



*Regular  
Board Meeting*

*Board Room*

*June 23, 2025*



**Fruitport Community Schools**  
**BOARD OF EDUCATION MEETING**  
**Board Room**  
3255 E. Pontaluna Rd, Fruitport 49415  
**Monday, June 23, 2025 - 7:00 p.m.**

**I. CALL to ORDER**

**II. PLEDGE of ALLEGIANCE**

**III. ROLL CALL**

**IV. APPROVAL OF AGENDA**

**V. PRESENTATIONS**

**VI. COMMUNICATIONS**

- a. Property Tax Petition: Stellar Hospitality Muskegon, LLC

**VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**

**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>	\$626,697.85
<b>Other Funds:</b>	
Early Childhood Center	\$143.07
Food Service	\$220,634.08
Cooperative Education (ISD) – Tech Millage	\$155,403.44
Capital Projects Fund (2021)	\$20,950.00
Credit Cards (All Funds)	\$115,951.32
<b>Total Bill List:</b>	<b>\$1,139,779.76</b>

2. Acceptance of May 2025 General Fund Financial Report (attachment IX-2)  
3. Acceptance of May 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 Special Meeting Minutes from June 9, 2025 at 6:00 p.m. (attachment IX-5)

**X. GENERAL BOARD BUSINESS**

1. 2025-2026 MHSAA Membership Resolution (attachment X-1)  
2. 2025-2026 MASB Membership Dues (attachment X-2)  
3. Emergency Operations Plan (attachment X-3)  
4. November 2025 Bond Proposal

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

**JB Meeuwenberg, Chairperson**

1. Report of Committee Meeting held June 16, 2025 (attachment XI-1)

2. General Fund Budget Amendment for 2024-2025 (attachment XI-2)
3. School Service Fund Budget Amendment for 2024-2025 (attachment XI-3)
4. Budget Appropriations Act of the 2025-2026 General Fund (attachment XI-4)
5. Budget Appropriations Act of the 2025-2026 School Service Fund (attachment XI-5)
6. WMHIP Board Member Resolution (attachment XI-6)
7. Food Service Management Company Renewal Approval (attachment XI-7)

**XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS**

**Steve Kelly, Chairperson**

1. Report of Committee Meeting held June 16, 2025 (attachment XII-1)
2. Non-Affiliated Support Wage and Benefit Schedule (attachment XII-2)
3. Non-Affiliated Administrator Wage and Benefit Schedule (attachment XII-3)

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

**Tim Burgess, Chairperson**

1. Report of Committee Meeting held June 16, 2025 (attachment XIII-1)
2. Overnight Field Trip Request: Trojan Travelers – New York, NY (attachment XIII-2)
3. Appointments to Rycenga Recreational Park Board (attachment XIII-3)
4. 2025-2026 MS/HS Athletic Handbook (attachment XIII-4)
5. SEPAC Parent Advisory Committee Appointment – Stephanie Detamore (attachment XIII-5)

**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: July 14, 2025 at 5:00 p.m.
2. Personnel Committee Meeting: July 14, 2025 at 5:30 p.m.
3. Student Affairs Committee Meeting: July 14, 2025 at 4:30 p.m.
4. Board of Education Regular Meeting: July 21, 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.

**STATE OF MICHIGAN  
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS  
MICHIGAN TAX TRIBUNAL**

Stellar Hospitality Muskegon LLC,  
Petitioner,

vs.

MOAHR Docket No. 25-001079

Fruitport Charter Township,  
Respondent.

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**PROOF OF SERVICE  
(Property Tax Petition)**

On the date below I sent by *certified mail, return receipt requested*, a copy of the Petition to:

Township Assessor  
Fruitport Charter Township  
5865 Airline Road  
Fruitport, MI 49415

Township Supervisor  
Fruitport Charter Township  
5865 Airline Road  
Fruitport, MI 49415

On the date below I sent by *first class mail* a copy of the Petition to:

Equalization Director  
Muskegon County  
173 E. Apple Ave., Suite 201  
Muskegon, MI 49442

County Clerk  
Muskegon County  
1903 Marquette Ave., Suite A104  
Muskegon, MI 49442

Secretary, Board of Education  
Fruitport Community Schools  
3255 E. Pontaluna Road  
Fruitport, MI 49415

State Treasurer  
Department of Treasury  
430 W Allegan Street  
Lansing, MI 48922

I declare that the statements above are true to the best of my information, knowledge and belief.

Dated: June 10, 2025

/s/ Laura M. Hallahan



**STATE OF MICHIGAN  
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS**

Stellar Hospitality Muskegon LLC  
Petitioner,

MICHIGAN TAX TRIBUNAL

v

Docket No. 25-001079

Fruitport Charter Township,  
Respondent.

Parcel No.: 15-426-000-0001-00,  
and additional parcels

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**PROPERTY TAX PETITION  
(Entire Tribunal, 2025 Tax Year)**

Petitioner, by and through its attorneys, Hallahan & Associates, P.C., contends:

1. The property that is the subject of this appeal consists of these **contiguous real property parcels:**

REAL PROPERTY - CONTIGUOUS			
Parcel Number	Address	Classification	Use
15-426-000-0001-00	1951 E. Sternberg Rd.	201 COMM IMP	Apartment
15-426-000-0002-00	1989 E. Sternberg Rd.	201 COMM IMP	Apartment

2. ☒ N/A. If the assessment at issue was protested, the protest was made to Respondent's:  
☐ March, ☐ July, ☐ December Board of Review.
3. Respondent, identified above, assesses and collects taxes on the subject property.
4. The subject property is located in the County of Muskegon and school district of Fruitport.
5. Petitioner is a taxpayer/party-in-interest with respect to property taxes on the subject property.
6. The Petitioner's principal office/legal residence address is: 985 W. Entrance Dr., Auburn Hills, MI 48326.
7. This appeal involves issues related to:
- ☒ the subject property's true cash and taxable values
  - ☐ the subject property's taxable value only  
there is a dispute as to the value of an addition or loss: ☐ Yes ☐ No
  - ☐ uniformity of the subject property's assessment
  - ☐ the subject property's exemption from ad valorem taxation under MCL \_\_\_\_\_

8. The tax year at issue is **2025**.
9. The subject property is listed on the attachment, including, by parcel number:
  - a. Respondent's Board of Review established values,
  - b. Petitioner's value contentions, and
  - c. Values in dispute.
10. Petitioner relies upon the following to support the relief requested:

The 2025 values imposed on Petitioner's property, and the taxes to be levied and collected thereon, are invalid and unlawful and operate as fraud upon the taxpayer for the reasons that:

- a. The assessed, state equalized and/or taxable values exceed the amounts permitted by the Michigan Constitution and applicable statutes;
- b. The assessed, state equalized and/or taxable values are at higher percentages of true cash value than permissible under the Michigan Constitution and applicable statutes;
- c. The assessed, state equalized and/or taxable values are based upon an erroneous determination of the true cash value of that portion of Petitioner's property that is taxable under Michigan law and are based upon the application of wrong principles; and
- d. The assessed, state equalized and/or taxable values, and the mode of assessment adopted by Respondent, discriminate against Petitioner and deny Petitioner its constitutional rights of uniformity, equal protection and due process of law.

Petitioner requests that the Tribunal enter an order reducing the 2025 values from those established by Respondent's Board of Review to those contended by Petitioner, and order refunds attributable to the reductions, with interest, as provided by the Tax Tribunal Act.

HALLAHAN & ASSOCIATES, P.C.

/s/ Laura M. Hallahan

Laura M. Hallahan (P42101)  
Attorney for Petitioner  
1750 S. Telegraph Road, Suite 202  
Bloomfield Hills, MI 48302-0179  
(258) 731-3089  
lhallahan@hallahanlaw.com

Dated: May 14, 2025

Filing Fee: \$625

**ATTACHMENT TO PETITION  
(Subject Property)**

<b>VALUES</b>						
<b>Respondent's Board of Review -and- Petitioner's Contention</b>						
Parcel Number	Respondent			Petitioner		
	TCV	SEV	TV	TCV	SEV	TV
15-426-000-0001-00	2,919,000	1,459,500	1,429,672	1,100,000	550,000	550,000
15-426-000-0002-00	2,961,600	1,480,800	1,450,372	1,000,000	500,000	500,000
Totals	5,880,600	2,940,300	2,880,044	2,100,000	1,050,000	1,050,000

<b>VALUES IN DISPUTE</b>			
Parcel Number	TCV	SEV	TV
15-426-000-0001-00	1,819,000	909,500	879,672
15-426-000-0002-00	1,961,600	980,800	950,372
Totals	3,780,600	1,890,300	1,830,044

**BOARD ACTION REQUEST FORM**

**Meeting Date:** June 23, 2025

To: Board of Education

Attachments # IX-1 through IX-5

From: Jason Kennedy

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

- Bill Listing
- May 2025 General Fund Report
- May 2025 Investments Report
- Personnel Report
- Approval of Special Meeting Minutes from June 9, 2025 at 6:00 p.m.

**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 May 2025**

<b><u>FUND</u></b>	<b><u>AMOUNT</u></b>
GENERAL FUND	\$626,697.85
EARLY CHILDHOOD CENTER	\$143.07
FOOD SERVICE	\$220,634.08
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$155,403.44
CAPITAL PROJECTS (BOND)2021	\$20,950.00
CREDIT CARDS (ALL FUNDS)	\$115,951.32
<b>GRAND TOTAL</b>	<b><u><u>\$1,139,779.76</u></u></b>



## MAY 2025 GENERAL FUND FINANCIAL REPORT

### Revenues:

	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	2025 YTD ACTUAL	MAY MTD FY25	% YTD SPENT	2024 YTD ACTUAL
100 LOCAL	3,986,559.00	4,417,009.00	4,522,456.60	-	102.39%	4,525,220.72
300 STATE	30,531,376.00	31,280,857.00	23,933,980.88	-	76.51%	32,141,457.37
400 FEDERAL	2,254,845.00	2,483,591.00	1,271,248.34	-	51.19%	4,165,108.39
500 TRANSFERS	1,621,283.00	1,946,962.00	693,042.47	-	35.60%	1,814,526.38
TOTAL	38,394,063.00	40,128,419.00	30,420,728.29	-	75.81%	42,646,312.86

### Expenses:

111 ELEMENTARY	(6,459,300.00)	(7,000,954.00)	(5,060,154.95)	(495,774.23)	72.28%	(6,628,979.05)
112 MIDDLE SCHOOL/JUNIOR HIGH	(3,399,564.00)	(3,557,021.00)	(2,510,822.98)	(237,350.72)	70.59%	(3,342,477.12)
113 HIGH SCHOOL	(4,937,084.00)	(5,025,756.00)	(3,615,625.11)	(357,308.81)	71.94%	(4,882,023.05)
122 SPECIAL EDUCATION	(5,581,430.00)	(5,625,070.00)	(4,023,017.25)	(408,363.25)	71.52%	(5,190,619.12)
125 COMPENSATORY EDUCATION	(1,179,017.00)	(1,414,665.00)	(948,059.08)	(69,164.62)	67.02%	(1,306,919.86)
127 VOCATIONAL EDUCATION	(160,323.00)	(169,800.00)	(113,005.79)	(11,374.59)	66.55%	(175,641.27)
131 BASIC ADULT/CONTINUING ED	(16,494.00)	(14,547.00)	(28,882.00)	(28,707.00)	198.54%	(17,275.19)
132 SECONDARY ADLT/CONTINUING EDUC	(148,287.00)	(158,433.00)	(169,742.39)	(13,265.75)	107.14%	(138,228.24)
211 TRUANCY/ABSENTEEISM SERVICES	-	(5,302.00)	(5,302.47)	-	100.01%	(5,000.00)
212 GUIDANCE SERVICES	(507,976.00)	(532,683.00)	(423,807.53)	(41,309.31)	79.56%	(480,291.92)
213 HEALTH SERVICES	(834,957.00)	(857,918.00)	(674,385.64)	(67,933.90)	78.61%	(715,911.85)
214 PSYCHOLOGICAL SERVICES	(358,865.00)	(384,465.00)	(291,815.22)	(32,561.61)	75.90%	(409,836.78)
215 SPEECH PATHOLOGY/AUDIOLOG SERV	(950,975.00)	(1,199,390.00)	(874,631.17)	(87,719.75)	72.92%	(884,438.60)
216 SOCIAL WORK SERVICES	(726,508.00)	(748,136.00)	(572,527.78)	(63,181.51)	76.53%	(698,603.07)
218 TEACHER CONSULTANT	-	-	(343.04)	-	100.00%	(385.92)
219 OTHER PUPIL SUPPORT SERVICES	(775,473.00)	(817,932.00)	(710,959.29)	(90,428.12)	86.92%	(734,571.16)
221 IMPROVEMENT OF INSTRUCTION	(443,433.00)	(473,571.00)	(429,870.64)	(33,909.00)	90.77%	(383,452.14)
222 EDUCATIONAL MEDIA SERVICES	(230,997.00)	(254,876.00)	(203,877.38)	(15,285.16)	79.99%	(249,951.16)
225 TECHNOLOGY ASSISTED INSTRUCTED	(12,650.00)	(37,782.00)	(35,156.50)	-	93.05%	(120,771.93)
226 SUPERVIS/DIR OF INSTRUCT STAFF	(998,351.00)	(1,059,955.00)	(947,657.73)	(45,895.44)	89.41%	(835,956.53)
227 ACADEMIC STUDENT ASSESSMENT	(31,819.00)	(25,250.00)	(18,657.26)	-	73.89%	(16,745.82)
231 BOARD OF EDUCATION	(67,344.00)	(66,993.00)	(52,132.64)	(3,824.09)	77.82%	(49,451.70)
232 EXECUTIVE ADMINISTRATION	(560,509.00)	(581,515.00)	(543,515.86)	(45,593.69)	93.47%	(557,252.05)
241 OFFICE OF THE PRINCIPAL	(2,100,740.00)	(2,178,380.00)	(1,727,218.35)	(160,875.21)	79.29%	(2,072,447.16)
249 OTHER SCHOOL ADMINISTRATION	(1,600.00)	(2,600.00)	(5,990.82)	-	230.42%	(8,579.09)
252 FISCAL SERVICES	(484,908.00)	(555,691.00)	(667,442.09)	(66,416.39)	120.11%	(504,255.70)
257 INTERNAL SERVICES	(34,209.00)	(28,463.00)	(12,619.67)	(298.31)	44.34%	(23,163.99)
259 OTHER BUSINESS SERVICES	(105,807.00)	(113,208.00)	(60,894.64)	-	53.79%	(91,049.69)
261 OPERATING BUILDING SERVICES	(3,321,839.00)	(3,653,757.00)	(3,538,960.22)	(477,021.66)	96.86%	(3,612,688.13)
266 SECURITY SERVICES	(85,000.00)	(85,000.00)	(86,320.00)	(86,320.00)	101.55%	(95,217.50)
271 PUPIL TRANSPORTATION SERVICES	(2,592,070.00)	(2,605,911.00)	(2,233,648.50)	(222,024.03)	85.71%	(2,642,233.02)
282 COMMUNICATION SERVICES	(17,800.00)	(12,800.00)	(6,969.90)	-	54.45%	(9,251.54)
283 STAFF/PERSONNEL SERVICES	(22,950.00)	(20,950.00)	(24,958.32)	-	119.13%	(33,739.12)
284 SUPPORT SERVICES TECHNOLOGY	(491,107.00)	(651,205.00)	(656,729.44)	(86,793.58)	100.85%	(664,717.13)
285 PUPIL ACCOUNTING	(5,838.00)	(5,438.00)	(5,438.00)	(5,438.00)	100.00%	(5,703.19)
289 OTHER CENTRAL SERVICES	(1,000.00)	(1,000.00)	-	-	0.00%	(1,203.00)
293 ATHLETIC ACTIVITIES	(803,466.00)	(815,610.00)	(752,642.16)	(50,650.08)	92.28%	(783,501.61)
299 OTHER SUPPORT SERVICES	(13,815.00)	(15,315.00)	(3,661.36)	-	23.91%	(13,434.69)
311 COMMUNITY SERVICES DIRECTION	(69,820.00)	(79,570.00)	(56,500.81)	(6,367.65)	71.01%	(99,562.95)
331 COMMUNITY ACTIVITIES	(8,859.00)	(3,800.00)	(2,932.10)	-	77.16%	(1,263.78)
371 NON-PUBIC SCHOOL PUPILS	(22,326.00)	(26,582.00)	(14,650.07)	(4,474.56)	55.11%	(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)	(187,000.00)	-	-	0.00%	(735,000.00)
TOTAL	(38,902,568.00)	(41,150,672.00)	#####	(3,315,630.02)	78.14%	(39,313,695.44)
SURPLUS (DEFECIT)	(508,505.00)	(1,022,253.00)	(1,733,608.86)			3,332,617.42
FUND BALANCE	8,192,388.00	7,678,640.00	6,967,284.14			8,700,893.00



## MAY 2025 INVESTMENTS

### General Fund

#### Liquid Investments

Amount	Interest Rates
\$ 3,218,789.32	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>\$ 7,743,789.32</u>
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### Building & Site

#### Liquid Investments

Amount	Interest Rates
\$ 284,983.39	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>\$ 1,909,983.39</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
\$ 622,365.75	Variable

#### Long Term Investments

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

Total Building & Site Investments	<u>\$ 622,365.75</u>
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## **Personnel Report – June 23, 2025**

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

Emily Attenberger – ASD Instructional Assistant  
William Blevins – Bus Driver  
Cora Bradley – Spanish and ELL Teacher  
Jennifer Brems – High School Science Teacher  
Jacob McDougall – Middle School Science and ELA Teacher  
Emily McKellar – Certified Occupational Therapist Assistant  
Timothy Poe – Bus Driver  
Emelia Tombrella – Middle School ELA Teacher  
Cole Woodard – Operations, Receiving, and Grounds

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

- Veronica Constantine – Transfer from Shettler LRE Special Education Teacher to Shettler MICI Special Education Teacher
- Christina Damm – Middle School Secretary / Clerical (Resignation)
- Cameron Fielstra – Transferring from High School Graduation Advocate to High School Alternative Education Teacher
- Hannah Firos – Middle School Special Education (Resignation)
- Katie Houseman-Parker- Special Education Supervisor (Resignation)
- Danielle VanderMeulen – Administrative Assistant (Resignation)
- Wendy Wineland – Transfer from Beach Special Education LRE Teacher to Middle School LRE Special Education Teacher

The following positions are currently posted:

Edgewood Office Secretary / Clerical  
Educational Interpreter for Deaf and/or Hard of Hearing  
Food Service Dishwasher  
Freshman Volleyball Coach  
Instructional Assistant (4) – Edgewood ASD, Beach, Beach MOCI  
Classroom, Shettler  
JV Girls Basketball Coach



Long Term Substitute – Speech and Language Pathologist  
Middle School Spanish and ELL Teacher  
Premier Substitute Teacher  
School Bus Driver  
School Psychology Intern (Year 3)  
Special Education Supervisor  
Year Round Child Care Assistant



# Fruitport Community Schools

## Memo

To: FCS Board of Education

From: Katie Houseman-Parker

Date: 6/17/2025

CC: Danielle VanderMeulen, Katie Shawl, Kristine Brower, Mark Mesbergen, Jason Kennedy

Subject: Recommendation for Instructional Assistant Hire for ASD classroom

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It is with pleasure that I recommend the hiring of Emily Attenberger for the position of ASD Instructional Assistant at Edgewood Elementary. Emily impressed the interview team consisting of Kathrine Houseman-Parker and Brittany Bordeaux. Her hourly pay will be \$16.35 per hour at Step 2.

