms)
- **Student and Employee Handbooks:**
  - [ThrunLaw.com/handbooks](https://ThrunLaw.com/handbooks)

Through the links above, scroll to the “June 11, 2025 Policy Update”, which contains:

- **Updated Documents:** Available to download as Word Docs with the changes already applied, as well as an updated Table of Contents.
- **Marked Changes:** Shows which edits were made to the policies in tracked changes, provided as a single PDF containing all changes, as well as individual Word Docs. In the PDF, use the Bookmarks tab to quickly jump between the different policies.
- **Policy Update Guide:** Contains a cover letter from Thrun attorneys, the Policy Update Summary, and these instructions for implementation.

### **2) Customizing the Documents**

16 policies affected by this update do not contain any fields of customization, and can therefore replace the previous version of that policy with no editing required other than updating the “Date Revised” at the bottom of each policy (Policies 3110, 3115, 3115A, 3201, 3211, 3301A, 3402, 4101, 4103, 4407, 5202, 5406, 5411, 5603, 5701, and 5712).

However, 20 of the updated policies contain customizable fields and cannot be adopted without first editing these fields as needed (see full list below).

Note: if a customizable field was unaffected by the update to that policy, you may simply re-select the option that was previously selected for that field, or select something new.

- **2504 Public Participation at Board Meetings**
  - **B.2:** Insert time limit for public comment. Our attorneys recommend between 3 and 5 minutes for the public comment time limit.
- **3118 Title IX Sexual Harassment**
  - **F.6.d:** The District may choose to include additional appeal grounds, but our attorneys recommend that you consult with legal counsel before doing so. If



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you do not adopt additional appeal grounds, delete the note and leave the word “Reserved” after letter d.

- **3118-F-1 Title IX Sexual Harassment Formal Complaint Form**
  - Insert the contact information for the Title IX Coordinator.
- **3121 Public School Academy Authorization**
  - **New Optional Policy:** This policy should only be adopted if your District currently authorizes a public school academy or intends to authorize a public school academy within this academic year. **If this policy is not adopted,** delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents.
  - In the first paragraph, insert basis for the District serving as an authorizer of a public school academy.
  - **C:** Insert guidelines for public school academies that are authorized by the District. Review list of example guidelines and modify list as needed. Delete note after review.
- **3201A Financial Management for Federal Awards**
  - **Optional Policy:** This is an optional policy that may be adopted as a supplement to Policy 3201. Policy 3201A details the Uniform Grant Guidance’s requirements for federal payments and cost allowability and mandates compliance with the Guidance and the terms and conditions of applicable grants. Policy 3201A may be beneficial to schools that have received requests from auditors for a more detailed policy related to cash management, though we believe Policy 3201 to be sufficient in meeting legal compliance. **If this policy is not adopted,** delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents.
  - **D.1:** Insert the title of the individual who may establish specific procedures for ensuring compliance with this Policy.
  - **D.3:** Insert the District’s capitalization threshold.
- **3212 Post-Issuance Disclosure Compliance**
  - The District may include the optional language in the third paragraph which would permit non-compliance with certain provisions of the policy if, after consultation with bond counsel, it is deemed an unreasonable burden.
- **3301 Purchasing and Procurement**
  - **B.2:** The District may include optional language which excludes complying with competitive bidding in an emergency.

## **Instructions for Implementation**

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- **3307 Construction Administration**
  - **A.3:** Optional language that may be removed if not applicable (and not anticipated to be applicable) to the District. If the optional language is not adopted, insert the word “Reserved” after number 3.
- **3407 Asbestos Management**
  - **A.4:** Identify individual or company responsible for oversight of the District’s compliance with the asbestos management plan.
- **3408 Firearms and Weapons**
  - **A:** The District may include additional definitions under A.1 and A.5 to include relevant definitions based on options selected under section B.7. If the optional language in A.1 is not used, insert the word “Reserved” after number 1.
  - **B:** The District may select options under subsections B.4 – B.7. Questions related to the selection of options under this section should be discussed with legal counsel as necessary. Insert the word “Reserved” after each subsection that is not adopted. Delete note related to discussion with legal counsel after review.
- **4105B Religious Workplace Accommodations for Employees and Applicants**
  - The District may include an optional provision requiring the use of the Interactive Process Form 4105B-F.
- **4106 Family and Medical Leave Act**
  - **Adoption of this policy is required if the District has 50 or more employees** and optional if the District has less than 50 employees. **If this policy is not adopted**, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents.
  - **A.1.b:** Select one of four options regarding how the FMLA leave year will be calculated (rolling backward recommended).
  - **A.3.a:** The District may include an optional provision allowing for the Superintendent or designee to approve intermittent or reduced schedule leave in writing.
- **4403 Performance Evaluation**
  - **A.7:** The District must select between biennial or triennial year-end evaluations for the tenured teacher performance evaluation system.
- **4408 Termination**
  - **C:** The District may select an option that permits a non-teaching professional to be subject to a 4-year probationary period and may be non-renewed or terminated at will by the Board. Delete the unselected option.