She will begin her new position August 4th pending background check and the hiring process.



# Fruitport Community Schools

## Memo

To: FCS Board of Education  
From: Katie Houseman and Steve Spinner  
Date: 6/10/2025  
CC: Danielle VanderMeulen, Katie Shawl, Mark Mesbergen, Jason Kennedy  
Subject: Recommendation for COTA Hire

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It is with pleasure that we recommend the hiring of Emily Mckellar for the position of Occupational Therapist Assistant. Emily impressed the interview team consisting of Kathrine Houseman-Parker, Steve Spinner, Ashley Rinzema, Sarah Gorski, Lauren Geldaker, and Mallory Rubley. Her hourly pay will be Step 7 at \$29.30 per hour.

She will begin her new position approximately on August 18th pending background check and the hiring process.

# Jennifer A. Brems

[jenniferbrems0@gmail.com](mailto:jenniferbrems0@gmail.com)

## Present Address

357 Carnoustie S.E.  
Grand Rapids, MI 49546  
United States  
1 - 616 - 540 - 4349

## Permanent Address

357 Carnoustie S.E.  
Grand Rapids, MI 49546  
United States  
1 - 616 - 540 - 4349

## PROFESSIONAL EXPERIENCE

### International School of Kuala Lumpur

July 2010 - June 2024

**Courses taught:** *IB Biology SL/HL, NGSS Integrated Science, IB Chemistry HL1/Honors Chemistry, Applied Biological and Physical Science*

- Collaborative planning and cross moderation with other teachers of the same subject
- Collaborative planning and co-teaching with Learning Resource and ESL teachers
- Co-lead of field research trips to Tioman Island for IB Biology students to conduct research for the IB Internal Assessment Research Investigation
- Advisory teacher
- IB Extended Essay Supervisor
- IB CAS Project Supervisor
- Global Action Program Trip Co-Leader
- Member of interview committees for the hiring of administrators and teachers

### **Curriculum Area Leader & Head of HS Science Department, 2011- June 2024**

- Oversee curriculum review, revision and supporting documentation for accreditation
- Implementation and adaptation of EduChange Integrated Science curriculum (2014-2019) with transition to the development and implementation of NGSS starting 2019
- Onboard new science teachers and continue to build a collegial, collaborative team
- Setting, accomplishing and re-evaluating science department team goals
- Assist with scheduling and course assignment to best utilize teacher talents and strengths
- Develop and manage departmental budget
- Supervision of 2 Science lab Technicians
- K-12 science liaison with architect and construction firm in the design and construction of the science facilities for a new 2500 student campus
- Facilitated the development of K-12 Science Lab Skill Progression
- Facilitated the inventory of science equipment and materials with the publishing of the inventory for all science teachers to have knowledge of the school's resources

### Nido de Aguilas, Santiago, Chile

July 2007 - June 2010

**Courses taught:** *IB Biology SL/HL, IB Chemistry SL*

- HS Scheduling Committee
- High School Professional Learning Community
- IB Biology Extended Essay Advisor
- Week Without Walls Trip Co-Leader

### Escola Graduada do São Paulo (Graded School), São Paulo, Brazil

August 1999 to June 2007

**Courses taught:** *Chemistry / IB Environmental Systems / Biology*

- Re-organized the storage of the HS Science department chemicals from an unsafe alphabetical order chemical storage to a safe method following the NSTA and Flinn Chemical Storage safety standards
- Set up a HS Science Prep Room and equipment storage system
- Leader of field research trips for IB Environmental Science students to conduct research for their IB Internal Assessment Research Investigation and for all IB Science students to conduct their Group 4 Collaborative Sciences Project
- IB Extended Essay Supervisor
- Trip Co-leader for Week Without Walls / Brazilian Studies Trips

# JENNIFER HAYES

K-8 Elementary  
Educator

## CONTACT

PHONE: 903-390-4603

EMAIL:

[Jennmarie2882@gmail.com](mailto:Jennmarie2882@gmail.com)

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Fruitport Community Schools  
Beach Elementary  
3255 E. Pontaluna Rd  
Fruitport, MI 49415

Dear Hiring Committee,

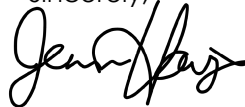
I am writing to express my interest in the 4th-grade teaching position at Beach Elementary within the Fruitport Public School District. With seven years of experience in elementary education, primarily as a 1st-grade teacher and as a student teacher in 3rd grade, I am excited about the opportunity to bring my passion for teaching and my commitment to student growth to your school community. I will be relocating to the Norton Shores area in June 2025, and I am eager to begin my next chapter of teaching in Michigan.

Throughout my career, I have had the privilege of working in a diverse school district, which has allowed me to refine my ability to connect with students from various backgrounds and create an inclusive, welcoming classroom environment. I am committed to helping my students meet high expectations by fostering problem-solving skills and promoting a growth mindset. I believe that building resilience and a love for learning in young students is the foundation for their future success.

I currently hold a professional Michigan teaching certificate and am dedicated to continuing my professional development to best serve the students in my care. I am excited about the possibility of joining your dedicated team of educators and contributing to the positive and supportive school culture at Beach Elementary.

Thank you for considering my application. I would be honored to discuss my qualifications further and learn more about how I can contribute to your school community. I look forward to the opportunity to meet with you.

Sincerely,



Jennifer Hayes



# JENNIFER HAYES

K- 8 Certified Classroom Educator

## PROFILE

Dedicated and passionate elementary teacher with 7 years of experience teaching first grade, providing high-quality, hands-on instruction in a diverse classroom setting. Experienced in self-contained teaching and committed to fostering strong literacy skills across all subject areas. I love creating an engaging, student-centered learning environment that promote curiosity and academic growth. I will be relocating to the Muskegon, Michigan area in June 2025, excited to start my teaching career as a Michigan educator.

## CONTACT

PHONE:  
903-390-4603

EMAIL:  
[Jennmarie2882@gmail.com](mailto:Jennmarie2882@gmail.com)

## HOBBIES

Photography  
Graphic Design  
Creating teaching resources aligned with state standards

References available upon request

## EDUCATION

### **Bachelor's Degree in Science of Interdisciplinary Studies**

Texas A & M University-Commerce - Commerce, TX  
August 2016 – May 2018

- Completed one year of student teaching
- Passed all certification exams
- Dean's List Awarded 8 times for 3.8 GPA or higher
- Graduated Summa Cum Laude

### **Texas Reading Academies**

- 60 hours of continuing professional education credit in the Science of Teaching Reading.

### **Certifications**

- Texas Exemplary Certified Teacher EC-6 with ESL supplement
- Michigan Professional Teaching Certificate K-8 Elementary K-5 All Subjects (K-8 All Subjects in Self-contained Classroom) (Zg) K-12 English as a Second Language (Ns)

## WORK EXPERIENCE

### **Rice Independent School District- First Grade Classroom Teacher**

August 2018– Present (contract ends in May 2025)

- Experience in writing lesson plans, setting up pacing guides, and implementing high-quality instructional materials including Saxon Phonics, i-Ready Math, McGraw Hill Reading, and Science.
- Developed and implemented engaging lesson aligned with state standards to promote student learning and growth.
- Established clear behavior expectations and implemented effective classroom management techniques to maintain an orderly and productive learning environment

- Collaborated with colleagues PLC meetings to address student's success and targeted interventions.
- Established relationships with my students and family to help foster a positive supportive learning environment
- Regularly assess student progress through formative and summative assessments, providing timely feedback to students and parents/guardians.
- Implemented interventions for struggling students based on data analysis to support their academic growth.
- Served as a member of our school's Sunshine Committee.

## **SKILLS**

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- Data analysis and targeted instruction
- Classroom management
- Lesson Planning and pacing
- Collaborating in teams and committees
- Communication skills
- Technology skills

Jacob McDougall  
510 Grandview Ave  
Spring Lake, MI 49456  
mcdougall.jacob@gmail.com

Fruitport Public Schools  
Fruitport, Michigan  
Position: High School English Teacher and  
Assistant Girls' Track Coach

August 13, 2024

To Whom it may concern,

I am writing regarding the open high school English teacher and assistant track coach positions. It is my deepest desire to meet the needs of the students of Fruitport both in and outside of the classroom.

My relevant qualifications include a teaching certification in English for Secondary Education and am currently pursuing my Master's in Literacy Studies with an emphasis in TESOL. Currently, I am a part of the Instructional Leadership Team. Under my leadership, we have implemented school-wide art integration projects in collaboration with West Michigan Center for Arts + Technology and hosted annual art galas for student work. Within the English and Social Studies Department, I have led a vertical alignment of grades 8-12 in writing and grammar instruction. This included data-driven academic interventions targeting scholars' greatest areas of need to see growth within their school work and on their standardized test. Last year alone, both 9th and 10th grade PSAT Reading and Writing scores improved 30 points from the fall to the spring when our expected growth was 15 points.

I have worked hard to develop a practice where scholars know that when they walk into my room they will be reading and writing. In my room, students are up and moving around, working with partners/groups, analyzing visual and audio texts. Literacy and literature are so much bigger than just written text (though we do read a lot). We explore how to use generative AI to assist in the writing process. I always push my students by asking them to self-evaluate their own thinking and writing. This frustrates them at first, but by the end of the year, scholars have grown as researchers, critical thinkers, and communicators.

It should be said, that I believe that public schools should be a place for all students to learn and feel accepted. This is the burden of public schools and one I don't take lightly. During my tenure in Detroit and Grand Rapids, I have daily opened my room during lunch for chess clubs, student- "news", and writing clubs, and offered after-school weight lifting at a school without a gymnasium or weight room by bringing in my own equipment. To me, track and field provides an opportunity for student-athletes of all abilities to find a niche and success. Personally, I grew up as a distance runner and in the past couple years taken up throwing as a Highland Games athlete.

Spring Lake is where I live, Ferrysburg is where I serve as a firefighter, and Fruitport is where I want to teach. With my knowledge, experience, and passion, I seek to serve my community and it's children.

Peace,  
Jacob Robert McDougall



# Jacob McDougall

mcdougall.jacob@gmail.com

510 Grandview Ave, Spring Lake MI

## Executive Summary:

*A passionate and charismatic leader with proven data-driven teaching, coaching, and management strategies. Known for increasing rigor and raising expectations for students to see significant gains in their knowledge and skill sets. I look to bring my skills and passion to serve the students in my own community.*

## Education:

### Interim Certification in Secondary English

#### Grand Valley State University

Bachelor of Arts

Major in English for Secondary Education

Minor in Biology for Secondary Education

Master's Degree (*In Progress* 24/32 credits earned)

Literacy Studies

Emphasis in TESOL

Teacher: *Grand Rapids University Preparatory Academy, Grand Rapids Public School District, Grand Rapids, MI, 2019-2024*

- 9th-10th English/Language Arts, Advisor (2019-2024)
- 6th-7th English/Language Arts, Advisory and Academic Strategies (2019-2020)
- Instructional Leadership Team: Observed and mentored new teachers to the building.
- Planned and implemented school wide initiatives: Content Data-driven academic interventions, integrated arts initiative, vertical alignment of writing and grammar instruction, English Language Learner Best Practices, Targeted Academic Interventions
- Promoted best practices building wide for writing instruction and supports for ELL scholars
- Promoted independent reading by planning and implemented a grade-wide independent reading programs

Chess Club 2019-2024

Strength and Conditioning Club 2023-2024

School News Podcast 2022-2023

Writing Club 2019-2022

Lead Professional Development on Intentional Learning Cycles, English Language Learners, Writing Instruction Best Practices

Teacher: *Mumford High School, Detroit Public Schools Community District, Detroit, MI, 2017-2019*

- Pathways Teacher at DPSCD (2018-2019)
  - Honors English Grade 10
- Long term Substitute in Grade 12 English and Debate (2017-2018)
- Created original hands on standards based curriculum based on best practices
- Rated highly effective 2017-2018 school year
- Organized book drive to acquire nearly 1000 books for our school

Chess Team Coach 2018-2019

Credit Recovery Teacher 2017-2018

Winning Futures Liaison Teacher 2018-2019

InsideOut Literary Arts Host Teacher

Lead Professional Development on Intentional Learning Cycles

Teacher Assistant: *East Kentwood Public Schools, Kentwood, Michigan, 2011*

- Prepared and implemented units and daily engaging lessons for 12 weeks
- Received highly effective ratings on all aspects of teaching and learning

Middle School Youth Group Director (ages 11-18): *Spring Valley Community Church, Allendale, Michigan, July.2010-June.2012*

- Provided leadership to a team of 6-10 adult volunteers
- Provided outdoor and indoor team building activities
- Provided various experiences for the youth to serve their community
- Developed and maintained personal relationships with youth through visiting their schools, meeting for lunch, attending their extra curricular events, contact between weekly gatherings
- Communicated with parents and students weekly through email, texts, phone calls, private Facebook group, newsletters, and presentations.
- Sought out funding and donation sources

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#### Skills:

- Growth Mindset- continue to look for ways to reflect and grow my instructional practices
- Highly effective communicator both in writing and verbally
- Technology Focused Classroom: always integrating 21st century technology skills into my practice
- Highly skilled interpersonal mediator
- PBIS classroom

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#### Leadership Experiences:

Crispelli's

*Royal Oak, MI May.2016-November.2018*

Bakery Manager

- Provide training, ongoing teaching and support to over 20 employees
- Maintain high quality, positive working environment
- Provide support for employees to ensure they are able to get to and stay on task

- Meet the daily and weekly production and sales goals
- Maintain inventory of ingredients
- Managed Accounts
- Oversaw hiring, training, firing of staff including the writing of training manual.
- Manage wholesale account customer service
- Managed the packaging and shipping of products

Field & Fire Bakery *Grand Rapids, MI Aug.2014-May.2016*  
Production Manager

- Created training program for baking staff with training booklet
  - Developed software for production and inventory management
  - Managed food and labor costs
  - Oversaw quality control
- 

#### Other Experiences and Interests:

Ferrysburg Fire Department *Ferrysburg, MI Aug.2023-Current*  
Firefighter and EMS Provider

#### Service and Mission Trips:

Kingston, Jamaica, Service and Working with Youth

Gulfport, Mississippi, Disaster Relief (Multiple trips)

Chicago, Illinois, Service, Working with Youth, Homeless Shelters, Meeting with those living on the streets

Toronto, Ontario, Working with homeless youth and food banks. Meeting with homeless on streets and in shelters

Allendale, Michigan, Campus Ministry discipleship leadership

Las Vegas, Nevada, lived and worked with an orphanage for displaced children

Grand Rapids, Michigan, Living in the city provided many opportunities to work formally and informally with homeless adults and youth on a daily basis.

#### Personal Interests

- Avid reader
  - Sailing and paddle boarding
  - I love running and fitness
  - Firefighting
-

# 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**

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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**

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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**

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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**

**Seoul International School, South Korea**

**August 1996 to June 1999**

***Courses taught: Biology / AP Environmental Science / Physical Science / Adapted Science***

**Head of Science Department, 1998-1999**

- Facilitated K-8 Science curriculum restructuring
- Assisted with redesign of science classrooms to support program expansion

**Mona Shores High School, Norton Shores, Michigan**

**August 1992 to June 1996**

***Courses taught: Chemistry / Physical Science***

- Engaged in Collaborative planning and evaluation of student work
- Visited third grade classrooms with Miami University of Ohio's Teaching Science with Toys program in conjunction with offering a workshop to help teachers add Toys ideas to their classrooms.
- Assisted in the design and implementation of an Integrated Science curriculum.