## Instructions for Implementation

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- **4409 Non-Renewal**
  - **A.2:** The District may select an option that permits a non-teaching professional to be non-renewed or terminated at any time by the Board. If the optional language is not adopted, insert the word “Reserved” after number 2.
  - **F:** The District may include optional language that would require providing the teacher with advance notice that the Board is considering nonrenewal, an opportunity to be heard, and written notice of a nonrenewal decision.
- **5104 Age of Majority**
  - **F, G:** The District must decide whether to adopt optional language pertaining to students 18 years old or older or who are legally emancipated. If the optional language is not adopted, insert the word “Reserved” after letters F and/or G.
- **5401 Parent Involvement in Education**
  - **A.6:** The District may include an optional provision requiring the Superintendent to develop and implement parental involvement contracts. If the optional language is not adopted, insert the word “Reserved” after number 6.
- **5405 Title I Parent and Family Engagement**
  - **Adoption of this policy is required if the District receives Title I Part A funding**, and optional if the District does not receive Title I Part A funding. **If this policy is not adopted**, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents.
  - **Note:** If the District adopts this policy, it must be reviewed annually, and parents must be given an opportunity to provide input. Delete highlighted note after review.
  - **D:** Insert the activities identified through Parent and family consultation.
- **5420 Sex Education**
  - There are 2 versions of this policy: select either **Option 1** (communicable disease instruction only) or **Option 2** (sex education, reproductive health, and communicable disease instruction). Delete the unselected option and any extra text before Section A that indicates this selection process.
- **5421 Work-Based Learning Experience**
  - **Optional Policy:** If this policy is not adopted, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents.
- **5707 School Wellness Policy**
  - **I.4:** Choose between Option 1 or Option 2 regarding the District’s practice for charging meals. Delete the unselected option.

## **Instructions for Implementation**

### ***Thrun Policy Update – June 11, 2025***

Be sure to remove all blue-highlighting, notes, and brackets during the customization process. You are not required to return the policies to Thrun after customizing them. Once the policies are customized, you are all set to bring them to the Board for approval.

#### **3) Approving the Updates**

Thrun policies do not require two Board readings before updating the policies, though the Board may do so at its discretion (see Policy 1301). The updated policies do not need to be individually approved; the Board may simply approve the “June 11, 2025 Thrun Policy Update” altogether in a single action.

You will then update the “Date revised” field at the bottom of each updated policy. This will be the date that the updated policies are approved by the board. This field should be cumulative, so that you will continue to add a new date to this field each time the policy is revised. For any newly adopted policies, you will add the “Date adopted”, which will be the date that the policy is approved by the board.

#### **4) Uploading the Updated Materials**

Districts must integrate the updated policies into their Policy Manual and update their online platform after the Board has approved the Update. The online platform used to display the policies to the public is completely up to the District. Log in to the platform that the District uses to host the policies online, and prepare the materials for upload in the format of your choosing.

In addition to replacing the outdated version of each policy and form that was affected by the update, be sure to update the Table of Contents for both the Board Policy Manual and the Administrative Guidelines and Forms.

For Districts that use BoardBook to host their board policies online, please contact Russel Roberts ([Russell.Roberts@boardbook.org](mailto:Russell.Roberts@boardbook.org)), Implementation Specialist with BoardBook, with any questions regarding the functionality of the platform.

Please reach out to Thrun’s Board Policy Administrator Luc Savoie ([Policy@ThrunLaw.com](mailto:Policy@ThrunLaw.com)) with any further questions about implementing the policy update.

**BOARD ACTION REQUEST FORM**

**Meeting Date:** July 21, 2025

To: Board of Education

Attachment #: XIII-3

From: Jason Kennedy

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

2025-2026 Secondary and Elementary School Student Handbooks

**Background Information:**

The 2025-2026 Secondary and Elementary School Student Handbooks have been updated to reflect changes in dates for the 2025-2026 school year. The 2025-2026 Secondary School Student Handbooks have been updated to reflect the changes identified in the highlighted document that has been included in the Board packet.

**Financial Impact:**

None

**Recommended Action:**

To approve the updated changes to the Secondary and Elementary School Student Handbook for the 2025-2026 school year, as discussed.

**Action Taken:**

**Vote:**   ☐ Buckner            ☐ Burgess            ☐ Cole            ☐ Franklin

☐ Hazekamp            ☐ Kelly            ☐ Meeuwenberg

## High School Student Handbook Appendix

### Cell Phone/Earbud Policy

**Possession/use of cell phones and earbuds** - Students are allowed to use cell phones, earbuds/headphones and other electronic devices before school, during lunches, and after school. Students are not allowed to wear earbuds/headphones **in their ears or on their head** during passing time and they may only be used during instructional time with teacher permission.

**Violations of this rule will result in disciplinary action.**

**Violations will be handled as follows:**

- a. **First Offense** – Students will report directly to the office to turn in their electronic device. The device will be returned at the end of the day by Mr. Rogers. Any student who refuses to turn over their phone/earbuds **and/or does not report to the office will be considered insubordinate and be subject to additional discipline and students will be assigned detention.**
- b. **Second Offense-** Students will report directly to the office to turn in their electronic device. Any student who refuses to turn over their device will be considered insubordinate and will be subject to additional discipline. The Administration will hold the device until the end of the day. **The student will be required to contact their parents and parents will be required to come in and pick up the device at the end of the day.** If a parent/guardian is not able to pick up the device, it will be securely stored in the office until the next school day.
- c. **Repeated Offenses-** Students will report directly to the office to turn in their device. The Administration **may** hold a parent/student meeting to work to resolve the issue. At a minimum the device will be turned into the office requiring parent pickup and students **may** be assigned detention.

### Hall Passes

Students are required to use “Smart Pass” if they need to leave the classroom for any reason. Students should also have a hall pass on a lanyard when they leave the room. The number of student passes per day/week/year may be limited. A meeting will be scheduled with students who do not adhere to this policy and disciplinary consequences may result.

### Food Deliveries

Food and other items may not be delivered other than by a student's parent/guardian during the school day. Delivery may only be made to the main office. The purpose of this policy is to maintain a safe, orderly, and distraction-free educational environment. This policy aims to ensure the safety and well-being of students and staff, promote

healthy eating habits, and reduce disruptions during the school day. This policy applies to all students and external delivery services. It covers the entire school premises, including classrooms, hallways, common areas, and outdoor spaces during school hours.

### **Early Dismissals**

Students, who must leave school during the regular school day, **must** check out in the office before leaving, including when leaving during the lunch period. **A note from a parent/guardian or a phone conversation between parent/guardian and school official/secretary is mandatory before the student leaves the building.**

### **Additional Guidance on Drug/Alcohol Consequences**

Any student who violates the rules listed above are subject to discipline up to and including expulsion. The following shall serve as guidelines when determining student discipline for the above mentioned rule violations.

**Case I** - Where school officials have proof that a student has unlawfully distributed or sold any drug, marijuana or other controlled substance, regardless of quantity or has distributed any alcoholic beverage, the Administration will recommend expulsion of the student.

**Case II** - Where school officials have found a student in possession of any drug, marijuana or other controlled substance or alcohol beverage in a quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

**Case III** - Where a student is in plain possession of any drug or marijuana, seeds, scraps, paraphernalia including dab pens/devices to smoke/vape, pill, capsule, or other controlled substance or alcoholic beverages, where quantity suggests personal use, the Administration **may** suspend for a period of **up to** ten (10) days and place a student on probation. A second offense anytime during their high school career will result in a recommendation to the Board of Education for expulsion.

**Case IV** - Where school officials have reasonable cause to believe that a student has used a controlled substance, narcotic, marijuana or alcohol, 1) The Administration will inform the parents. 2) The Administration **may** suspend for a period of **up to** ten (10) days and place a student on probation. A second offense will result in a recommendation to the Board for expulsion.

**Use of Breath-Test Instruments** - The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The use of breath-test instruments may also be used randomly during the school day or at any other school sponsored event.

### **Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

### **Student Fundraising and Student Sales**

Fundraising activities by school organizations must be approved in advance by the building administrator(s). Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the group's advisor.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from over- extending himself/herself to the point of potential harm.

No student is permitted to sell any item or service in school without the approval of the Administration. Violation of this may lead to disciplinary action.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.



### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **LMC Borrowing Privileges**

F.H.S. School issued student IDs are required to check out all LMC materials. Books are checked out for two weeks and may be renewed. Reference materials, magazines, and newspapers circulate for two days. Calculators may be checked out overnight. Fines are charged for overdue, damaged and lost materials. Fines must be paid before a student is allowed to check out additional materials. Current replacement costs will be charged for lost or damaged materials.