**Lakewood Public Schools, Lake Odessa, Michigan**

**December 1991 to June 1992**

- Substitute Teacher, on call

**EDUCATION AND CERTIFICATIONS**

**Bachelor of Science Degree**, Lyman Briggs School, Michigan State University, June 1992.

- Major: Chemistry Education                      Minor: Biology Education
- Certificate: Michigan Secondary Provisional Certificate, DA and DC
- Completed coursework in Dec 2024, currently preparing to take MTTC to add DI endorsement to my teaching certificate

**Post-Bachelor's Education**

- Planets, Stars, and Galaxies (Astronomy) with Lab, 4 Credits
- Earth Systems (Geology) with Lab, 4 Credits
- Instructor Training AP Environmental Science, 3 Graduate Credits
- The Art of Exciting Science Activities, 2 Graduate Credits
- Weather, 2 Graduate Credits
- Forensic Science, 2 Graduate Credits
- Teaching Science with Toys, 3 Graduate Credits - Physics; 3 Graduate Credits - Chemistry
- Chemistry and Crime: Elements of Forensic Science, 4 Graduate Credits
- Research Act Teachers of Chemical Education, 1 Graduate Credit
- Teaching for Multiple Intelligences, 2 Graduate Credits

**Notable Professional Development**

- IB Biology Instructor Training (Level II and III)
- IB Environmental Systems Instructor Training
- NGSS Workshops with Paul Andersen - February 2021, November 2020 and October 2016
- NGSS Workshops with Chris Charnitski - February 2020 and August 2019
- AERO Summer Science Institute, Summer 2011
- Project Based Learning Workshop, January 2019
- The Next Frontier: Inclusion Workshop with Bill and Ochan Powell, November 2013

**EXTRACURRICULAR ACTIVITIES**

**Phi Delta Kappa**: 1997 - 1999

- Editor of the PDK newsletter for the Seoul Chapter and School Representative, 1998 - 1999

**Speaker / Inservice presenter:**

- Assoc. Of American Schools in S. America (AASSA) Conference, Co-presenter, 2009-2010
- American Chemical Society's Regional Meeting at Clemson University, August 1996 - Represented Miami University of Ohio; presented ideas for incorporating the study of forensic science into a general chemistry course

- National Science Teachers Association, National Convention, March 1994 - Represented Miami University of Ohio; presented ideas for investigating the science behind common toys
- American Chemical Society, Chemistry Day at the Mall: October 1993, 1994, 1995
- Presented inservice training involving the Teaching of Science with Toys, 1994

#### **Cheerleading Coach:**

- Escola Graduada de São Paulo, Varsity and Junior Varsity
- Seoul International School, Varsity and Junior Varsity
  - Organized and hosted KAIAC cheerleading tournament, 1997
- Junior Varsity Cheerleading Coach, Lakewood High School, Fall Semester 1991

#### **Acre Community Service Program:** 1999 - 2004

- Service project with a 3 week boat trip to deliver school supplies and work with teachers at remote schools in a rubber tapper reserve in the Brazilian Rainforest in the state of Acre, Brazil
- Trip co-leader 2001 and 2004

#### **Alianca Mobile Veterinary Clinic, Sao Paulo, Brazil**

- Volunteered at a veterinary clinic serving underprivileged communities
- Duties included communicating with pet owners during in-take and release of pet, cleaning and sterilizing equipment and surgery suite, assisting veterinarian during surgical procedures

#### **Activities:**

- Junior Class / Prom Co-Sponsor, International School of Kuala Lumpur, 2010 - 2011
- Junior Class / Prom Co-Sponsor, Nido de Aguilas, 2009 - 2010
- Junior Class / Prom Co-Sponsor, Seoul International School, 1998 - 1999
- Freshman Class Sponsor, Mona Shores High School, 1995 - 1996
- SPCA Community Service Club Sponsor, ISKL, 2010 - 2016
- High Four Science Competition Sponsor, ISKL
- Citizen Science Club Sponsor, ISKL, 2023 - 2024
- High School Social Committee, Nido de Aguilas, 2008 - 2010
- PRIDE Co-advisor, Mona Shores High School, 1994 - 1996
- Students for Environmental Awareness Advisor, Mona Shores High School, 1992 - 1996
- Graded Ecology Club Sponsor, Escola Graduada, 2005 - 2006
- Academic Booster Club, Mona Shores High School, Staff representative, 1994 - 1996

#### **Graduation / Senior Celebration, Mona Shores High School:** 1993 - 1996

- Instrumental in founding this event and assisted parents in organizing and implementing this event since its inception in the 1993 - 1994 school year

### **TECHNICAL PROFICIENCIES**

Power School | Google Workspace | Google Classroom | Microsoft Office Suite | LoggerPro | ManageBac

### **CERTIFICATION**

Michigan Standard Teaching Certificate: DA & DC endorsement is current

DI coursework completed, preparing to take MTTC assessment to add DI endorsement

### **REFERENCES**

Jeff Farrington  
High School Principal, ISKL

Work: +603 4813 5272

E-mail: jfarrington@iskl.edu.my

Mary Davenport  
Assistant High School Principal, ISKL

Work: +603 4813 5272

E-mail: mdavenport@iskl.edu.my

Rami Madani  
Head of School, ISKL

Work: +603 4813 5003

E-mail: rmadani@iskl.edu.my



Kennedy, Jason <jkennedy@fruitportschools.net>

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## New Hire

1 message

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**Winkas, John** <jwinkas@fruitportschools.net>

Fri, Jun 13, 2025 at 3:46 PM

To: Mark Mesbergen <mmesbergen@fruitportschools.net>, Jason Kennedy <jkennedy@fruitportschools.net>

I'm excited to recommend Cole Woodard for the receiving and grounds position! As a graduate of FCS, I truly believe Cole would be a fantastic addition to our team. Please don't hesitate to contact me if you have any questions. Have a great weekend.

John



## Cole Woodard

5487 Jensen Rd  
Fruitport, MI, 49415  
(231)-340-1759  
colewoodard55@gmail.com

## Skills

I have basic mechanic skills, problem solving, as well as my MLR certification. One of my best skills is my ability to learn. I am an exceptional student and easily taught.

## Experience

June 2023 - Present

### **Fruitport High School Operations- *employee***

- In charge of the upkeep and operation of the entire school district.
- Forklift trained.
- Experience in concrete pouring and forming.
- Vehicle maintenance
- Experience in demolition

July 2023 - November 2023

### **Maple Hill Driving Range- *Range Cleaner***

- Landscape and grass cutting experience
- Salesman
- Range cleaner (picked and cleaned golf balls)

## Education

August 2020 - Present

### **Fruitport HS, Fruitport, MI - *Graduate - 3.8 GPA***

- Captain of the robotics team.
- Have been on varsity golf team since my freshman year
- Honor role

September 2023 - Present

### **Muskegon Area Career Tech Center, Muskegon, MI - *Automotive Service Technologies - 3.9***

- MLR
- Basic maintenance, minor engine repair, wheels and tires, drive train repair and maintenance

## References

**John Winkas** - Operations Director of Fruitport Schools - (231) 206-2904

**Kris Cole** -Vice President of the school board of Fruitport Community Schools- (231) 206-2760

**5/19/2025**

Fruitport Middle School  
3113 Pontaluna Rd  
Fruitport, MI 49415

Dear Monte Kelly and Trista Stingle,

I am writing to formally resign from my position at Fruitport Middle School, effective August 3<sup>rd</sup>, 2025.

Working at Fruitport has been an incredibly rewarding experience. I am sincerely grateful for the opportunities I've had to grow professionally and contribute to the school community. The support from the staff and the relationships I've built with students have made this a truly meaningful part of my career.

This decision was not made lightly, but after thoughtful consideration, I believe it is the right step for me at this time. I am committed to ensuring a smooth transition and will do everything I can to support my students and colleagues during this period.

Thank you again for the opportunity to be part of the Fruitport Middle School team. I wish the school continued success and growth in the future.

Sincerely,  
**Christina Damm**

To Whom It May Concern:

This letter is to serve as a letter of my resignation effective June 30, 2025. This resignation is also with the understanding that the remainder of my contractual pay and benefits will continue through August 31, 2025.

Sincerely,

Hannah Sires



Kennedy, Jason <jkennedy@fruitportschools.net>

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## Resignation

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Houseman, Kathrine <khouseman@fruitportschools.net>

Mon, May 19, 2025 at 7:16 PM

To: Greg Bodrie <gbodrie@fruitportschools.net>, Jason Kennedy <jkennedy@fruitportschools.net>

Good evening Jason and Greg,

It is with a heavy heart that I am writing to formally resign from my position as Special Education Supervisor at the Eastern Service Unit, effective June 27th.

This decision was not made lightly, as I have greatly valued my time here. I am grateful for the opportunities I've had to grow professionally, collaborate with a dedicated team, and contribute to meaningful work. It has been a pleasure to be part of the Eastern Service Unit, and I have learned so much during my time here. Ultimately, I have a huge desire to be in the community I grew up in and spend more time with my family. My heart truly led me to this decision.

I am committed to ensuring a smooth transition. I will do everything I can in the coming weeks to wrap up my responsibilities.

Thank you for the support and encouragement you've provided me over these four years. I am so grateful for the amazing opportunities I have had!

With gratitude,

Katie Houseman-Parker

**"Every child has a gift, they just unwrap their packages at different times".**

**Katie Houseman-Parker  
Special Education Supervisor, ESU  
231-865-3188, Ext. 1422**



Fruitport Community Schools  
**REGULAR BOARD MEETING MINUTES**  
Monday, June 9, 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 6:15 p.m. by Board President, Dave Hazekamp.
- II. **ROLL CALL:** Present – Tim Burgess, Kris Cole, Dave Hazekamp, JB Meeuwenberg.  
Absent: Steve Kelly, Josh Mueller, Kathy Six.
- III. **APPROVAL OF AGENDA**  
  
Item 25-72. MOTION by Cole, SECOND by Meeuwenberg to approve the agenda, as presented.  
  
MOTION CARRIED: 4-0; 3 absent.
- IV. **REMARKS FROM THE PUBLIC:** None
- V. **GENERAL BOARD BUSINESS:**

- 1. Approval of Regular Meeting Minutes - May 19, 2025**

Item 25-73. MOTION by Burgess, SECOND by Cole to approve the regular meeting minutes from the Board of Education meeting on May 19, 2025, as presented.

MOTION CARRIED: 4-0; 3 absent.

- 2. Purchase of Special Education Bus**

Item 25-74. MOTION by Meeuwenberg, SECOND by Cole to approve the proposal from Midwest Transit Equipment, Inc. in the amount of \$111,061, with funds coming out of the FY 2026 Section 221 transportation line item in the budget, as discussed.

MOTION CARRIED: 4-0; 3 absent.

### **3. School Infrastructure and Bond Planning Discussion**

- Review Community Survey Data

Superintendent Kennedy provided a copy of the data collected from the Post Election May 2025 Bond Community Survey that closed on June 9, 2025 at 12:00 p.m. to the Board of Education. Superintendent Kennedy reviewed the responses and feedback from each of the ten (10) survey questions with the Board of Education and those in attendance at the meeting. Key themes were summarized and shared publicly. Results of the community survey will be posted to the District's website.

- Discussion on Constituent Feedback to Board Members

Board members discussed feedback that they have received from constituents and community members. The constituent feedback was comparable to the feedback received from the survey. The community survey and feedback received by Board members will be used to develop next steps and a plan to move forward.

- Discuss Next Steps and Bond Planning Options

Superintendent Kennedy, Josh Szymanski (Owen Ames Kimball, Co.), and Matt Wakely (TowerPinkster) discussed options for consideration by the Board that aligned with the feedback received through the community survey and through feedback to board members. All of the options that were presented for consideration eliminated the construction of a new soccer field. The Board will continue its discussion at the regularly scheduled Board of Education meeting on June 23, 2025 to determine next steps. Should the Board desire to place a bond proposal on the November 2025 ballot, the deadline for filing a resolution with the County Clerk is August 12, 2025 at 4:00 p.m.

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

- Adam Tiefenbach discussed the importance of including improvements to the Early Childhood Center and to Edgewood Elementary as a part of any future bond proposal.

### **VII. ADJOURNMENT**

Item 25-75. MOTION by Cole, SECOND by Meeuwenberg to adjourn.

MOTION CARRIED: 4-0; 3 absent.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kris Cole, Acting Board Secretary

Jason Kennedy, Acting Recording Secretary

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment # X-1

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**  
MHSAA 2025-2026 Annual Membership.

**Background Information:**  
See attached

**Financial Impact:** None

**Recommended Action:**  
To approve the adoption of the 2025-2026 MHSAA Annual Membership Resolution as prepared by the MHSAA for participation. Roll call vote.

**Action Taken:**

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





# 2025-26

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2025 — through July 31, 2026

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2025-26 must be listed on the back of this form)

\_\_\_\_\_ City/Township of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2025 and shall remain effective until July 31, 2026, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2025,  
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

\_\_\_\_\_  
(Governing Body Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip Code)

\_\_\_\_\_  
(Contact E-mail)

\_\_\_\_\_  
Board Secretary Signature  
or Designee

☐ Check if Designee

-OVER-

# Schools Which Are To Be MHSAA Members During 2025-26

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.**
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.**

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. \_\_\_\_\_  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_

Provide anticipated 2025-26 7th and 8th-grade enrollment \_\_\_\_\_

Provide anticipated 2025-26 6th-grade enrollment \_\_\_\_\_

Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

  1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
2. \_\_\_\_\_  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_

Provide anticipated 2025-26 7th and 8th-grade enrollment \_\_\_\_\_

Provide anticipated 2025-26 6th-grade enrollment \_\_\_\_\_

Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

  1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
3. \_\_\_\_\_  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_

Provide anticipated 2025-26 7th and 8th-grade enrollment \_\_\_\_\_

Provide anticipated 2025-26 6th-grade enrollment \_\_\_\_\_

Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

  1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_

**BOARD ACTION REQUEST FORM**

**Meeting Date:** June 23, 2025

To: Board of Education

Attachment # X-2

From: Jason Kennedy

**Subject to be Discussed and Policy Reference:**  
MASB 2025-2026 Annual Membership Dues

**Background Information:**  
See attached

**Financial Impact:** \$6,070.65 coming out of the General Fund

**Recommended Action:**  
To approve payment of the MASB 2025-2026 Annual Membership Dues invoice in the amount of \$6,070.65, as discussed.

**Action Taken:**

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

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: X-3

From: Jason Kennedy

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

- District Emergency Operations Plan (EOP) Update

**Background Information:**

The District has updated its Emergency Operations Plan to align with recommendations from the Michigan State Police EOP template and the I Love U Guys Foundation Standard Response Protocol. Each District in the Muskegon Area Intermediate School District is following a similar template so that language in the plans is uniform across the county.

**Financial Impact:**

None

**Recommended Action:**

To approve the District's Emergency Operation Plan (EOP), as discussed.

**Action Taken:**

**Vote:** \_\_\_ Burgess \_\_\_ Cole \_\_\_ Hazekamp \_\_\_ Kelly

\_\_\_ Meeuwenberg \_\_\_ Mueller \_\_\_ Six

By Method	Voter	Percent
Voted Absentee	2502	65.4%
Voted in person	1325	34.6%
	<b>3827</b>	

By Age	Voters	Percent
18 - 30	179	4.7%
31 - 40	297	7.8%
41 - 50	440	11.5%
51 - 60	488	12.8%
61 - 70	928	24.2%
71 - 80	1014	26.5%
81 - 90	418	10.9%
91+	62	1.6%

Permanent Absentee	122	3.2%
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Total # of Registered voters	12533
------------------------------	-------

Total # of Registered voters who voted	3645
--	------

29%



Business and Finance Committee  
Monday, June 16, 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 5:10 p.m. with Kris Cole, Dave Hazekamp, Jason Kennedy, and Mark Mesbergen present.

1. **MASB Annual Membership Dues** – Jason shared the annual invoice from MASB. Jason shared some of the background information regarding MASB.
2. **Final Budget Amendment (2024-2025)** – Mark presented the final amendments for all of the budgets. Mark shared the changes throughout the budgets and answered any questions the committee had. Mark will be presenting at the Truth and Taxation hearing to share the high level changes.
3. **Original Budget Amendment (2025-2026)** – Mark presented the original budgets for all of the budgetary funds. Mark shared the assumptions used throughout the budgets and answered any questions the committee had. Mark will be presenting at the Truth and Taxation hearing to share the high level changes.
4. **WMHIP Board Member Resolution-** The West Michigan Health Insurance Pool (WMHIP) is a group of schools/townships/cities that are pooled together to get the best insurance prices possible. One requirement to be a member is having two trustees. WMHIP is currently updating their trustee list and we currently have an employee that is no longer working for Fruitport. Therefore, we need to update the Trustee and the recommendation is to add Jessica Wiseman as the second trustee.

5. **November 2025 Bond Proposal Discussion** - The Committee discussed the options for a potential upcoming bond election in November.
6. **Other:**
  - a. None
7. **Public Comment:** None
8. **Adjournment:** The meeting was adjourned at 5:43 p.m.

Respectfully submitted by Mark Mesbergen, Director of Business Services

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

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

Approval of Budget Appropriations Act of the 2024-25 General Fund.

**Background Information:**

Budgets are reviewed periodically as funding information becomes available, and as events occur during the fiscal year. Budgets are amended to align with projected revenues and expenditures.

**Financial Impact:**

Provides for proper authority to expend these funds.

**Recommended Action:**

Approval of general fund budget amendment as presented in attached document. Roll Call Vote...

**Action Taken:**

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



GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

RESOLVED, that this resolution shall be the GENERAL APPROPRIATIONS ACT of the Fruitport Community Schools district for the fiscal year 2024-25, an ACT to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Fruitport Community Schools district.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Fruitport Community Schools district for fiscal year 2024-25 is as follows:

**Code #**

<b><u>REVENUES:</u></b>		<b><u>Original Budget</u></b>	<b><u>Amendment</u></b>	<b><u>Proposed Final</u></b>
100	Local	\$ 3,986,559	\$ 4,417,009	\$ 5,085,824
300	State	\$ 30,531,376	\$ 31,280,857	\$ 32,388,366
400	Federal	\$ 2,254,845	\$ 2,483,591	\$ 2,589,363
500-600	Incoming Transfers	\$ 1,621,283	\$ 1,946,962	\$ 1,868,284
<b><u>Total Revenues</u></b>		<b>\$ 38,394,063</b>	<b>\$ 40,128,419</b>	<b>\$ 41,931,837</b>
<b><u>EXPENDITURES:</u></b>				
<b>Instruction -</b>				
110	Basic Program	\$ 14,795,948	\$ 15,583,731	\$ 15,427,817
120	Added Needs	\$ 6,920,770	\$ 7,209,535	\$ 7,082,984
130	Adult & Continuing	\$ 164,781	\$ 172,980	\$ 234,173
Total Instruction:		\$ 21,881,499	\$ 22,966,246	\$ 22,744,974
<b>Support Services -</b>				
210	Pupil	\$ 4,154,754	\$ 4,545,826	\$ 4,677,669
220	Instructional Staff	\$ 1,717,250	\$ 1,851,434	\$ 1,886,416
230	General Administration	\$ 627,853	\$ 648,508	\$ 649,508
240	School/Building Administration	\$ 2,102,340	\$ 2,180,980	\$ 2,169,164
250	Business	\$ 624,924	\$ 697,362	\$ 889,131
260	Operations & Maintenance of Plant	\$ 3,406,839	\$ 3,738,757	\$ 4,151,383
270	Transportation	\$ 2,592,070	\$ 2,605,911	\$ 2,580,600
280-290	Other	\$ 538,695	\$ 691,393	\$ 721,014
293	Athletics	\$ 817,281	\$ 830,925	\$ 847,218
Total Support Services:		\$ 16,582,006	\$ 17,791,096	\$ 18,572,103
300	Community Service	\$ 101,005	\$ 109,952	\$ 112,405
400-600	Outgoing Transfer & Fund Modifications	\$ 338,058	\$ 283,378	\$ 596,378
<b><u>Total Expenditures</u></b>		<b>\$ 38,902,568</b>	<b>\$ 41,150,672</b>	<b>\$ 42,025,860</b>
Excess Expenditures Over Revenues		\$ (508,505)	\$ (1,022,253)	\$ (94,023)

GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

		<u>Original Budget</u>		<u>Amendment</u>		<u>Proposed Final</u>			
<b>Fund Balance Information</b>									
Fund Balance 7/1/24									
Unassigned	\$	7,240,196		\$	8,700,930	\$	8,700,930		
Assigned	\$	-		\$	-	\$	-		
Fund Balance Impact Surplus/Deficit									
Unassigned	\$	(508,505)		\$	(1,022,253)	\$	(94,023)		
Assigned	\$	-		\$	-	\$	-		
Projected Ending Fund Balance 2024-25									
Unassigned	\$	6,731,691	17.3%	\$	7,678,677	18.7%	\$	8,606,907	20.5%
Assigned	\$	-		\$	-		\$	-	

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education.  
This act is to take effect on June 23, 2025.

MOTION by  
SUPPORT by  
ROLL CALL VOTE:

Motion

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

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

Approval of the School Service Fund (Early Childhood & Preschool, Food Service Program and Technology and Security Millage) Budget Amendment for 2024-2025.

**Background Information:**

Budgets are reviewed periodically as funding information becomes available, and as events occur during the fiscal year. Budgets are amended to align with projected revenues and expenditures.

**Financial Impact:**

Provides for proper authority to expend these funds.

**Recommended Action:**

Approval of 2024-2025 School Service Fund budget amendment as presented in attached document. Roll Call Vote...

**Action Taken:**

**Vote:** \_\_\_ Burgess \_\_\_ Cole \_\_\_ Hazekamp \_\_\_ Kelly

\_\_\_ Meeuwenberg \_\_\_ Mueller \_\_\_ Six

RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SCHOOL SERVICE FUND of Fruitport Community Schools for fiscal year 2024-25 be adopted as follows:

<u>Code #</u>	<b>Original Budget</b>				<b>Amendment</b>				<b>Proposed Final</b>			
	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.
<b>REVENUES:</b>												
100 Local	\$ 95,500	\$ 941,280	\$ 6,000	\$ 715,000	\$ 84,500	\$ 927,000	\$ 4,500	\$ 855,000	\$ 77,500	\$ 828,000	\$ 4,500	\$ 855,000
300 State	\$ 382,703	\$ -	\$ -	\$ -	\$ 380,318	\$ -	\$ -	\$ -	\$ 358,621	\$ -	\$ -	\$ -
400 Federal	\$ 1,534,618	\$ -	\$ -	\$ -	\$ 1,454,796	\$ -	\$ -	\$ -	\$ 1,464,796	\$ -	\$ -	\$ -
500-600 Incoming Transfers	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ 651,978	\$ -	\$ -	\$ -	\$ 651,978	\$ -
<b>Total Revenues</b>	<b>\$ 2,012,821</b>	<b>\$ 941,280</b>	<b>\$ 656,000</b>	<b>\$ 715,000</b>	<b>\$ 1,919,614</b>	<b>\$ 927,000</b>	<b>\$ 656,478</b>	<b>\$ 855,000</b>	<b>\$ 1,900,917</b>	<b>\$ 828,000</b>	<b>\$ 656,478</b>	<b>\$ 855,000</b>

BE IT FURTHER RESOLVED, that the amount designated below of the total available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

	<b>Original Budget</b>				<b>Amendment</b>				<b>Proposed Final</b>			
	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.
<b>EXPENDITURES:</b>												
220 Instructional Staff	\$ -	\$ -	\$ 487,700	\$ -	\$ -	\$ -	\$ 342,700	\$ -	\$ -	\$ -	\$ 301,000	\$ -
250 Business	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -
260 Operations & Maintenance	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -
270 Transportation	\$ -	\$ 6,750	\$ -	\$ -	\$ -	\$ 6,750	\$ -	\$ -	\$ -	\$ 6,100	\$ -	\$ -
280-290 Other	\$ 1,987,276	\$ -	\$ 76,126	\$ 700,000	\$ 1,966,042	\$ -	\$ 73,231	\$ 825,000	\$ 1,877,395	\$ -	\$ 73,231	\$ 825,000
300 Community Service	\$ -	\$ 1,064,108	\$ -	\$ -	\$ -	\$ 1,079,442	\$ -	\$ -	\$ -	\$ 998,880	\$ -	\$ -
400 Building Improvements	\$ -	\$ -	\$ 3,014	\$ -	\$ -	\$ -	\$ 141,918	\$ -	\$ -	\$ -	\$ 150,000	\$ -
600 Fund Modifications	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,037,276</b>	<b>\$ 1,097,358</b>	<b>\$ 566,840</b>	<b>\$ 700,000</b>	<b>\$ 2,016,042</b>	<b>\$ 1,112,642</b>	<b>\$ 557,849</b>	<b>\$ 825,000</b>	<b>\$ 1,927,395</b>	<b>\$ 1,031,330</b>	<b>\$ 524,231</b>	<b>\$ 825,000</b>

Fund Balance Information

Fund Balance 7/1/24

Committed fund balance

Undesignated

Total Beginning Fund Balance

Surplus/Deficit

Projected Ending Fund Balance  
2024-25

Original Budget				
Food Service	ECC	Tech Millage	Fiduciary Act.	
\$ 549,740	\$ 671,868	\$ 700,989	\$ 591,565	
\$ 549,740	\$ 671,868	\$ 700,989	\$ 591,565	
\$ (24,455)	\$ (156,078)	\$ 89,160	\$ 15,000	
\$ 525,285	\$ 515,790	\$ 790,149	\$ 606,565	

Amendment				
Food Service	ECC	Tech Millage	Fiduciary Act.	
\$ 533,855	\$ 685,856	\$ 795,807	\$ 681,357	
\$ 533,855	\$ 685,856	\$ 795,807	\$ 681,357	
\$ (96,428)	\$ (185,642)	\$ 98,629	\$ 30,000	
\$ 437,427	\$ 500,214	\$ 894,436	\$ 711,357	

Proposed Final				
Food Service	ECC	Tech Millage	Fiduciary Act.	
\$ 533,855	\$ 685,856	\$ 795,807	\$ 681,357	
\$ 533,855	\$ 685,856	\$ 795,807	\$ 681,357	
\$ (26,478)	\$ (203,330)	\$ 132,247	\$ 30,000	
\$ 507,377	\$ 482,526	\$ 928,054	\$ 711,357	

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. This act is to take effect on June 23, 2025.

MOTION by

SUPPORT by

ROLL CALL VOTE:

Motion:

\_\_\_\_\_  
President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

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

Approval of Budget Appropriations Act of the 2025-26 General Fund.

**Background Information:**

The Board of Education is required by law to adopt the General Fund budget for the ensuing fiscal year beginning July 1.

**Financial Impact:**

Provides for proper authorization for the expenditure of funds (see attached resolution).

**Recommended Action:**

Adoption of Budget Appropriations Act for 2025-26 General Fund as presented in the attached resolution.

Roll Call Vote...

**Action Taken:**

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

GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

RESOLVED, that this resolution shall be the GENERAL APPROPRIATIONS ACT of the Fruitport Community Schools district for the fiscal year 2025-26, an ACT to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Fruitport Community Schools district.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Fruitport Community Schools district for fiscal year 2025-26 is as follows:

**Code #**

REVENUES:		Proposed Budget	
100	Local	\$	4,657,953
300	State	\$	30,962,526
400	Federal	\$	1,714,602
500-600	Incoming Transfers	\$	2,560,391
<b><u>Total Revenues</u></b>		\$	39,895,472
EXPENDITURES:			
<b>Instruction -</b>			
110	Basic Program	\$	15,339,212
120	Added Needs	\$	7,231,723
130	Adult & Continuing	\$	290,179
Total Instruction:		\$	22,861,114
<b>Support Services -</b>			
210	Pupil	\$	4,879,559
220	Instructional Staff	\$	1,534,764
230	General Administration	\$	646,533
240	School/Building Administration	\$	2,169,643
250	Business	\$	673,428
260	Operations & Maintenance of Plant	\$	3,634,183
270	Transportation	\$	2,544,218
280-290	Other	\$	537,346
293	Athletics	\$	867,442
Total Support Services:		\$	17,487,116
300	Community Service	\$	100,905
400-600	Outgoing Transfer & Fund Modifications	\$	169,516
<b><u>Total Expenditures</u></b>		\$	40,618,651

GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

Excess Expenditures Over Revenues	\$	<u>(723,179)</u>
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GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

		<u>Proposed Budget</u>	
<b>Fund Balance Information</b>			
Fund Balance 7/1/25			
Unassigned	\$	8,606,907	
Assigned	\$	-	
Fund Balance Impact Surplus/Deficit			
Unassigned	\$	(723,179)	
Assigned	\$	-	
Projected Ending Fund Balance 2025-26			
Unassigned	\$	7,883,728	19.4%
Assigned	\$	-	

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education.

This act is to take effect on June 23, 2025.

MOTION by  
SUPPORT by  
ROLL CALL VOTE:

Motion

GENERAL APPROPRIATIONS ACT  
Resolution for Adoption by the Board of Education of the  
Fruitport Community Schools District

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

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

Approval of Budget Appropriations Act of the 2025-26 School Service Fund (Early Childhood & Preschool Programs, Food Service Program, Technology and Security Millage Fund, and Fiduciary Accounts).

**Background Information:**

The Board of Education is required by law to adopt the School Service Fund budgets for the ensuing fiscal year beginning July 1.

**Financial Impact:**

Provides for proper authorization for the expenditure of funds (see attached resolution).

**Recommended Action:**

Adoption of the 2025-26 School Service Fund as presented in the attached resolutions. Roll Call Vote...

**Action Taken:**

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

2024-2025 SCHOOL SERVICE FUND Resolution for Adoption by the Board of Education of Fruitport Community Schools.

RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SCHOOL SERVICE FUND of Fruitport Community Schools for fiscal year 2025-26 be adopted as follows:

<u>Code #</u>	<b>Proposed Original Budget</b>			
	<b>Food Service</b>	<b>ECC</b>	<b>Tech Millage</b>	<b>Fiduciary Act.</b>
<b>REVENUES:</b>				
100 Local	\$ 77,500	\$ 902,000	\$ 4,500	\$ 855,000
300 State	\$ 358,621	\$ -	\$ -	\$ -
400 Federal	\$ 1,464,796	\$ -	\$ -	\$ -
500-600 Incoming Transfers	\$ -	\$ -	\$ 651,978	\$ -
<b><u>Total Revenues</u></b>	<b>\$ 1,900,917</b>	<b>\$ 902,000</b>	<b>\$ 656,478</b>	<b>\$ 855,000</b>

BE IT FURTHER RESOLVED, that the amount designated below of the total available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

	<b>Proposed Original Budget</b>			
	<b>Food Service</b>	<b>ECC</b>	<b>Tech Millage</b>	<b>Fiduciary Act.</b>
<b>EXPENDITURES:</b>				
220 Instructional Staff	\$ -	\$ -	\$ 342,700	\$ -
250 Business	\$ -	\$ 250	\$ -	\$ -
260 Operations & Maintenance	\$ -	\$ 1,200	\$ -	\$ -
270 Transportation	\$ -	\$ 6,750	\$ -	\$ -
280-290 Other	\$ 1,937,146	\$ -	\$ 75,287	\$ 825,000
300 Community Service	\$ -	\$ 1,085,790	\$ -	\$ -
400 Building Improvements	\$ -	\$ -	\$ 141,918	\$ -
600 Fund Modifications	\$ 50,000	\$ 25,000	\$ -	\$ -
<b><u>Total Expenditures</u></b>	<b>\$ 1,987,146</b>	<b>\$ 1,118,990</b>	<b>\$ 559,905</b>	<b>\$ 825,000</b>

2024-2025 SCHOOL SERVICE FUND Resolution for Adoption by the Board of Education of Fruitport Community Schools.

Fund Balance Information

Fund Balance 7/1/25

Committed fund balance

Undesignated

Total Beginning Fund Balance

Surplus/Deficit

Projected Ending Fund Balance

2025-26

Proposed Original Budget			
Food Service	ECC	Tech Millage	Fiduciary Act.
\$ 507,377	\$ 482,526	\$ 928,054	\$ 711,357
\$ 507,377	\$ 482,526	\$ 928,054	\$ 711,357
\$ (86,229)	\$ (216,990)	\$ 96,573	\$ 30,000
\$ 421,148	\$ 265,536	\$ 1,024,627	\$ 741,357

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. This act is to take effect on June 23, 2025.

MOTION by

SUPPORT by

ROLL CALL VOTE:

Motion:

\_\_\_\_\_  
President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

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

West Michigan Health Insurance Pool Membership Resolution

**Background Information:**

The district is apart of the West Michigan Health Insurance Pool (WMHIP) as we have our operations, affiliated admin, and non-affiliated employees using them for our insurance. Part of the membership is the district have two trustees and with some personnel changes, we need to update our information. In the attached resolution, the recommendation is to continue to have myself as the trustee and also add Jessica as the second trustee.

**Financial Impact:**

\$0

**Recommended Action:**

To approve the attached resolution from the West Michigan Health Insurance Pool to have Mark Mesbergen and Jessica Wiseman as the two trustees for Fruitport Community Schools. Roll Call...

**Action Taken:**

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

**BOARD OF EDUCATION OF**

**Fruitport Community Schools**  
**(the “Public Entity”)**

**RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP  
IN THE WEST MICHIGAN HEALTH INSURANCE POOL (“WMHIP”) FOR A MINIMUM  
THREE-YEAR PERIOD**

**PREMISES**

- A. The Western Michigan Health Insurance Pool (“WMHIP”) is a Public Employer Pooled Plan (“PEPP”) that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007.
- B. WMHIP has received from the Michigan Department of Insurance and Financial Services (“DIFS”) a certificate of registration authorizing establishment of the PEPP.
- C. The Board has had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and has carefully reviewed the WMHIP Amended Trust Agreement and Bylaws.
- D. The Board desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years.

NOW, THEREFORE, the Board of the Public Entity hereby resolves:

- 1. The Board approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan.
- 2. The Superintendent, Manager, or CFO of the Public Entity or, with their approval, the person appointed by the Board as WMHIP Trustee or Alternate Trustee, is hereby authorized to execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP plan.

3. The Board hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

**Director of Business Services**

Mark Mesbergen

**Accountant**

Jessica Wiseman

As required by law, neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the Board. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the Board, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

4. The Public Entity shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.



**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of \_\_\_\_\_ of the \_\_\_\_\_ Public Entity, \_\_\_\_\_ County(ies), State of Michigan, at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 20\_\_\_\_, and that this meeting was conducted and public notice of this meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

\_\_\_\_\_ and that the following Members were absent \_\_\_\_\_.

I further certify that the foregoing resolution was moved by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

I further certify that the following Members voted for adoption of the foregoing resolution:

\_\_\_\_\_ and that the following Members voted against adoption of this resolution:

\_\_\_\_\_.