### **Early Graduation**

Please inquire in the guidance office by May 1st of your Junior year. The student and parent will schedule a conference with the principal and their counselor before May 1st. of the student's Junior year and at that conference the student should be prepared to justify his/her request to graduate early.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown, graduation practices, school fines).

### **Homebound/Hospitalized Instructional Services**

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact your student's school counselor.

### **Athletics**

The Athletic Code applies to all students who want to participate in athletics. **An Athletic Handbook is available for all athletes and on request through the Athletic Director/Secretary.**

Athletics includes competitive sports and cheerleading (sideline and competitive). This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Fruitport High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of interscholastic sports currently being offered. For further information, contact the Athletic Director, at 865-3101.

### **College Visitations**

Students will be permitted **2 college visits per year** during their junior and senior years. Proper documentation from the college must be submitted to the Student Services Office within 24 hours of the student's return to school in order to be deemed as school related. **Students may be granted additional visits with prior approval from the office.**

### **Backpacks**

Backpacks, bags and purses must be stored in the students locker during the school day. Students may carry their chromebook bag and a small pencil pouch if needed.

## **Grades/Grading Procedure**

At **Fruitport High School**, grades reflect a student's acquisition of the necessary knowledge and skills. Grades are typically based on test results, homework, projects, and classroom participation. Each teacher may place varying emphasis on these areas in determining the final grade. Students are encouraged to ask their teacher for clarification if they are unsure about how their grade will be calculated.

### **Grading Scale**

- **A = 4.00**
- **A- = 3.67**
- **B+ = 3.33**
- **B = 3.00**
- **B- = 2.67**
- **C+ = 2.33**
- **C = 2.00**
- **C- = 1.67**
- **D+ = 1.33**
- **D = 1.00**
- **D- = 0.67**
- **F = 0.00**

**Advanced Placement (AP) Courses:** AP courses receive an additional **.5 weight** to the final grade.

## Unexcused Absences

- **Unexcused Absence (UA):** If a student is absent without a valid excuse, they **may** receive a **zero** for any assignments given or work due during that class period.

## Report Cards

- Report cards are issued on a **semester basis**. For questions regarding grades, please contact the classroom teacher.

## Attendance and Grading Policy

At **Fruitport High School**, regular attendance is essential for academic success. The following guidelines outline how attendance and grading are managed:

### Attendance Limits and Excused Absences

- **Maximum Absences:** Students are allowed to accumulate **no more than nine (9) absences per class per semester**. This limit includes both excused and unexcused absences, as well as tardies. Two tardies will constitute one unexcused absence.
- **Excused Absences:** Absences will be excused if:
  - A **parent/guardian** calls the school on the day of illness or on the day the student returns to school.
  - A written **note, signed by the parent/guardian**, is submitted to the Student Services office by the student on the day they return, indicating the reason for the absence.

### Grading and Credit Policy Based on Attendance

#### 1. Students Who Do Not Exceed the Attendance Limit (9 Absences)

- Students who do **not** exceed the attendance policy limit of **9 absences** will receive **credit** and the **earned grade** for the class.

#### 2. Students Who Exceed the Attendance Limit (9 Absences)

- **Passing Final Exam + Passing Class:** Students who exceed the attendance limit of 9 absences must **earn a passing grade** on the final

exam and **pass the class** to receive credit and the earned grade.

- **Passing Final Exam + Failing Class:** Students who exceed the attendance limit but **earn a passing grade on the final exam** (minimum of 77%) but fail the class will receive a **CD** (Credit, D grade). This allows them to advance, but the **60% grade will compute towards their GPA.**
- **Failing Final Exam + Passing Class:** Students who exceed the attendance limit and **do not pass the final exam** but earn a passing semester average will receive a **CF** (Credit, F grade). This earns them credit, allows them to advance, but a **failing grade will compute towards their GPA.**
- **Failing Final Exam + Failing Class:** Students who exceed the attendance limit and do not meet both the attendance and academic requirements may not earn credit for the class.

### **Special Attendance Contract**

**Students who** do not regularly attend or participate in all of their classes may be placed on an **attendance contract**. If the student fails to adhere to the contract, they may be dropped as a student for the remainder of the semester and depending on the circumstances referred to the prosecutors office for truancy.