\_\_\_\_\_  
Secretary

**BOARD ACTION REQUEST FORM**

**Meeting Date:** June 23, 2025

To: Board of Education

Attachment #

From: Mark Mesbergen

**Subject to be Discussed and Policy Reference:**  
2025-26 Chartwells' Renewal

**Background Information:**

Per contract, what we pay Chartwells for management fees are adjusted annually in accordance with the cpi. This year the fees increased by 3.1% which would be an increase to their contract of approximately \$12,000.

**Financial Impact:**

The contract renewal will be an increase of \$12,000, which is paid out of the Food Service Fund.

**Recommended Action:**

The 2025-26 Chartwells contract for management services be approved as presented.

**Action Taken:**

**Vote:**   ☐ Burgess                      ☐ Cole                      ☐ Hazekamp                      ☐ Kelly  
                 ☐ Meeuwenberg                      ☐ Mueller                      ☐ Six



Mesbergen, Mark &lt;mmesbergen@fruitportschools.net&gt;

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## Food Service Contract Renewal Approval

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**MDE-GEMS@michigan.gov** <MDE-GEMS@michigan.gov>

Sun, Apr 27, 2025 at 1:14 PM

To: jkennedy@fruitportschools.net

Cc: mmesbergen@fruitportschools.net, jkennedy@fruitportschools.net, SaulT1@michigan.gov, ZavalaR1@michigan.gov

04/27/2025

Mr. Jason Kennedy  
Fruitport Community Schools Agreement #61080  
[3255 PONTALUNA RD](#)  
[FRUITPORT MI 49415](#)

Dear Mr. Jason Kennedy:

The Michigan Department of Education (MDE) has received your request for renewing the food service management company contract with Chartwells for the 2025-2026 school year and has approved the following:

1. The current management fee of \$0.097 per meal will increase by 3.1% to the new management fee of \$0.100 per meal.
2. The current administrative fee of \$0.1189 per meal will increase by 3.1% to the new administrative fee of \$0.1225 per meal.
3. The advance payment will be \$120,000.00.
4. There are no guarantees for the 2025-2026 school year.
5. No client investment planned for the 2025-2026 school year.

MDE agrees with the recommendation that the contract be renewed with Chartwells for the 2025-2026 school year. It is ready for approval by the sponsor's Board of Education. After approval, signed copies of the Cost Reimbursable Rate Agreement Form and Signature Page must be uploaded to MDE in GEMS/MARS. If the board makes any changes to the contract, these changes must be sent to MDE for approval before the contract renewal can be signed by the sponsor.

This renewed contract is in effect from July 1, 2025, to June 30, 2026.

If you have any questions or need to make contract changes, please email [MDE-FSMC-Vended@michigan.gov](mailto:MDE-FSMC-Vended@michigan.gov) with "Contract Renewal" in the subject line.

Sincerely,

Emily Ross, RDN  
Procurement Compliance Manager  
Food Distribution Unit  
Office of Nutrition Services  
Michigan Department of Education  
[RossE@michigan.gov](mailto:RossE@michigan.gov)

Dr. Deanne K. Kelleher, RDN  
Director, Office of Nutrition Services  
State Child Nutrition Director  
Michigan Department of Education

**Food Service Management Company**  
**Contract Renewal - Rate Agreement Form**  
**(COST REIMBURSABLE CONTRACT)**

Note: Do not complete this tab if sponsor has a Fixed Price contract.

<b>Fruitport Community Schools</b>	<b>61080</b>
<b>School Food Authority/Sponsor Name</b>	<b>Agreement Number/School District Code</b>
<b>Compass Group USA, Inc. by and through its Chartwells Division</b>	<b>7/1/2022</b>
<b>Food Service Management Company Name</b>	<b>Year of Original Contract</b>
	<b>3</b>
	<b>Renewal Year (1, 2, 3, or 4)</b>

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning **July 1, 2025**, and ending **June 30, 2026**. The terms and conditions of the original contract are applicable to the contract renewal.

The **Consumer Price Index** for All Urban Consumers (CPI-U) for the Midwest Region for December 2024 is **3.1%** as released by the U.S. Bureau of Labor Statistics. The **Equivalent Meal Factor** increased from \$4.6250 to **\$4.9700** for SY 2025-2026.

Price Per Meal and Meal Equivalents must be quoted as if no USDA Donated Commodities will be received.


**Rates for School Year (SY) 2024-2025 must match what was approved by MDE.**

**RATE NEGOTIATIONS ARE NOT ALLOWED FOR THE SY 2025-2026 RENEWAL.**

<b>RATES MUST <u>NOT</u> BE ROUNDED UP</b>			
Fee Items	Current SY 2024-2025 Rate	Flat % Increase per Original Contract	New SY 2025-2026 Rate
1. Management Fee per Meal (breakfast and lunch) and Meal Equivalent (a la carte)	\$ 0.0973	3.1%	\$ 0.1000
2. Administrative Fee per Meal or Month	0.1189 meal	3.1	0.1225 meal
3. Reimbursable Breakfasts			
4. Reimbursable Lunches			
5. A la Carte Meal Equivalents			
6. After School Snacks			
7. At Risk Suppers			
8. Special Milk			
9. <b>Advance Payment</b> dollar amount for the 25-26 school year, if any			\$ 120,000.00
10. <b>Guaranteed Return</b> dollar amount for the 25-26 school year, if any			NA
11. <b>Planned Client Investment</b> * dollar amount for the 25-26 school year, if any			NA
12. Has the sponsor and FSMC agreed upon a <b>budget</b> for the 25-26 school year? (yes or no)			No

**Note: Company must sign this page prior to initial upload into GEMS/MARS.**

By submission of this proposal, the company certifies that, in the event it receives a renewal award under this solicitation, the company shall operate in accordance with applicable program laws and regulations. The company shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal. This agreement shall not exceed one year.

Signed: 	4/16/2025
Food Service Management Company Representative	Date
Amy Shaffer CEO, Chartwells K12	
Printed Name/Title	

<b>Note: <u>Sponsor does NOT sign</u> this page prior to initial upload into GEMS/MARS. Signature is obtained AFTER MDE approval.</b>	
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**Sponsor Acceptance of Contract Renewal Agreement**

Signed:	Date
Sponsor Representative	
Printed Name/Title	

\*Planned Client Investment refers to any planned dollar amount the FSMC will invest on the sponsor's behalf to improve the food service program (such as the purchase of large kitchen equipment or improvements to serving lines, etc.). The sponsor will pay back that dollar amount to the FSMC over a specified time period as agreed upon by both parties.

**Food Service Management Company  
Contract Renewal - Signature Page**

Fruitport Community Schools	61080
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc. by and through its Chartwells Division	7/1/2022
Food Service Management Company Name	Year of Original Contract
	3
	Renewal Year (1, 2, 3, or 4)

The Food Service Management Company certifies that it will operate in accordance with all applicable State and Federal laws and regulations.

This Contract Renewal Agreement, attachments, and the original Contract, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and the Company. The parties shall not execute any additional contractual documents pertaining to this Contract, except as permitted by applicable law.

This agreement shall be in effect for one year from July 1, 2025, to June 30, 2026.

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

**Note: Company must sign this page prior to initial upload into GEMS/MARS.**

Signed: \_\_\_\_\_



Food Service Management Company Representative

4/16/2025

Date

Amy Shaffer CEO, Chartwells K12  
Printed Name/Title

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.  
Signature is obtained AFTER MDE approval.**

Signed: \_\_\_\_\_

Sponsor Representative

Date

Printed Name/Title

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: XII-3

From: Jason Kennedy / Mark Mesbergen

**Subject to be Discussed and Policy Reference:** Non-Affiliated Administrator Wage and Benefit Schedule

**Background Information:** The attached document outlines the wage and benefit information, along with the salary schedules for the Non-Affiliated Administrators of the District. It is recommended that the Board approve the updates to the wage and benefit handbook for the 2025-2026 fiscal year.

**Financial Impact:** 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.

**Recommended Action:**

To approve the wage and benefit schedule for the Non-Affiliated Administrators of the District for the 2025-2026 fiscal year, as discussed.

**Action Taken:**

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

# **FRUITPORT COMMUNITY SCHOOLS NON-AFFILIATED ADMINISTRATOR WAGE AND BENEFIT INFORMATION**



**July 1, 2025 – June 30, 2026**

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Article I. CLASSIFICATIONS

- Central Office Directors
- 12-Month Directors
- 10-Month Directors

## Article II. WORK YEAR

2.1 The following shall be the scheduled paid days including paid holidays per year.

\* 10-month directors shall work any days that qualifies as a student instructional day per the district's count calendar and/or any staff professional development day that is in person.

Position	Annual Days	Start/End Dates 2025/2026
<u>Central Office Directors</u>		
Director of Business Services	Year Round	7/01/25 - 6/30/26
Director of Curriculum & Assessment	Year Round	7/01/25 - 6/30/26
<u>12-Month Directors</u>		
Maintenance Director	Year Round	7/01/25 - 6/30/26
Transportation Director	Year Round	7/01/25 - 6/30/26
Early Childhood Director	Year Round	7/01/25 - 6/30/26
Technology Director	Year Round	7/01/25 - 6/30/26
<u>10-Month Directors*</u>		
Adult Education Director	Two weeks before/after	8/04/25 - 6/24/26

### Article III. HOLIDAYS

3.1 The following days shall be recognized as holidays with pay for employees that work 12 months:

- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr Day (if a non-student day)
- Memorial Day

#### Article IV. VACATION

- 4.1 If the Administrator fails to work a full contract year, their vacation days will be subject to proration based on contract days actually worked. The following positions shall be granted annual vacation days as listed below:

Position:	Vacation Days:
<u>Central Office Directors</u>	
Director of Business Services	20
Director of Curriculum & Assessment	20
<u>12-Month Directors</u>	20
Maintenance Director	20
Transportation Director	20
Early Childhood Director	20
Technology Director	20
<u>10-Month Directors</u>	
Adult Education Director	0

- 4.2 Vacation days must be used within the contract year for which they are made available. The Superintendent may allow carry of ten (10) vacation days.
- 4.3 The employee shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to approval by the Superintendent or designee.
- 4.4 Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

## Article V. AUTHORIZED LEAVES OF ABSENCE

### 5.1 Sick Leave

The Administrator shall be granted 12 days for sick leave. If the Administrator fails to work a full contract year, their sick leave will be subject to proration based on contract days actually worked. Unused paid leave days shall be cumulative.

Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

### 5.2 Funeral Leave

The employee shall be entitled to receive up to five (5) days with pay due to death of a member of the immediate family, which shall be interpreted to mean current spouse, child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, step-parent, step-child, or any other member of the family who lives in the employee's home.

### 5.3 Personal Leave

The 10-month and 12 month administrators shall be granted 3 days for personal leave. Central Office administrators shall be granted 4 days for personal leave. Unused personal leave days will be moved to the employee's sick bank at the end of the fiscal year. If the Administrator fails to work a full contract year, their personal leave days will be subject to proration based on contract days actually worked.

Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

### 5.4 Disability Leave

In the event of the employee's mental or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of one hundred and twenty (120) calendar days for the purpose of recovery. The employee shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the one hundred and twenty (120) calendar day period to be unpaid. Health plan premium payments shall be made on behalf of the employee during this interval to the extent required by law. Upon using leave under this provision, the employee shall furnish medical certification to the Board (or its designee) as to the need for the leave.

A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the employee, it may require a second opinion, at Board expense.

B. The employee may request a one hundred and twenty (120) work-day unpaid leave extension in the event of his/her physical or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is a verified prognosis that the employee will be able to resume his/her duties at the end of

the extended leave interval. Medical certification shall be supplied by the employee as a condition to any leave extension. Any extensions of leave for this purpose shall be at the Board's discretion.

- C. If the employee is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any leave extension), his/her employment and contract may be terminated at the Board's option. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.
- D. Before any resumption of duty after an unpaid leave of absence for a serious health condition, the employee shall provide to the Board a fitness-for-duty certification from the Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.

#### 5.5 Worker's Compensation

In cases where an injury is determined to be job-related and incurred during the course of carrying out the responsibilities of the employee's employment, the employee may use authorized absence leave to make-up the difference between his/her salary and the benefits provided under the Michigan Worker's Compensation Act for the duration of the absence. In the event the employee exhausts their absence leave to make-up any difference, the District will make up the difference until the 90th calendar day is reached.

### Article VI. BENEFITS

- 6.1 Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the employee and his/her eligible dependents for the following insurance programs or comparable programs pursuant to Article 6.2:
  - A. Health insurance. The Board shall provide a health plan and pay the annual January statutory hard cap amount toward insurance premium and deductible subject to PSA 152 for health insurance effective January 1 of each contract year.
  - B. Dental insurance. The Board shall provide a dental insurance plan and pay the full cost of premium.
  - C. Term life insurance. The Board shall provide Group Life Insurance including AD&D with a value of \$100,000 for 10-month and 12-month administrators. Central Office Administrators shall receive a value of 1.5 times their current salary capped at \$200,000. The aforementioned benefits will be paid to the employee's designated beneficiary.
  - D. Vision insurance. The Board shall provide a vision insurance plan and pay the full cost of premium.
  - E. Long Term Disability insurance. The employee is required to enroll in negotiated long-term disability and is responsible for 100% of the premium.

- F. Insurance shall be prorated based upon year worked which includes their Health Savings Account.
- G. The Board has the right to allocate responsibility to the employee to pay a portion of the premium for the insurance coverages specified above, as may be determined by the Board in its sole discretion. Any such contribution, however, shall not be less than the amount determined by the Board as necessary to comply with the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The Board will notify the employee of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. The amount of premium contributions designated by the Board as the employee's responsibility shall be payroll-deducted from the employee's compensation.

## 6.2 Insurance Contracts

The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage (as determined by the Board) is maintained during the term of contract. Additionally, the Board reserves the right to self-fund any of the benefits listed in Article 6.1.

- A. The Board shall not be required to remit premiums for any insurance coverages for the employee and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator.
- B. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
- C. The employee is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage.
- D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability for insurance benefits.

- 6.3 Cash in lieu of health insurance includes all of the above benefits except health. Employees having health coverage through a spouse/other may opt out of the board paid health insurance and receive a cash benefit instead. The monthly cash amount is \$500.00. This amount is divided into equal payments over the first and second pays of each month.
- 6.4 All Central Office Directors shall receive \$7,500 as a non-elective 403b contribution. This payment will be made after the employee receives their evaluation for the school year. The evaluation has to be at least effective in order to get this payment.
- 6.5 As of July 1, 2024, the Director of Business Services shall receive a non-elective 403b contribution for working at another school district. This section shall continue until the partnership ends. The payment shall be equally divided at the end of each quarter.

## Article VII. MISCELLANEOUS PROVISIONS

### 7.1 Expenses

The employee shall be eligible to be reimbursed for district required and approved travel, meals, and lodging in accordance with the per-diem expense and reimbursement procedures established by the Board. The employee shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with directions of the Board or its designee.

### 7.2 Inclement Weather

Whenever weather conditions are such that school will not be conducting regular classroom schedules, notice of this decision shall be communicated (ie, radio, television, school message) as soon as can reasonably be accomplished. Unless specifically notified to the contrary, employees shall be expected to work, reporting in a safe and timely manner if conditions allow.

### 7.3 Professional Development

Subject to prior approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Superintendent, the employee may attend appropriate professional meetings at the local, state, and national levels and shall be reimbursed for any related registration fees, tuition, travel, lodging, reasonable meal expenses for himself/herself not prepaid by the Board and in accordance with Board policy.

## Article VIII. COMPENSATION

- 8.1 The employee shall be paid a salary in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent. All compensation will be pro-rated if the employee leaves prior to completion of the contract. Appendix A aligns the position with what each salary schedule the employee is allocated to. Appendix B shows the steps for each salary schedule.

- A. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the fiscal/contract year (July 1 - June 30) for 12-month staff. 10-month staff will have their bi-weekly installments from first pay in September through the second pay in August.
- B. The Board retains the right to adjust the employee's annual salary.
- C. Any adjustment in salary made shall be in the form of a written amendment, and when executed by the employee and the Board, shall become a part of the employee's individual Contract of Employment.



- D. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new contract or an extension of the Contract of Employment termination date.
- E. Consistent with Section 1250 of the Revised School Code, the employee's job performance and job accomplishments as evaluated will be a significant factor in determining any adjustment to the employee's compensation.

## 8.2 Retirement (Unused Leave)

Employees that are retiring through the Michigan Retirement system shall, upon retirement into MPSERS, receive \$112.50 dollars for each unused day of accumulated sick leave.

## 8.3 Sick Leave Bank Capacity

- A. When sick leave bank capacity of 100 days is reached, the employee may request an off scheduled payment (no retirement) of yearly unused sick leave at a rate of \$112.50 per day up to a max amount of \$1125.00 in December. A written request must be submitted to the Superintendent or designee by December 1st of each year.
- B. Employees who may have accumulated sick leave days and who terminate their employment, shall not be compensated by unused sick leave days and said unused sick leave may not be carried forward in case of subsequent reemployment by this school system.

## 8.4 Vacation Payout

Vacation days must be used within the contract year for which they are made available. If an employee is going to carry over more than the 10 days, the Superintendent may approve the payout of excess vacation days above the 10 that is allowed.

## 8.5 Cell Phone Stipend

The district holds a district cell phone plan for district administrators. The administrators shall pay \$20 per month plus any cost for the device. If the administrator requests or was hired before July 1, 2023, the district will provide a \$40 per month stipend for their personal cell phone plan.

## 8.6 Tuition

The Board shall provide tuition reimbursement up to \$600 in a fiscal year for non-affiliated support staff employees having three or more years of continued employment with Fruitport Community Schools. Coursework must relate to the enhancement of the employee's work skills, relate to professional education certification, or courses necessary for the completion of a degree program. Notice of intent to take a course must be submitted prior to registration of the class and approved by the Superintendent or his/her designee.

## Appendix A

<b>Position</b>	<b>Salary Schedule</b>
Director of Business Services	S1
Director of Curriculum & Assessment	S1
Maintenance Director	M1
Transportation Director	T1
Early Childhood Director	E1
Technology Director	T6
Adult Education Director	A1

For the 2025-26 fiscal year, all employees shall receive a step on their salary schedule.

## Appendix B

<b>A1</b>	
Step	Contracted
1	\$ 51,800
2	\$ 54,050
3	\$ 56,300
4	\$ 58,550
5	\$ 60,800
6	\$ 63,050
7	\$ 65,300
8	\$ 67,550
9	\$ 69,800
10	\$ 72,050

<b>E1</b>	
Step	Contracted
1	\$ 62,070
2	\$ 64,070
3	\$ 66,070
4	\$ 68,070
5	\$ 70,070
6	\$ 72,070
7	\$ 74,070
8	\$ 76,070
9	\$ 78,070
10	\$ 80,070

<b>M1</b>	
Step	Contracted
1	\$ 93,105
2	\$ 96,105
3	\$ 99,105
4	\$ 102,105
5	\$ 105,105
6	\$ 108,105
7	\$ 111,105
8	\$ 114,105
9	\$ 117,105
10	\$ 120,105

<b>S1</b>	
Step	Contracted
1	\$ 133,750
2	\$ 138,250
3	\$ 142,750
4	\$ 147,250
5	\$ 151,750
6	\$ 156,250
7	\$ 160,750
8	\$ 165,250
9	\$ 169,750
10	\$ 174,250

<b>T1</b>	
Step	Contracted
1	\$ 77,550
2	\$ 79,800
3	\$ 82,050
4	\$ 84,300
5	\$ 86,550
6	\$ 88,800
7	\$ 91,050
8	\$ 93,300
9	\$ 95,550
10	\$ 97,800

<b>T6</b>	
Step	Contracted
1	\$ 88,000
2	\$ 91,500
3	\$ 95,000
4	\$ 98,500
5	\$ 102,000
6	\$ 105,500
7	\$ 109,000
8	\$ 112,500
9	\$ 116,000
10	\$ 119,500

Percentage increases are the Board of Education discretion respecting current market demands, additional responsibilities and/or other bargaining unit increases.

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: XII-2

From: Jason Kennedy / Mark Mesbergen

**Subject to be Discussed and Policy Reference:** Non-Affiliated Support Wage and Benefit Schedule

**Background Information:** The attached document outlines the wage and benefit information, along with the salary schedules for the Non-Affiliated Support Staff of the District. It is recommended that the Board approve the updates to the wage and benefit handbook for the 2025-2026 fiscal year.

**Financial Impact:** 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.

**Recommended Action:**

To approve the wage and benefit schedule for the Non-Affiliated Support Staff of the District for the 2025-2026 fiscal year, as discussed.

**Action Taken:**

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

# **FRUITPORT COMMUNITY SCHOOLS NON-AFFILIATED SUPPORT WAGE AND BENEFIT INFORMATION**



**July 1, 2025 – June 30, 2026**

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## Article I. CLASSIFICATIONS

2.1 The following shall be the scheduled paid days including paid holidays per year.

Position	Days	Pay Schedule
<u>Year Round Staff</u>		
Admin Assistant – Central Office	Year Round	7/01/25 - 6/30/26
Accountant	Year Round	7/01/25 - 6/30/26
District Network Technician	Year Round	7/01/25 - 6/30/26
Lead Technician	Year Round	7/01/25 - 6/30/26
Payroll – Benefits Coordinator	Year Round	7/01/25 - 6/30/26
Bus Mechanic	Year Round	7/01/25 - 6/30/26
Transportation Specialist	Year Round	7/01/25 - 6/30/26
<u>School Year Staff</u>		
Academic Interventionists	School Schedule	8/18/25 - 6/10/26
Truancy Specialist	School Schedule	8/18/25 - 6/10/26
Secondary Student Life Advocate, Mentor	School Schedule	8/18/25 - 6/10/26
PTA/COTA/OTA	School Schedule	8/18/25 - 6/10/26
Graduate Advocate	School Schedule	8/18/25 - 6/10/26
Student Support Specialist Assistant	School Schedule	8/18/25 - 6/10/26
Impact Leaders	School Schedule	8/18/25 - 6/10/26
Tier 1 PBIS Classroom Coach	School Schedule	8/18/25 - 6/10/26
Mental Health Clinician	School Schedule	8/18/25 - 6/10/26
Occupational Therapist	School Schedule	8/18/25 - 6/10/26
Physical Therapist	School Schedule	8/18/25 - 6/10/26
<u>Unclassified</u>		
Noon Aides	School Schedule	8/18/25 - 6/10/26
Bus Aides	School Schedule	8/18/25 - 6/10/26
Adult Education Teachers	School Schedule	8/18/25 - 6/10/26
Adult Education Aide	School Schedule	8/18/25 - 6/10/26

## Article II. QUALIFICATIONS

Qualifications will be determined by individual job description and approved by the Superintendent or designee. Step placement on the Salary Schedule will be determined by the Superintendent or designee, after consideration of related job experience.

### Article III. HOLIDAYS

3.1 The following designated days shall be recognized as holidays with pay for year round staff working a full year (260 days) for a minimum of 20 hours per week shall be granted the following holidays:

- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr Day (if a non-student day)
- Memorial Day

3.2 The following designated days shall be recognized as holidays with pay for all school year staff (does not include the unclassified staff) working the academic calendar for a minimum of 20 hours per week shall be granted the following holidays:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr Day (if a non-student day)
- Memorial Day



#### Article IV. VACATION

- 4.1 Year Round Staff who are scheduled for 260 days per year shall receive vacation time. The vacation time schedule is as follows:
- 10 days starting at employment; pro-rated at July 1
  - 15 days after the completion of five years
  - 20 days after the completion of ten years
- 4.2 Vacation days must be used within the contract year for which they are made available. The Superintendent may allow carry of ten (10) vacation days.
- 4.3 The employee shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to the Supervisor's approval.
- 4.4 Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

#### Article V. AUTHORIZED LEAVES OF ABSENCE

##### 5.1 Sick Leave

- A. Year round employees shall be allowed sick leave, (for personal illness), at the rate of 12 days per year. School year employees shall be at the rate of 10 days per year. Unclassified employees shall be at the rate of 10 days per year.
- B. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury shall be allowed to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work, whichever occurs sooner.
- C. Accumulation of sick leave days shall be without limit.
- D. Employees who may have accumulated sick leave days under the provision of this Article and who terminate their employment with this school system for reason other than retirement shall not be compensated for unused sick leave days and shall not be carried forward in the case of subsequent reemployment by this school system. However, employees, shall, upon retirement, receive compensation for each unused day of accumulated sick leave following Article 8.
- E. The Board reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case. Any employee whose personal illness extends beyond the period compensated under this Article shall be granted a leave of absence without pay for such time as is necessary for complete recovery, (but not to exceed twelve (12) months). The position shall be declared vacant, and the employee terminated if the leave exceeds twelve (12) months.

- F. An employee may be required to provide a doctor's certificate for an absence of three (3) working days or if a pattern of absence is in evidence.
- G. The employee shall request an absence using the designated absence management system. The request will be reviewed for approval by the Employee's supervisor.

## 5.2 Funeral Leave

The employee shall be entitled to receive up to five (5) days with pay due to death of a member of the immediate family, which shall be interpreted to mean current spouse, child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, step-parent, step-child, or any other member of the family who lives in the employee's home.

## 5.3 Personal Leave

Year round staff shall be granted 3 days for personal leave. School year staff shall be granted 2 days for personal leave. Unused personal leave days will be moved to the employee's sick bank at the end of the fiscal year. If the employee fails to work a full contract year, their personal leave days will be subject to proration based on contract days actually worked.

## 5.4 Disability Leave

In the event of the employee's mental or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of one hundred and twenty (120) calendar days for the purpose of recovery. The employee shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the one hundred and twenty (120) calendar day period to be unpaid. Health plan premium payments shall be made on behalf of the employee during this interval to the extent required by law. Upon using leave under this provision, the employee shall furnish medical certification to the Board (or its designee) as to the need for the leave.

- A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the employee, it may require a second opinion, at Board expense.
- B. The employee may request a one hundred and twenty (120) work-day unpaid leave extension in the event of his/her physical or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is a verified prognosis that the employee will be able to resume his/her duties at the end of the extended leave interval. Medical certification shall be supplied by the employee as a condition to any leave extension. Any extensions of leave for this purpose shall be at the Board's discretion.
- C. If the employee is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any leave extension), his/her employment and contract may be terminated at the Board's option. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

- D. Before any resumption of duty after an unpaid leave of absence for a serious health condition, the employee shall provide to the Board a fitness-for-duty certification from the Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.

#### 5.5 Worker's Compensation

In cases where an injury is determined to be job-related and incurred during the course of carrying out the responsibilities of the employee's employment, the employee may use authorized absence leave to make-up the difference between his/her salary and the benefits provided under the Michigan Worker's Compensation Act for the duration of the absence. In the event the employee exhausts their absence leave to make-up any difference, the District will make up the difference until the 120th calendar day is reached.

#### 5.6 Parental and Maternity Leaves

A maternity leave shall be granted and taken by any employee pursuant to the provisions of the Sick Leave Article and to the extent required by applicable law.

### Article VI. BENEFITS

- 6.1 All year round staff and school year staff shall be offered the appropriate benefits under this article. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the employee and his/her eligible dependents for the following insurance programs or comparable programs pursuant to Article 6.3:

- A. Health insurance. The Board shall provide a health plan and pay the annual January statutory hard cap amount toward insurance premium and deductible subject to PSA 152 for health insurance effective January 1 of each contract year.
- B. Dental insurance. The Board shall provide a dental insurance plan and pay the full cost of premium.
- C. Term life insurance. The Board shall provide Group Life Insurance including AD&D with a value of \$100,000. The aforementioned benefits will be paid to the employee's designated beneficiary.
- D. Vision insurance. The Board shall provide a vision insurance plan and pay the full cost of premium.
- E. Long Term Disability insurance. The employee is required to enroll in negotiated long-term disability and is responsible for 100% of the premium.
- F. Insurance shall be prorated based upon year worked which includes their Health Savings Account.

- G. The Board has the right to allocate responsibility to the employee to pay a portion of the premium for the insurance coverages specified above, as may be determined by the Board in its sole discretion. Any such contribution, however, shall not be less than the amount determined by the Board as necessary to comply with the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The Board will notify the employee of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. The amount of premium contributions designated by the Board as the employee's responsibility shall be payroll-deducted from the employee's compensation.
- 6.2 Cash in lieu of health insurance includes all of the above benefits except health. Employees having health coverage through a spouse/other may opt out of the board paid health insurance and receive a cash benefit instead. The monthly cash amount is \$500.00. This amount is divided into equal payments over the first and second pays of each month.
- 6.3 Insurance Contracts  
The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage (as determined by the Board) is maintained during the term of contract. Additionally, the Board reserves the right to self-fund any of the benefits listed in Article 6.1.
- A. The Board shall not be required to remit premiums for any insurance coverages for the employee and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator.
- B. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
- C. The employee is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage.
- D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability for insurance benefits.
- 6.4 As of July 1, 2024, the Accountant shall receive a non-elective 403b contribution for working at another school district. This section shall continue until the partnership ends. The payment shall be equally divided at the end of each quarter.

## Article VII. MISCELLANEOUS PROVISIONS

### 7.1 Expenses

The employee shall be eligible to be reimbursed for district required and approved travel, meals, and lodging in accordance with the per-diem expense and reimbursement procedures established by the Board. The employee shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with directions of the Board or its designee.

## 7.2 Inclement Weather

Whenever weather conditions are such that school will not be conducting regular classroom schedules, notice of this decision shall be communicated (ie, radio, television, school message) as soon as can reasonably be accomplished. Unless specifically notified to the contrary, year round employees shall be expected to work, reporting in a safe and timely manner if conditions allow. School year and unclassified employees shall not be expected to work.

## 7.3 Professional Development

Subject to prior approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Superintendent, the employee may attend appropriate professional meetings at the local, state, and national levels and shall be reimbursed for any related registration fees, tuition, travel, lodging, reasonable meal expenses for himself/herself not prepaid by the Board and in accordance with Board policy.

# Article VIII. COMPENSATION

8.1 The employee shall be paid a salary in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent. All compensation will be pro-rated if the employee leaves prior to completion of the contract. Appendix A aligns the position with what each salary schedule the employee is allocated to. Appendix B shows the steps for each salary schedule.

A. For year round employees, the annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the fiscal/contract year (July 1 - June 30). School year staff will have their bi-weekly installments from first pay in September through the second pay in August.

a. School year staff may request to have their pay spread over the summer, which would be spread based on the above language. If the employees does not want that, they will need to fill out a timecard.

b. Unclassified staff shall fill out timecards for each pay period.

B. The Board retains the right to adjust the employee's annual salary.

C. Any adjustment in salary made shall be in the form of a written amendment, and when executed by the employee and the Board, shall become a part of the employee's individual Contract of Employment.

D. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new contract or an extension of the Contract of Employment termination date.

E. Consistent with Section 1250 of the Revised School Code, the employee's job performance and job accomplishments as evaluated will be a significant factor in determining any adjustment to the employee's compensation.

## 8.2 Retirement (Unused Leave)

Employees that are retiring through the Michigan Retirement system shall, upon retirement into MPSERS, receive \$75 dollars for each unused day of accumulated sick leave.

## 8.3 Sick Leave Bank Capacity

A. When sick leave bank capacity of 100 days is reached, the employee may request an off scheduled payment (no retirement) of yearly unused sick leave at a rate of \$75 per day up to a max amount of \$750 in December. A written request must be submitted to the Superintendent or designee by December 1st of each year.

B. Employees who may have accumulated sick leave days and who terminate their employment, shall not be compensated by unused sick leave days and said unused sick leave may not be carried forward in case of subsequent reemployment by this school system.

## 8.4 Vacation Payout

Vacation days must be used within the contract year for which they are made available. If an employee is going to carry over more than the 10 days, the Superintendent may approve the payout of excess vacation days above the 10 that is allowed.

## 8.5 Tuition

The Board shall provide tuition reimbursement up to \$600 in a fiscal year for year round and school year employees who have three or more years of continued employment with Fruitport Community Schools. Coursework must relate to the enhancement of the employee's work skills, relate to professional education certification, or courses necessary for the completion of a degree program. Notice of intent to take a course must be submitted prior to registration of the class and approved by the Superintendent or his/her designee.

## 8.6 Cell Phone Stipend

The district holds a district cell phone plan for certain support staff. The employee shall pay \$20 per month plus any cost for the device. If the employee requests or was hired before July 1, 2023, the district will provide a \$40 per month stipend for their personal cell phone plan.

## Appendix A

Position	Salary Schedule
Admin Assistant – Central Office	S2
Accountant	B1
District Network Technician	T7
Lead Technician	T7
Payroll – Benefits Coordinator	B2
Bus Mechanic	T2
Transportation Specialist	T3
Academic Interventionists	C3
Truancy Specialist	C2
Secondary Student Life Advocate, Mentor	C1
PTA/COTA/OTA	S6
Graduate Advocate	C3
Student Support Specialist Assistant	C4
Occupational Therapist – less than 5 yrs FCS	S7
*Occupational Therapist – more than 5 yrs FCS	S8
Physical Therapist	S9
Impact Leaders	C1
Tier 1 PBIS Classroom Coach	C5
Mental Health Clinician	C6

\* Closed Salary Schedule

All employees shall receive a step for the 2025-26 fiscal year.