## Attendance Policy

Regular attendance is essential for student achievement and full participation in the school experience. Students who are **chronically absent**—defined as missing **10% or more** of scheduled school days—or who exceed **nine (9) absences** in any class during a semester may be subject to administrative intervention.

- Students who meet or exceed these thresholds may be placed on an **Attendance Contract**, developed by the **Assistant Principal** and reviewed with the student and their parent(s)/guardian(s).

## Consequences for Continued Absences

Ongoing attendance concerns may result in the loss of eligibility for:

- **Extracurricular activities**, including athletic practices, contests, marching band, clubs, and dances.
- **Special honors and events**, such as Homecoming Court, Prom Court, and similar recognitions.
- **School-sponsored trips and field trips**.
- **Participation in the graduation ceremony** (for seniors).
- **Campus driving privileges** (for student drivers).

## Appeals Process

Students and/or parents/guardians who believe there are **extenuating circumstances** impacting attendance may submit a written appeal to the **Attendance Review Committee (Assistant Principal/Attendance Officer/Counselor/Others)**. The appeal must include documentation supporting the reason for absences and be submitted **within 2 school days** of notification regarding the attendance concern.

The Attendance Review Committee will evaluate each appeal on a case-by-case basis and make a final determination regarding eligibility for school privileges.

## Tardiness Policy

Being on time to class is essential for academic success and maintaining a focused learning environment. Instruction and classroom activities begin promptly at the start of each period.

- **Excused Tardies:** A tardy will be excused **only** if the student presents a pass from a teacher or staff member upon arrival.
- **Tardy Limit:** Students are allowed **three (3) tardies per class** without disciplinary consequence.
- **Consequences for Excessive Tardiness:**
  - Each tardy **beyond the third** (in a single class or across multiple classes) will result in **one hour of detention**.
  - A **parent conference** may be required if a student's punctuality does not improve.
- **Tardies Over 10 Minutes:** Arriving more than **10 minutes late** to any class will be considered an **unexcused absence** for that class period and may result in additional consequences.

Consistent tardiness undermines the learning process and may affect a student's eligibility for participation in certain school privileges or activities.

## State Testing and Graduation Requirements

In accordance with state mandates, all students in grades 9–12 are required to participate in the full sequence of state assessments. These include, but are not limited to: **PSAT 9, PSAT 10, SAT, WorkKeys, and M-STEP.**

- **Graduation Participation (Grade 12):** Seniors must complete all required state testing in order to be **eligible to participate in the graduation ceremony.** Failure to meet this requirement may result in exclusion from the ceremony, regardless of academic standing.
- **Exam Waiver Eligibility (Grades 9–12):** Underclassmen and seniors must complete all state-mandated tests to be considered **eligible for second semester exam waivers.**

These assessments are an essential part of both state accountability measures and school requirements.



## Commencement Participation Policy

The District hosts a commencement ceremony at the end of each school year to recognize and celebrate the achievements of eligible graduating students. **Participation in this ceremony is a privilege, not a right.**

Students may be **excluded from participating** in commencement due to **misconduct**, including violations related to behavior, attendance, or both.

It is important to note that **disqualification from the ceremony does not affect the awarding of a diploma**, provided that all academic and graduation requirements have been successfully completed.

## AI Usage and Plagiarism Policy

At **Fruitport High School**, the use of artificial intelligence (AI) tools to complete assignments is subject to the same academic integrity standards as any other source or resource. Students are expected to complete their own work and must not submit work generated by AI without proper citation.

### Plagiarism

Plagiarism, including submitting AI-generated content as your own, is a serious violation of academic integrity. Any student found using AI to plagiarize or present someone else's work as their own may face disciplinary action, including receiving a zero on the assignment or further consequences as determined by the teacher and administration.

Students should use AI tools responsibly, ensuring that all sources are properly cited, and that work submitted is reflective of their own understanding and effort.

## **End-of-Year Conduct Policy**

As the school year comes to a close, all students are expected to continue upholding the standards of respectful and responsible citizenship. Special attention is given to conduct during the **final month of the second semester**, a time when end-of-year events and activities take place.

**Fighting and other major citizenship violations** (e.g., threats, harassment, vandalism, or other behaviors that disrupt the school environment) during this period will result in immediate disciplinary action, which may include:

- **Suspension** from school-sponsored events such as prom, senior trips, sports competitions, and graduation ceremonies.
- **In-school or out-of-school suspension**, as determined by the administration.
- **Possible referral to law enforcement**, depending on the severity of the offense.

These consequences are in place to ensure the safety and well-being of all students and staff and to preserve the integrity of important school traditions. All disciplinary decisions are at the discretion of school administration and are final.