## Appendix B

### **UNCLASSIFIED STAFF**

Noon Aides	\$ 15.25
Bus Aides	\$ 19.00
Adult Education Teacher	\$ 34.00
Adult Education Aide	\$ 23.25

B1	
Step	Contracted
1	\$ 56,875
2	\$ 58,541
3	\$ 60,207
4	\$ 61,873
5	\$ 63,539
6	\$ 65,205
7	\$ 66,871
8	\$ 68,537
9	\$ 70,203
10	\$ 71,875

B2	
Step	Contracted
1	\$ 51,730
2	\$ 53,430
3	\$ 55,130
4	\$ 56,830
5	\$ 58,530
6	\$ 60,230
7	\$ 61,930
8	\$ 63,630
9	\$ 65,330
10	\$ 67,030

C1	
Step	Contracted
1	\$ 54,810
2	\$ 56,460
3	\$ 58,110
4	\$ 59,760
5	\$ 61,410
6	\$ 63,060
7	\$ 64,710
8	\$ 66,360
9	\$ 68,010
10	\$ 69,810

C2	
Step	Contracted
1	\$ 62,010
2	\$ 63,610
3	\$ 65,210
4	\$ 66,810
5	\$ 68,410
6	\$ 70,010
7	\$ 71,610
8	\$ 73,210
9	\$ 74,810
10	\$ 76,410

C3	
Step	Hourly
1	\$ 29.00
2	\$ 30.00
3	\$ 31.00
4	\$ 32.00
5	\$ 33.00
6	\$ 34.00
7	\$ 35.00
8	\$ 36.00
9	\$ 37.00
10	\$ 38.00

C4	
Step	Hourly Rate
1	\$ 20.75
2	\$ 21.50
3	\$ 22.25
4	\$ 23.00
5	\$ 23.75
6	\$ 24.50
7	\$ 25.25
8	\$ 26.00
9	\$ 26.75
10	\$ 27.50

C5	
Step	Contracted
1	\$ 82,730
2	\$ 85,230
3	\$ 87,730
4	\$ 90,230
5	\$ 92,730
6	\$ 95,230
7	\$ 97,730
8	\$ 100,230
9	\$ 102,730
10	\$ 105,230

C6	
Step	Contracted
1	\$ 56,456
2	\$ 58,456
3	\$ 60,456
4	\$ 62,456
5	\$ 63,956
6	\$ 65,856
7	\$ 67,756
8	\$ 70,256
9	\$ 72,456
10	\$ 74,756

S2	
Step	Contracted
1	\$ 46,600
2	\$ 48,400
3	\$ 50,200
4	\$ 52,000
5	\$ 53,800
6	\$ 55,600
7	\$ 57,400
8	\$ 59,200
9	\$ 61,000
10	\$ 62,800

S6	
Step	Hourly
1	\$ 24.80
2	\$ 25.55
3	\$ 26.30
4	\$ 27.05
5	\$ 27.80
6	\$ 28.55
7	\$ 29.30
8	\$ 30.05
9	\$ 30.80
10	\$ 31.80

S7		
Step	Contracted	Contracted With PHD
1	\$ 64,000	\$ 66,104
2	\$ 65,104	\$ 68,500
3	\$ 69,000	\$ 71,000
4	\$ 71,500	\$ 73,500
5	\$ 74,000	\$ 76,000
6	\$ 76,500	\$ 78,500
7	\$ 79,000	\$ 81,000
8	\$ 81,500	\$ 83,500
9	\$ 84,000	\$ 86,000
10	\$ 86,500	\$ 88,500

S8	
Step	Contracted
1	\$ 86,104
2	\$ 88,104
3	\$ 88,504
4	\$ 88,904
5	\$ 89,304
6	\$ 89,704
7	\$ 90,104
8	\$ 90,504
9	\$ 90,904
10	\$ 91,304

S9	
Step	Contracted
1	\$ 70,000
2	\$ 72,500
3	\$ 74,104
4	\$ 77,500
5	\$ 80,000
6	\$ 82,500
7	\$ 85,000
8	\$ 87,500
9	\$ 90,000
10	\$ 92,500



T2		T3		T7	
Step	Hourly Rate	Step	Hourly	Step	Contracted
1	\$ 25.90	1	\$ 19.70	1	\$ 56,875
2	\$ 27.40	2	\$ 20.70	2	\$ 58,541
3	\$ 28.40	3	\$ 21.70	3	\$ 60,207
4	\$ 29.40	4	\$ 22.70	4	\$ 61,873
5	\$ 30.40	5	\$ 23.70	5	\$ 63,539
6	\$ 31.40	6	\$ 24.70	6	\$ 65,205
7	\$ 32.40	7	\$ 25.70	7	\$ 66,871
8	\$ 33.40	8	\$ 26.70	8	\$ 68,537
9	\$ 34.40	9	\$ 27.70	9	\$ 70,203
10	\$ 35.90	10	\$ 28.70	10	\$ 71,875

Percentage increases are the Board of Education discretion respecting current market demands, additional responsibilities and/or other bargaining unit increases.

BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: XIII-2

From: Jason Kennedy

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

Overnight Trip Request: Trojan Travelers: New York City

**Background Information:**

The Trojan Travelers and advisor Tammy Ruch have requested that the Board approve their trip request to New York City on April 30 – May 3, 2026, or on April 23 – 26, 2026, depending upon availability. The trip is open to all sophomores, juniors, and seniors at Fruitport High School. The Trojan Travelers will visit various museums and landmarks in and around New York City, and will extend beyond just sightseeing to provide hands on learning and personal growth while exploring iconic landmarks and enriching the District's curriculum. An itinerary is provided in the board packet.

**Financial Impact:**

The cost of the trip, including airfare and hotel accommodations is \$1,919. The cost is an all-inclusive price. The cost of the trip is to be covered by students with multiple scholarship and fundraising opportunities planned by the group.

**Recommended Action:**

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.

**Action Taken:**

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



## Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

### **Background Information**

Group Requesting Permission: Trojan Travelers

Staff Person(s) in Charge: Tammy Ruch & Tracy Taylor

Start of Trip Date 4/30/2026 *or 4/23/2026 - 4/24/2026*

End of Trip Date 5/3/2026

Funding Sources: The travel company offers scholarship opportunities and financial aid for students.

Trojan Travelers will offer a minimum of two fundraisers. FEF offers scholarship opportunities.

Are all students Participating? No. *Open to sophomores, juniors, and seniors.*

Chaperone/Student Ratio: 1:10

### **Destination Information**

Destination: New York City, NY

Destination Information: Various museums and landmarks in NYC. See attached itinerary.

Purpose of Trip: This trip allows students to explore iconic landmarks like Central Park, Rockefeller Center, Bryant Park, Times Square, St. Patrick's Cathedral and the Statue of Liberty. They will also tour the American Museum of Natural History, the Metropolitan Museum of Art, and the 9/11 Museum as well as experience a Broadway show. They get to ride the subway and visit Chinatown and Little Italy. These experiences will enhance their academic knowledge as well as foster an appreciation for diverse cultures, history and the arts. Additionally, navigating a big city and interacting with its population helps build confidence and social skills. This trip offers a great opportunity to connect with staff and other students at Fruitport High School.

### **Lodging Information**

Lodging Accommodations: Hotel TBD

Lodging information: Will be provided by the travel company closer to the travel date. Overnight security provided by the travel company.

Transportation Arrangements: Round trip transportation included from Gerald R Ford Airport. Students will need a ride to and from the airport. See attached itinerary.

### **Emergency Information**

Emergency Contact: Tammy Ruch 616-402-0952

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes

  
Principal/Supervisor Signature

*6/11/25*  
Date



EXPLORE  
AMERICA

# Tour Price Quote

New York City: The Big Apple

Prepared For  
Tammy Ruch at Fruitport High School

Prepared On  
June 10, 2025

Your Tour Number  
28552162B

Your Tour Website  
www.efexploreamerica.com/28552162B

## All-inclusive Price

Based on a private tour with 35 - 40 paying travelers  
Price valid for travelers enrolled June 10, 2025 - June 30, 2025

Student  
**\$1,919**

or \$203 / 9 mos

Adult  
**\$2,229**

or \$238 / 9 mos

### Price Breakdown

Program Fee	\$1,859
Dinner on return day	\$22
Lunch included: \$20 per day	\$88
Early Enrollment Discount	\$50

Protect your travelers with the Travel Protection Plus Plan for \$309. Ask your Tour Consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

Unless explicitly stated, lunches are not included.  
Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at [EFExploreAmerica.com/Baggage](https://www.efexploreamerica.com/Baggage). All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit [EFExploreAmerica.com/BC](https://www.efexploreamerica.com/BC). Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).



## Your travel details

Total Length  
4 days

Departing From  
Grand Rapids (MI)

Requested Travel Dates  
Thursday, April 30, 2026 - Sunday, May 3, 2026

## Your experience includes

Round-trip Transportation

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Illness and Accident Coverage

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

## Your tour consultant



Sofia Molina  
617-619-1151  
[sofia.molina@ef.com](mailto:sofia.molina@ef.com)

# NEW YORK CITY: THE BIG APPLE

4-6 days | New York City



## Day 1: New York City

- Arrive in New York City
- Walking tour of Midtown: United Nations Headquarters, Chrysler Building, Grand Central Station, Bryant Park, Rockefeller Center, St. Patrick's Cathedral, Fifth Avenue
- Central Park
- View the New York City skyline by night from atop one of the city's towering observation decks

## Day 2: New York City

- Statue of Liberty and Ellis Island
- 9/11 Memorial and Museum

## Day 3: New York City

- Guided sightseeing tour of New York: Greenwich Village, SoHo, Chinatown, Little Italy
- Metropolitan Museum of Art
- Times Square
- Broadway show

## ST. PAUL'S CHAPEL, A MEMORIAL TO 9/11

*Right near the Ground Zero site is St. Paul's Chapel, which became a makeshift center for the first responders on 9/11 and the days after. The chapel actually dates back to colonial days—it was where George Washington knelt down and said a prayer after he was inaugurated President across the street in a building called Federal Hall. The kids love visiting the chapel, because it's still a memorial to 9/11, with teddy bears, letters, and quilts that were sent from people all around the world showing their support. It's hearing the individual stories that really gets the kids the most.*

- Mitch B., Tour Director



#### Day 4: New York City • Return home

- American Museum of Natural History
- Central Park
- Depart for home

#### ❖ 5-DAY TOUR

##### Day 4: New York City

- American Museum of Natural History
- Central Park photo stop
- ❖ Drama workshop

##### Day 5: New York City • Return home

- Tour of Madison Square Garden or Radio City Music Hall
- Depart for home

#### ❖ 6-DAY TOUR

##### Day 5: New York City

- Tour of Madison Square Garden or Radio City Music Hall
- Guided sightseeing tour of Harlem: General Grant National Memorial, Cathedral of St. John the Divine, Columbia University
- Apollo Theater

##### Day 6: New York City • Return home

- Museum of the Moving Image: Exhibition tour
- Depart for home

*Itinerary subject to change. For complete financial and registration details, please refer to the Booking Conditions.*

## CENTRAL PARK

*Central Park is not your ordinary city park. It is 843 acres of trees, paths, man-made lakes, bridges, woods, and, of course, people. The park was designed in the mid-1800s by Frederick Law Olmsted and Calvert Vaux for a design competition to create a large green space in the middle of Manhattan where the people could relax, unwind, and get back in touch with nature, even if just for an afternoon. These days, when the sun is shining, New Yorkers and tourists flock to Central Park to picnic, skate, stroll, toss frisbees, paddle the lake, or just relax and watch the people go by.*



## Everything you get

- 🔄 Round-trip and on-tour transportation
- 🏠 3 nights hotel accommodations (4 or 5 nights on 5- or 6-day tours)
- 👤 Full-time Tour Director
- 🍴 Breakfast and dinner daily
- 📷 Comprehensive sightseeing tours
- 🎫 Visits to special attractions

- 🎭 1 Standard Broadway show
- 🔒 Overnight security at your hotel
- ✅ Illness and Accident Coverage
- 👤 Travel ID Badges and backpacks
- 💵 Gratuities

## Options

- Downtown hotel (private groups only)
- Extended stay
- Lunches
- Earned credit for Group Leaders and students



# Student Travel Program Proposal

Fruitport High School / Tammy Ruch

New York City · Spring 2026

[efexploreamerica.com/NYB](http://efexploreamerica.com/NYB)

# Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Explore America, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

## What's in this document

Pg. 3	<b>Safety</b>
Pg. 5	<b>School/District protection</b>
Pg. 5	<b>Liability protection</b>
Pg. 6	<b>Traveler protection</b>
Pg. 7	<b>Educational value</b>
Pg. 8	<b>Sample hotels &amp; meals</b>
Pg. 8	<b>Next steps</b>
Pg. 10	<b>Educator testimonials</b>

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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For full terms and Booking Conditions, visit:  
[efexploreamerica.com/bc](https://efexploreamerica.com/bc)



# Safety

**Your students' safety is our number one priority.** We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight.

Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

## Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

## 24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

## Your dedicated team

This group is fully committed to your school's trip and the safety of every traveler.

*Operations Safety & Incident Response Team* – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

*Emergency Services & Support Team* – Our support team is available 24/7 to help resolve any issue, from a missed flight to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

*Tour Director* – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo an annual background check as permissible by local law and are required to participate in ongoing EF safety trainings. They're

the first point of contact in an emergency and they communicate information to help travelers stay safe in their tour destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate tours with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

*Tour Consultant* – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

*Traveler Support* – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

*Chaperones* – For every ten travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 10:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

# Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, regardless of whether the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## Risk-Free Enrollment Period

New travelers who enroll on a tour no later than 110 days prior to departure can cancel for any reason up to 7 days after enrollment for a full refund of 100% of the money paid to EF, including the non-refundable enrollment fee. To be eligible, travelers must pay in full or enroll on our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible.

## Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### Peace of Mind

#### ***Provided to all groups***

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 60 days prior to departure at the group level for any reason, including terrorism or other world events.

## Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with EF's Protection Plans.

### Travel Protection Plan

#### ***Available to all travelers***

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

### Anytime Protection Plan

#### ***Available to all travelers***

To further protect your investment from the unexpected, this plan provides all the benefits included in the Travel Protection Plan as well as expanded cancellation protection.

## Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

# Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places and cultures
- Discover more about themselves

## EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.

## Earning credit for new experiences

EF makes it easy for students to turn their tour experience into college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 9-12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Students in grades 6-12 can earn 0.5 high school credits by completing our Personalized Learning Guide before, during and after tour. And the best part? It's free!



# Sample hotels

Every hotel we work with must meet our high standards for safety, quality and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and subsequently inspected regularly to ensure they continue to satisfy those parameters.

Here are some examples of hotels students might stay in on tour:

**Crowne Plaza Elizabeth**  
Elizabeth, NJ

**Best Western Executive Plus**  
Fairfield, NJ

**Holiday Inn Clark**  
Clark, NJ

# Sample meals

Meals are selected to provide a balance of local, cultural experiences and more familiar cuisines that students know and love. Below are some examples of what travelers can expect at the destination, but please note that meals can vary from tour to tour.

Here are some examples of meals students may enjoy on tour:

**Mangia**  
New York, New York

**Dallas BBQ**  
New York, New York

**John's Pizzeria**  
New York, New York

# How I can help with next steps

My name is Sofia Molina and I am Fruitport High School's dedicated Account Manager. That means I'll be working with Tammy Ruch every step of the way to make sure everything is perfectly planned.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,  
Sofia Molina  
[sofia.molina@ef.com](mailto:sofia.molina@ef.com)

**“I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel.”**

**Angela M., Administrator, Brunswick, ME**

**“I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy.”**

**Chuck C., Group Leader, Central, SC**

### **From a single tour to a whole program**

A single tour can open endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.



BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: X-4

From: Jason Kennedy

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

- Rycenga Recreational Park Board Representative

**Background Information:** The lease agreement between the District and Spring Lake Township for use of the land that the District owns adjacent to Rycenga Park requires the development of a Recreational Park Board to oversee the lease agreement. The Park Board is to include two representatives appointed by the Fruitport Board of Education. It is recommended that the District's athletic director and the director of operations serve in this capacity on behalf of the Board.

**Financial Impact:**

None

**Recommended Action:**

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.

**Action Taken:**

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

HARVEY L. SCHOLTEN  
JOHN P. VAN EENENAAH\*  
THOMAS R. REINSMA  
JOHN S. LEPAED  
THOMAS M. BOVEN  
RANDALL ALLEN WHITE  
THOMAS W. SOBEL  
RONALD A. BULTJE  
MARY M. MIMS  
JAMES O. BROWN  
RODNEY L. SCHERMER\*\*  
TIMOTHY J. BLOOM  
MARK A. KLEIST  
MATTHEW C. VAN HOEF  
ROBERT E. SULLIVAN  
LINDA S. HOWELL\*\*\*  
SCOTT D. ALFREE  
DONALD J. MANDERFELD  
TODD M. ANTRES  
DANIEL R. MARTIN  
JOHN A. RUITER

LAW OFFICES OF  
**SCHOLTEN AND FANT**  
A PROFESSIONAL CORPORATION  
SUITE 202 - OLD KENT BUILDING  
P.O. BOX 454  
GRAND HAVEN, MICHIGAN 49417-0454  
(616) 842-3030  
FAX (616) 846-6621

HOWARD W. FANT  
(1911-1993)

R. NEAL STANTON  
(1936-1996)

\*OF COUNSEL  
\*\*ALSO ADMITTED NEW YORK  
\*\*\*ALSO ADMITTED OHIO

305 HOOVER BOULEVARD, SUITE 200  
P.O. BOX 9008  
HOLLAND, MICHIGAN 49422-9008  
(616) 396-1265  
FAX (616) 393-0052

February 26, 1998

Michael L. Rolf, Esq.  
PARMENTER O'TOOLE  
175 W. Apple  
PO Box 786  
Muskegon, MI 49443-0786

Re: Rycenga Park Lease  
Fruitport Community Schools - Spring Lake Township

Dear Michael:

Enclosed please find a copy of an executed Lease between Fruitport Community Schools and Spring Lake Township for a 40-acre parcel of land comprising part of Rycenga Park in Fruitport Township. This Lease has a commencement date of February 16, 1998, and has a term of fifty (50) years from and after that date, subject to the terms of the Lease. Also enclosed is a check payable to Fruitport Community Schools in the amount of One Dollar (\$1.00) from Spring Lake Township representing the rent for the initial year of the Lease term. Rent will be due in the future as of February 16th of each consecutive year.

Thank you for your cooperation.

Very Truly Yours,

SCHOLTEN AND FANT

  
Thomas M. Boven

TMB:jg

Enclosures

cc: Mr. James A. Jeske, II, Supervisor, Spring Lake Township (w/encls)

2GV1086

February 23, 1998

Scholten and Fant  
Tom Boven  
Old Kent Bank Building  
Grand Haven, MI 49417

Dear Mr. Boven:

Enclosed please find a copy of the lease with Fruitport Schools, which I received in the mail today. No cover letter accompanied the lease. I have retained the signed original in our Rycenga Park file. I am enclosing two copies, one for your file and one to be returned to Fruitport Community Schools.

We have contacted our insurance agency Burnham and Flowers to arrange for Fruitport Community Schools to be named as additional insured as required by paragraph 11 of the lease. I am also enclosing a check for \$1.00 as required by paragraph 5 of the lease. Please send this check along with a copy of the executed lease to Fruitport Schools.

Thank you.

Sincerely,

James A. Jeske II  
Spring Lake Township Supervisor

## LEASE

THIS LEASE (the "Lease") is made and executed on this 16th day of February, 1998, by and between FRUITPORT COMMUNITY SCHOOLS, a Michigan public body corporate, whose address is 305 Pontaluna, Fruitport, Michigan 49415 (the "Lessor"), and the TOWNSHIP OF SPRING LAKE, a Michigan governmental township, whose address is 106 S. Buchanan, Spring Lake, Michigan 49456 (the "Lessee").

### **BACKGROUND FACTS**

A. Lessor is the owner of certain real estate containing approximately forty (40) acres, as more particularly described on the attached Schedule "A".

B. Lessor desires to facilitate the development of the real estate for park and recreational purposes and to provide an opportunity for residents of the Fruitport Community Schools District to have access to and make use of the park.

C. Lessee is desirous of acquiring the use of the real estate for the purpose of developing it for park and recreational purposes.

D. Lessor's Board of Education authorized the entering into of a Lease with the Lessee on February 3, 1993, as modified by a Resolution dated February 15, 1993.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. **PROPERTY.** Lessor leases to Lessee and Lessee leases from Lessor all of that certain real estate located in Fruitport Township, Muskegon County, Michigan, as more particularly described in the attached Schedule "A" (the "Property").

2. **OWNERSHIP.** Lessee shall at all times during the term of this Lease have title to all improvements, fixtures and other types of fixed personalty appurtenant to the Property, constructed on or adjacent to the Property by Lessee. Upon expiration of this Lease, or upon earlier termination for any of the reasons which entitle the Lessor to terminate this Lease, title to all improvements, fixtures and other types of fixed personalty appurtenant to the Property shall automatically, without action on the part of either of the parties, vest in Lessor, its successors and assigns. Lessee covenants and agrees that upon expiration of this Lease, or upon

termination, it will execute and deliver to Lessor evidence of title to all improvements, fixtures and other types of fixed personalty appurtenant to the Property as Lessor may reasonably request. The Lessee agrees that unless otherwise agreed to between the Lessor and Lessee, all improvements to this Property shall be the responsibility and expense of Lessee, and that all utilities to the Property will be paid for and maintained by the Lessee. If any taxes are levied or due by reason of any improvements or activities on the Property, those taxes will be the responsibility of Lessee, and not the Lessor.

3. TERM. The term of this Lease shall commence on the date this Lease is signed, and shall continue for a period of fifty (50) years (the "Term"). Expiration of the Term (unless extended or sooner terminated as provided in this Lease) shall be at midnight 50 years after the date this Lease is signed.

4. EFFECT OF LESSEE'S HOLDING OVER. Any holding over after the expiration of the initial Term of this Lease, with or without the consent of Lessor, shall be construed to be a tenancy from month to month and shall be on the terms and conditions specified in this Lease, so far as applicable.

5. RENT. During the Term of this Lease, the annual rent for the Property payable by Lessee shall be the sum of One and No/100 (\$1.00) Dollar. Rent shall be payable annually, in advance, commencing on the date this Lease is signed and continuing on each anniversary date during the Term. The rent shall be payable at Lessor's address set forth above or at such other place as Lessor may direct by written notice, from time to time, from Lessor to Lessee.

6. USE OF THE PROPERTY. The Property shall be used for park and recreational purposes only, including, but not limited to picnicking, ball fields, soccer fields, playground areas, walkway paths and nature trails. The Property shall be made available for use by all persons, including, but not by way of limitation, all residents of the Fruitport Community Schools District. Residents of the Fruitport Community Schools District shall have the right to participate in any and all programs or activities operated or conducted on the Property and adjacent premises of Spring Lake Township on the same basis as residents of the Spring Lake Public Schools District and the Grand Haven Area Public Schools District.

7. NAME OF PROPERTY. The Property shall be known as "RYCENGA RECREATIONAL PARK."

8. PARK BOARD. The Lessee shall operate and maintain the Property and adjacent Property of Spring Lake Township with the advice of the Rycenga Recreational Park Board (the "Park Board"). The Park Board shall consist of not less than seven (7), or more than eleven (11) members appointed for a three-year term. Two (2) of the Park Board members shall be appointed by the Fruitport Community Schools Board of Education. Two (2) of the Park Board members shall be appointed by the Fruitport Township Board. The remaining seven (7) Park Board members shall be the seven (7) members of the Spring Lake Township Parks and Recreational Committee.

9. RE-DELIVERY OF PROPERTY. Lessee shall pay the rent required to be paid by Lessee and shall keep and perform all the terms and conditions of this Lease on its part to be kept and performed and, at the expiration or sooner termination of this Lease, peaceably and quietly quit and surrender to Lessor the Property free and clear of all liens and encumbrances and in good order and condition, subject to reasonable wear and tear and to the other provisions of this Lease. In the event of the non-performance by Lessee of any of the covenants of Lessee undertaken in this Lease, this Lease may be terminated as provided in this Lease.

Upon termination of this Lease, Lessee shall promptly execute and deliver to Lessor the deeds or other instruments as may be required to convey any interest which it might have in the Property.

10. INSURANCE COVERAGE OF IMPROVEMENTS. Lessee shall, at all times during the Term, at Lessee's sole expense, keep all improvements which may hereafter become a part of the Property insured with broad form fire and extended coverage insurance with an all-risk endorsement against loss or damage by fire, earthquake, flood, and other extended coverage hazards for not less than the full replacement value of such improvements (excluding foundations and excavation), with loss payable to Lessor and Lessee as their interests may appear. Any loss adjustment shall require the written consent of Lessor and Lessee.

11. LIABILITY INSURANCE. Lessee shall maintain in effect, at its sole expense, at all times during the Term, reasonable amounts of comprehensive public liability insurance covering the Property for injury to or death of any one or more persons and for Property damage, and name Lessor as an additional insured on such policy or policies and deliver to Lessor a certificate evidencing such coverage from an insurance company licensed to do business in the State of Michigan.

If any claim is brought against Lessor by reason of Lessee's activities on the Property, whether for damages or injuries to persons or property, Lessee shall defend, at its expense, the Lessor and shall hold Lessor harmless from any such claim or claims except for the acts of Lessor.

12. BLANKET INSURANCE POLICIES. Notwithstanding anything to the contrary contained in the preceding two sections, Lessee's obligation to carry the insurance provided for in this Lease may be brought within the coverage of a so-called blanket policy or policies of insurance carried and maintained by Lessee; as long as the coverage afforded Lessor shall not be reduced or diminished or otherwise be different from that which would exist under a separate policy meeting all other requirements of this Lease by reason of the use of such blanket policy of insurance.

13. MAINTENANCE OF IMPROVEMENTS. Lessee shall, throughout the Term, at its own cost and without any expense to the Lessor, keep and maintain the Property and all improvements which may hereafter become a part of the Property in good, sanitary and neat order, condition and repair. Lessee shall, except as specifically provided in this Lease, restore, repair, replace or rehabilitate any improvements of any kind which may be destroyed or damaged by fire, casualty or any other cause whatsoever. Lessee shall also comply with and abide by all federal, state, county, municipal and other governmental statutes, ordinances, laws and regulations affecting the Property, the improvements thereon, or any activity or condition on or in the Property.

Lessor and Lessee agree that at no time during the term of this Lease will Lessor be responsible for providing security, administration, or supervision of any activities or improvements on the Property.

14. WARRANTIES. Lessor covenants that Lessor is seized of the Property, in fee simple, and has full right to make this Lease, and that so long as Lessee is not in default, Lessee shall have quiet and peaceable possession of the Property during the Term, in accordance with the terms and conditions of this Lease. Provided, Lessor does not warrant the fee simple title to the Property and Lessee accepts the status of Lessor's title as of the date of this Lease.

15. EVENT OF DEFAULT. If:

(a) Lessee breaches any covenant of this Lease and fails to cure the breach within thirty (30) days after written notice has been given by Lessor to Lessee; or

(b) Lessee uses or permits the Property to be used for a purpose other than those permitted under this Lease and fails to discontinue such unpermitted use within ten (10) days after receipt of written notice to do so; then Lessee shall be deemed to have committed an event of default under this Lease.

If Lessee commits an event of default, it shall be lawful for Lessor, at its option after giving written notice as required in subsections (a) and (b) without formal demand or further notice of any kind, and in addition to all of their rights and remedies provided at law or in equity, to:

- (a) Terminate this Lease and repossess the Property;
- (b) Secure specific performance of Lessee's obligations.

16. WAIVER. A waiver by Lessor of, or the failure of Lessor to take any action with respect to, any breach of any term, covenant or condition contained in this Lease shall not be deemed to be a waiver of such term, covenant or condition, or of subsequent breach of the same, or of any other term, covenant or condition contained in this Lease.

17. NOTICES.

(a) All notices, demands or other writings in this Lease provided to be given or made or sent shall be deemed to have been fully given or made or sent when made in writing and delivered to the principal office of, and acknowledged by, the person to whom notice is given, or deposited in the United States mail, registered and postage prepaid, and addressed as follows:

TO LESSOR: Fruitport Community Schools  
305 Pontaluna Road  
Fruitport, Michigan 49415  
  
Attn: Superintendent

TO LESSEE: Township of Spring Lake  
106 S. Buchanan  
Spring Lake, Michigan 49456  
  
Attn: Supervisor

(b) The address to which any notice, demand or other writing shall be given or made or sent to any party, as provided in the preceding subsection, may be changed by written notice given by such party in accordance with this section.



18. CAPTIONS. The captions appearing in this Lease are for convenience only and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease.

19. CONSTRUCTION. This Lease shall be construed and interpreted according to the laws of the state of Michigan that are applied to leases made and to be performed in that state.

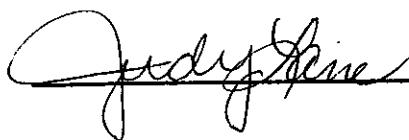
20. PARTIES BOUND. The covenants and conditions contained in this Lease shall apply to and bind the successors and assigns of all the parties.

21. AMENDMENT. This Lease represents the entire agreement between the parties. Except as expressly referenced in this Lease, no oral or written, prior or contemporaneous agreement shall have any force or effect, and this Lease may not be amended, altered or modified unless done so by means of a written instrument signed by both parties.

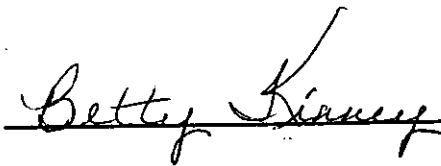
IN WITNESS WHEREOF, the Lessor and Lessee have signed this Lease as of the day and year first above written.

Signed in the Presence of:

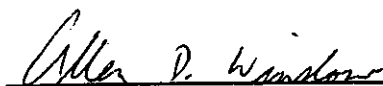
FRUITPORT COMMUNITY SCHOOLS, a  
public body corporate

\_\_\_\_\_

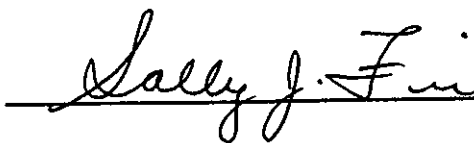
BY: \_\_\_\_\_



Its: Board of Education President

\_\_\_\_\_

BY: \_\_\_\_\_



Its: Board of Education Secretary

- Lessor -

Signed in the Presence of:

Connie E. Ruster

Reed Longstreet

TOWNSHIP OF SPRING LAKE, a  
Michigan governmental township

BY:

James A. Jeske, II

James A. Jeske, II

Its: Supervisor

BY:

Donald E. Miller

Donald E. Miller

Its: Clerk

- Lessee -

Prepared by:  
Thomas M. Boven, Esq.  
SCHOLTEN AND FANT, PC  
Attorneys at Law  
PO Box 454  
Grand Haven, MI 49417-0454

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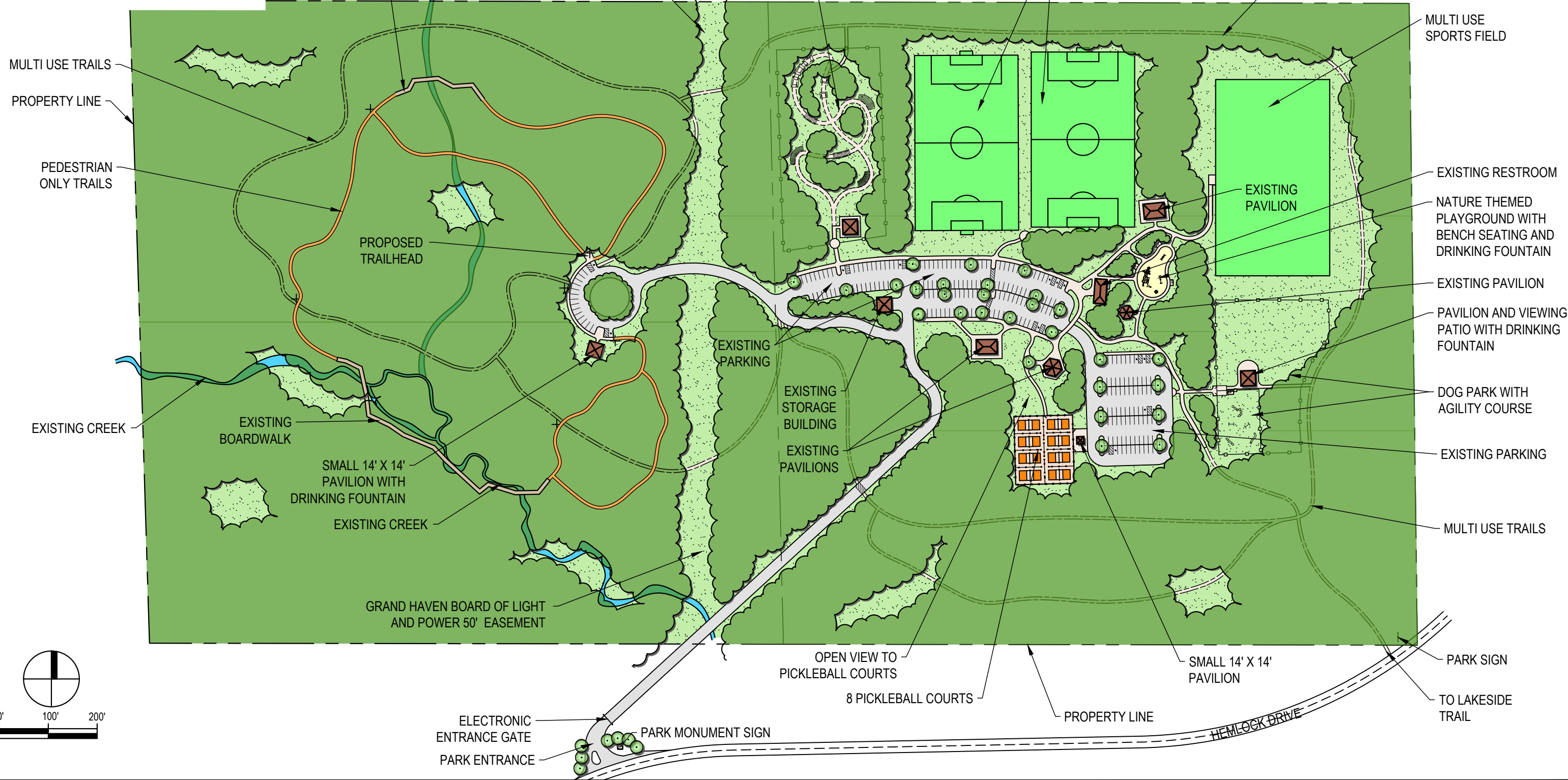
## SCHEDULE A

### Description of the Property

The Southeast one-quarter (SE-1/4) of the Southwest one-quarter (SW-1/4) of Section 34, Town 9 North, Range 16 West, Fruitport Township, Muskegon County, Michigan, ~~subject to the former~~ railroad right-of-way 100 feet in width,

**TRAIL LEGEND**

- PEDESTRIAN ONLY TRAILS
- MULTI-USE TRAILS
- WAY FINDING SIGNAGE



BOARD ACTION REQUEST FORM

Meeting Date: June 23, 2025

To: Board of Education

Attachment #: X-5

From: Jason Kennedy

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

- SEPAC Parent Advisory Committee Representative

**Background Information:** 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. It is recommended that Stephanie Detamore be nominated by the Fruitport Community Schools Board of Education to fill the following term on the MAISD SEPAC: 07/2024-07/2026.

**Financial Impact:**

None

**Recommended Action:**

To approve Stephanie Detamore to serve as the parent representative to the Parent Advisory Committee at the MAISD, as discussed.

**Action Taken:**

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

Local school districts in Michigan are required in Rule 340.1838 of the Michigan Administrative Rules for Special Education (MARSE) to nominate a parent to the 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.

The MARSE lists the responsibilities of the parent advisory committee, which include the following: The parent advisory committee shall participate in the development of the intermediate school district's plan or any modification of the plan for the delivery of special education programs and services. The parent advisory committee may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within the intermediate school district.

The mission of the MAISD's Special Education Parent Advisory Committee (SEPAC) is to represent the interests and concerns of students with special needs and their parents. It also strives to promote partnerships between parents, students, the local school district and the MAISD by facilitating communication and cooperation.

**It is recommended that Stephanie Detamore be nominated by Fruitport Community Schools Board of Education to fill the following term on the MAISD SEPAC: 07/2024- 07/2026**